**Student Characteristics and Work Skills Evaluation**

**(Supervisor)**

**Instructions**: Please complete the following and **Return Directly To Student’s Supervising Instructor**. Your assessments of the student’s abilities in the areas indicated below will greatly assist in facilitating the professional growth of the student.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inclusive Dates of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Supervisor/Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation:** The following lists the particular areas, in which you may have observed behavioral characteristics of the students working under your supervision. Please indicate by using the rating scale provided (or you make additional comments on the reverse side of the sheet) your assessment of the student in each of the different areas.

1. Student Characteristics: Excellent Good Fair Poor
2. Demonstration of Interest in the Excellent Good Fair Poor

field (willingness to team;

enthusiasm for work).

1. Ability to organize (thoughts, Excellent Good Fair Poor

Materials and time).

1. Grasp of fundamental purpose Excellent Good Fair Poor

or philosophy of the office

1. Initiative (willingness to accept Excellent Good Fair Poor

responsibility, to offer leadership,

to make suggestions, to act on own)

1. Oral communications (ability to Excellent Good Fair Poor

express ideas, choice of grammar)

1. Written communications (ability to Excellent Good Fair Poor

express ideas, choice of grammar)

1. Ability to follow through on task Excellent Good Fair Poor

completion of assignment, per-

formance of duties, dependability)

1. Self confidence (ability to lead Excellent Good Fair Poor

informal meetings, discussion

groups, do things that challenge

competencies)

1. General physical appearance Excellent Good Fair Poor

(neatness, appropriate dress,

posture)

1. Maturity (ability to accept criticism, Excellent Good Fair Poor

engage in give and take on ideas

and work performance).

1. Evidence of individual growth and Excellent Good Fair Poor

professional development as a

result of the internship.

1. Ethical and professional awareness Excellent Good Fair Poor

(as evidenced in contact with students,

staff, and others).

1. Staff Relations:
2. Working relationship established Excellent Good Fair Poor

with supervisor.

1. Involvement in work situation Excellent Good Fair Poor
2. Took opportunity to meet staff

Members. Excellent Good Fair Poor

1. Reaction to constructive criticism

and evaluation of performance. Excellent Good Fair Poor

1. Professional Growth:
2. Within the limits if this internship, please describe the student’s two strongest characteristics as evidenced from the list above? Please briefly explain your choice.
3. What two areas, would you suggest the student should look to improve his or her performance in as evidenced from the list above?
4. What additional comments can you make about the student’s potential as Higher Education Administrator or Leader?
5. What additional factors not covered in this assessment, would you like to provide feedback or that you think deserve mentioning?

**E-Mail or Fax To:**

**Dianne Wright, Ph.D.**

**Associate Professor of Higher Education Leadership**

**& Internship Supervising Instructor**

**Florida Atlantic University**

**College of Education**

**Department of Educational Leadership**

**2912 College Avenue, ES #235**

**Davie, Florida 33351**

**E-Mail** [**dwright@fau.edu**](mailto:dwright@fau.edu)

**FAX: 954.236.1050**