Supervisors Information



Clair and Gladys Strommen Center for Meaningful Work
Christensen Center, Suite 100 • 612-330-1148 • augsburg.edu/strommen

NOTE: This document is a SAMPLE of the assessment you will be asked to fill out at the end of the internship, and is intended to be used as a resource. Please do <u>NOT</u> fill out and turn in. Towards the end of the internship you will receive the official evaluation link via email.

EVALUATION DIRECTIONS - To be completed by the primary internship site supervisor. Thank you for working with an Augsburg College student intern this past semester. As you wrap up the internship experience, please take about 30 minutes to provide an evaluation of the student performance and growth during the internship. These evaluation results will be shared with the student, faculty supervisor, and the career & internship center at Augsburg College. We also encourage you to have a closing conversation directly with your student intern to invite an opportunity for dialogue and to provide direct feedback about the internship to help the student continue to grow personally and professionally. If you have any questions or concerns, please contact us at strommen.internships @augsburg.edu.

Name:		
Title:		
Telephone:		
E-Mail:		
Company Name:		
Address:		
Students Information		
Name:		
Academic Semester (i.e., fall, spring, summer):		
Year (i.e. 2015):		
Internship Work Title & Description:		

Part I. To be completed at the end of the student's internship. Please provide your candid evaluation of the student's learning and performance in each of the following areas.

Please use the following scale: 1 = Did not meet expectation 2 = Below average in meeting expectation 3 = Meets expectation 4 = Above average in meeting expectation 5 = Exceptional in meeting expectation N/A = N applicable or cannot assess

1. Application/Integration & Building of Knowledge

	1	2	3	4	5	N/A
Sets and communicates learning goals.	O	0	O	O	O	O
Demonstrates competence in and applies knowledge of academic discipline.	O	O	O	O	O	O
Seeks out new learning.	O	O	O	O	O	0
Contributes ideas, information, and resources.	O	O	O	O	0	O
Learns new concepts, ideas, and methods easily.	O	0	0	O	O	O



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2. Communication Skills

	1	2	3	4	5	N/A
Demonstrates level of oral communication skills necessary for the job.	0	0	0	0	O	•
Writes clearly and effectively for the job.	•	O	•	O	O	O
Speaks up appropriately and communicates information in groups and one-to-one.	0	0	0	O	O	0
Listens to others and asks for clarification.	0	0	0	O	O	•
Makes effective formal presentations.	0	O	0	O	O	0

3. Problem Solving/Decision Making Skills

	1	2	3	4	5	N/A
Recognizes problems and seeks solutions.	0	0	0	0	O	0
Seeks to understand the "big picture."	0	0	0	0	•	O
Adopts new strategies readily when current approach is not effective.	O	0	0	O	O	0
Evaluates own ideas, seeks out evidence and viewpoints of others.	0	O	0	O	O	0
Resolves problems in adequate time period.	0	0	0	O	0	O
Ability to be thoughtful, shows good judgments and makes reasonable decisions.	0	O	0	O	O	0

4. Initiative & Self-Management Skills

	1	2	3	4	5	N/A
Produces consistent high-quality work.	O	O	O	O	0	0
Is self-motivated and can work independently with little direct supervision.	O	O	0	O	0	O
Completes work despite obstacles/problems.	O	O	O	O	0	O
Establishes priorities and follows through.	O	0	O	O	0	0
Demonstrates efficient use of time.	O	0	O	0	0	O
When given feedback, takes action to improve/change.	0	O	0	O	0	O



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5. Technical Skills

	1	2	3	4	5	N/A
Has the technical skills required for position.	0	•	0	0	0	0
Shows willingness to learn new technology.	•	O	0	•	•	O

6. Leadership & Character

	1	2	3	4	5	N/A
Brings a sense of values and integrity to the workplace.	•	0	0	O	O	•
Seeks to be of service to others.	0	0	0	0	O	0
Acts decisively on critical issues.	0	0	0	0	O	O
Takes appropriate leadership roles and shows leadership ability.	0	0	0	O	O	O

