

PROFESSIONAL PRACTICE PERFORMANCE EVALUATION

Internships, Cooperative Education and Research are learning experiences for students. Therefore, it is to their advantage that you evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Please complete and return this evaluation to Ray Regimbal at UMBC-Shady Grove by Friday, May 9, 2014 via email, US mail, fax or hand delivery using the contact information listed at the bottom of this form. Please call 301-738-6157 if you have any questions or concerns regarding this form or your student.

SPRING 2014 SEMESTER

Student Intern/Co-op: _____

Position Title: _____

Organization: _____

Student's Supervisor: _____

Supervisor's Title: _____

Supervisor's Email: _____

For the Summer 2014 semester, this student will:

- | | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Return as a(n) intern/co-op | <input type="checkbox"/> Graduate and attend graduate/professional school |
| <input type="checkbox"/> Graduate and become a full/part-time employee | <input type="checkbox"/> Undetermined |
| <input type="checkbox"/> Not continue work with the organization | |

Did your student intern/co-op, complete at least 120 hours of service (8-10 hours per week)? ☐ Yes ☐ No

If no, please explain:

When would you like to have another intern/co-op?:

- ☐ Fall semester 20____ ☐ Spring semester 20____ ☐ Summer semester 20____ ☐ Please call, I have questions

Has the information in this evaluation been shared with the subject student?

- | | | |
|------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No, but Career Services Center staff may discuss with the student | <input type="checkbox"/> No, and I prefer that the information be kept confidential |
|------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

Please answer questions 1-3.

1) What major accomplishment or contributions did the student achieve during the course of the internship/co-op/service?

2) What are the student's strengths? What areas of the student's work could be improved? How can this be accomplished?

3) What professional development plan would you recommend for the student (i.e., what additional courses, skills, or experience do you think would strengthen his or her career potential)?

UMBC

Please rate your intern/co-op on the following factors by making a mark on the scale:

	Outstanding	Very good	Good	Adequate	Needs Improvement	Unsatisfactory
Productivity Meets deadlines and produces quality work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative Is self motivated and asks for new challenges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgment Reaches logical decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude and Cooperation Is liked and respected by co-workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability Exhibits no excessive absenteeism or tardiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Expresses ideas clearly and concisely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feedback Accepts and uses constructive criticism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Program Feedback

We would welcome any quote(s) you would be willing to share regarding the quality of your UMBC student(s) and/or recruiting experience at UMBC. We would contact you for permission prior to the quote being used in any publication.

Supervisor's Signature: _____

Date: _____