

GEORGIA HIGHLANDS COLLEGE  
HUMAN SERVICES PROGRAM  
Agency Evaluation of Student Intern (End of Placement)

Student's Name: \_\_\_\_\_

Agency Name/Unit: \_\_\_\_\_

Date of evaluation: \_\_\_\_\_

Estimated number of hours student has completed this semester: \_\_\_\_\_

Briefly describe the main activities the student intern performed this semester:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

Please use the following scale to rate the intern's performance for the items listed below. Place the appropriate number in the space before each item and feel free to make comments in the space after each item.

(5) Excellent – (4) Very Good – (3) Average – (2) Poor – (1) Unacceptable – (DK) Don't Know

\_\_\_\_\_ Attendance.

\_\_\_\_\_ Punctuality.

\_\_\_\_\_ Professional appearance for work.

\_\_\_\_\_ Treated those they work with (program participants/clients) with respect and dignity.

\_\_\_\_\_ Treated staff colleagues and superiors with respect and dignity.

\_\_\_\_\_ Ability to identify and maximize program participants/client assets, strengths and resources while working with them.

\_\_\_\_\_ Comprehends and follows instructions and policies and procedures.

\_\_\_\_\_ Enthusiasm for the overall mission and activities of your organization.

\_\_\_\_\_ Understands the principle of confidentiality.

\_\_\_\_\_ Practices the principle of confidentiality.

\_\_\_\_\_ Adjusts to changes in assignments and schedules.

\_\_\_\_\_ Accepts helpful or constructive criticism concerning duties and responsibilities.

\_\_\_\_\_ Carries out assignments per instructions.

\_\_\_\_\_ Functions independently.

\_\_\_\_\_ Computer literacy and ability to use technology.

\_\_\_\_\_ Overall professionalism.

\_\_\_\_\_ A potential candidate in your organization for a job opening with similar duties and responsibilities as the internship.

Please return by email to Division Chair or by mail to: Human Services Division Chair, School of Social Sciences and Education, Georgia Highlands College, 3175 Cedartown Hwy. SE, Rome, GA 30161

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Please list any summative comments about your organization's overall experience with the student intern this semester:

Please list a few of the student intern's assets or strengths that will serve him/her well in a career in Human Services:

Please list any areas where the student intern could improve:

Any additional comments:

Supervisor's Title and Highest Level of Education\*: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

(\* Supervisor must hold a bachelor's degree or higher)