7. Interpersonal & Teamwork Skills

	1	2	3	4	5	N/A
Contributes positively to work team.	O	O	O	•	O	•
Is willing to put in extra time and effort.	0	O	O	•	O	•
Effectively relates to and cooperates with coworkers.	0	O	O	0	O	C
Works effectively with supervisor.	•	O	O	O	O	C

8. Sensitivity to Diversity

	1	2	3	4	5	N/A
Demonstrates openness to working with people of different genders, cultural, religious, ethnic backgrounds, ages & abilities.	•	•	•	•	•	0
Seeks out opportunities to work with people with different backgrounds and ideas.	O	O	O	•	•	0



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9. Professionalism

	1	2	3	4	5	N/A
Practices professional appearance and conduct.	O	O	O	•	O	O
Demonstrates professional confidence.	O	O	O	0	O	O
Demonstrates professional demeanor with clients or customers.	•	•	O	0	O	•
Shows trustworthiness and confidentiality.	O	O	9	•	O	O
Demonstrates/practices ethical behavior.	O	0	O	O	O	•
Regularly on time and maintains agreed hours.	0	0	0	O	0	0

Please include any comments related to the above ratings.

Part II. Please list and rate four to five primary tasks performed by the student in fulfilling his/her job responsibilities.

Task #1 Please describe the task assigned:
Please rate your performance.
O 1 = Limited ability. Performance did not meet expectation.
O 2 = Some ability. Performance improvement needed.
O 3 = Adequate/average ability. Performance met expectation
O 4 = High ability. Performance exceeded expectation.
O 5 = Very high ability. Best possible performance.
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Please include any comments related to the above rating.
Theads include any seminante related to the above rating.
Task #2 Please describe the task assigned:
Task #2 T Todge describe the task assigned.

Please rate your performance.

- 1 = Limited ability. Performance did not meet expectation.
- O 2 = Some ability. Performance improvement needed.
- O 3 = Adequate/average ability. Performance met expectation
- 4 = High ability. Performance exceeded expectation.
- 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.



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Task #3 Please describe the task assigned:
Please rate your performance.
O 1 = Limited ability. Performance did not meet expectation.
O 2 = Some ability. Performance improvement needed.
O 3 = Adequate/average ability. Performance met expectation
O 4 = High ability. Performance exceeded expectation.
O 5 = Very high ability. Best possible performance.
Please include any comments related to the above rating.
Took #4. Please describe the took assigned.
Task #4 Please describe the task assigned:
Please rate your performance.
O 1 = Limited ability. Performance did not meet expectation.
O 2 = Some ability. Performance improvement needed.
O 3 = Adequate/average ability. Performance met expectation
O 4 = High ability. Performance exceeded expectation.
O 5 = Very high ability. Best possible performance.
Please include any comments related to the above rating.
Task #5 Please describe the task assigned:
Please rate your performance.

- O 1 = Limited ability. Performance did not meet expectation.
- O 2 = Some ability. Performance improvement needed.
- O 3 = Adequate/average ability. Performance met expectation
- 4 = High ability. Performance exceeded expectation.
- 5 = Very high ability. Best possible performance.

Please include any comments related to the above rating.



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Part III. As an experienced professional, we value your insights into the following personal.

professional and career development of the student. Please consider the following questions.
1. What development have you noticed in the student's skills, knowledge, personal and/or professional performance?
2. What would you recommend for this student to do following this experience to make him/her better prepared for this profession and the workplace (i.e., courses, activities, skills)? Please be as specific as possible.
3. Please indicate areas or topics that would make the student more academically prepared for this work experience.
 4. Please indicate the number of interns you supervise on an annual basis: 1 - 2 3 - 4 5 - 6 7 - 10 10 or more
 5. Given your expectations, how would you rate this student's overall abilities/performance at the beginning of the internship? C Excellent Above Average Satisfactory Below Average Unsatisfactory
6. Given your expectations, how would you rate this student's overall abilities/performance at the end of the internship? C Excellent Above Average Satisfactory Below Average Unsatisfactory Supervisor's Electronic Signature: Date Survey Completed (mm/dd/yyyy):