

_____ 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: _____

Please indicate below the areas the student needs to strengthen: _____

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