

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

Student's Name: _____

Agency Name/Unit: _____

Date of evaluation: _____

Estimated number of hours student has completed at midterm: _____

Briefly describe the main activities the student intern is performing 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 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)