Appendix C

**Radford University IDSL Internship**

**Student Performance Evaluation**

\_\_\_\_\_\_\_\_\_\_\_\_Mid-semester \_\_\_\_\_\_\_\_\_\_\_\_Final (check one)

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Major Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency Representative**: Please evaluate the student in each of the following areas. Upon completion of the evaluation, please review the results with the student. The review should emphasize major strengths as well as areas in need of improvement and the student’s potential for continued work in the field. In the area provided under each evaluation factor, please write a brief justification for each rating that is placed in the “Needs Improvement” or in the “Exceeds Expectations” category.

**Needs Meets Exceeds**

### Factors Improvement Expectations Expectations

1. Quality of Work:

* Completeness \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Neatness \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Accuracy in oral expression \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Accuracy in written expression \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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1. Quantity of Work

* Amount of work completed \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Promptness in completing

assigned tasks \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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**Needs Meets Exceeds**

### Factors Improvement Expectations Expectations

1. Initiative

* Resourcefulness \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Self reliance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Degree of initiative \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Degree of supervision

needed \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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1. Dependability

* Reliability \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Promptness and attendance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Ability to follow agency

rules and regulations \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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1. Relations with people

* Effectively communicates

with clients \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* Effectively communicates

with staff \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

* Functions as an effective

team member \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Job knowledge. Understanding of

* Job \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Agency functions \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Assigned tasks \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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1. Professionalism

* Demonstrates professionalism \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* Complies with the code of

ethics appropriate for the

work setting \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Agency Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Representative (Evaluator) Date

Student Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date

Upon completion, please email to [jmekolic@radford.edu](mailto:jmekolic@radford.edu) or mail to:

Dr. Jeanne Mekolichick

Director, IDSL Program

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