

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

# ALBRIGHT COLLEGE

## SOCIOLOGY DEPARTMENT

### INTERNSHIP EVALUATION FORM

INSTRUCTIONS FOR COMPLETION: Please circle the one number which best describes the student's demonstrated level of attainment at this time.

| ATTRIBUTE                                                                                 | STUDENT RATING |   |   |      |   |    |
|-------------------------------------------------------------------------------------------|----------------|---|---|------|---|----|
|                                                                                           | LOW            |   |   | HIGH |   | NA |
| arrives every scheduled day for internship                                                | 1              | 2 | 3 | 4    | 5 | 0  |
| stays for scheduled time at placement                                                     | 1              | 2 | 3 | 4    | 5 | 0  |
| has the necessary background information and knowledge                                    | 1              | 2 | 3 | 4    | 5 | 0  |
| meets agency standards with regard to absences, appointments, and deadlines               | 1              | 2 | 3 | 4    | 5 | 0  |
| conveys a sense of reliability and responsibility                                         | 1              | 2 | 3 | 4    | 5 | 0  |
| organizes and uses time productively                                                      | 1              | 2 | 3 | 4    | 5 | 0  |
| sets priorities when faced with conflicting demands                                       | 1              | 2 | 3 | 4    | 5 | 0  |
| maintains necessary records of activity                                                   | 1              | 2 | 3 | 4    | 5 | 0  |
| can effectively explain the service or organization's purpose                             | 1              | 2 | 3 | 4    | 5 | 0  |
| demonstrates a working knowledge of the organization's policies and procedures            | 1              | 2 | 3 | 4    | 5 | 0  |
| can identify services provided by the organization                                        | 1              | 2 | 3 | 4    | 5 | 0  |
| represents the organization and its services positively                                   | 1              | 2 | 3 | 4    | 5 | 0  |
| gives accurate information about availability of and eligibility for services             | 1              | 2 | 3 | 4    | 5 | 0  |
| has a clear understanding of the limits of her/his authority                              | 1              | 2 | 3 | 4    | 5 | 0  |
| obtains the information necessary for an adequate assessment of clients / customers, etc. | 1              | 2 | 3 | 4    | 5 | 0  |
| willingly seeks feedback from supervisor(s)                                               | 1              | 2 | 3 | 4    | 5 | 0  |
| uses available resources to improve knowledge and skills                                  | 1              | 2 | 3 | 4    | 5 | 0  |

Please indicate below the student's major strengths in this internship: \_\_\_\_\_

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Please indicate below the areas the student needs to strengthen: \_\_\_\_\_

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**INSTRUCTIONS FOR COMPLETION:** Please check A or B and respond accordingly.

\_\_\_\_ A. I have reviewed and AGREE with this evaluation.

\_\_\_\_ B. I have reviewed and DISAGREE with this evaluation for the following reasons:

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Internship Director's Signature)

\_\_\_\_\_  
Date