

FINAL EVALUATION - near completion of all hours
Kinesiology and Sports Studies Department
Eastern Illinois University

NAME OF INTERN: _____ DATE: _____

PROFESSIONAL BEHAVIOR:

Behavior, attendance, & appearance consistently exceed expectations. 5	Behavior, attendance, & appearance frequently exceed expectations 4	Behavior, attendance, & appearance consistently meet expectations 3	Behavior, attendance, & appearance frequently fail to meet expectations 2	Behavior, attendance, & appearance consistently fail to meet expectations 1	Unable to make a judgment at this time NA
--	---	---	---	---	--

Examples and/or comments:

INTERPERSONAL SKILLS:

Almost always demonstrates the ability to work as a team member; almost always maintains a positive rapport with supervisors, clients, peers; almost always assists others 5	Usually demonstrates the ability to work as a team member; Usually maintains a positive rapport with supervisors, clients, peers; Usually assists others 4	Sometimes demonstrates the ability to work as a team member; Sometimes maintains a positive rapport with supervisors, clients, peers; Sometimes assists others 3	Seldom demonstrates the ability to work as a team member; Seldom maintains a positive rapport with supervisors, clients, peers; Seldom assists others 2	Almost never demonstrates the ability to work as a team member; Almost never maintains a positive rapport with supervisors, clients, peers; Almost never assists others. 1	Unable to make a judgment at this time NA
--	--	--	---	--	--

Examples and/or comments:

JUDGMENT:

When presented with a problem, can collect information & assess the validity of arguments & conclusions without assistance. 5	When presented with a problem, can collect information & interpret facts. Some assistance needed to assess validity of arguments & conclusions. 4	When presented with a problem, can collect information. An appreciable amount of assistance is needed to assess validity of arguments & conclusions. 3	When presented with a problem, needs assistance in collecting information & assessing validity of arguments & conclusions. 2	Exhibits difficulty in collecting relevant information & assessing validity of arguments & conclusions. 1	Unable to make a judgment at this time NA
--	--	---	---	--	--

Examples and/or comments:

PROBLEM-SOLVING SKILLS:

Resolves almost all simple & complex problems independently & appropriately 5	Resolves all simple & most complex problems independently & appropriately. Requires assistance for complex problems infrequently . 4	Resolves most simple & some complex problems independently & appropriately. Requires assistance occasionally . 3	Resolves some simple & rare complex problems independently & appropriately. Requires assistance frequently . 2	Resolves few problems independently & appropriately. Requires assistance constantly . 1	Unable to make a judgment at this time NA
---	--	--	--	--	--

Examples and/or comments:

CONTINUOUS PERSONAL AND PROFESSIONAL IMPROVEMENT SKILLS:

Initiates & promotes new ideas; effectively uses both traditional & innovative sources of professional information without assistance; requests constructive criticism & makes self-improvements. 5	Welcomes new ideas; effectively uses traditional & innovative sources of professional information with minimal assistance; welcomes constructive criticism & makes self-improvements. 4	Accepts new ideas; effectively uses traditional sources of professional information with minimal assistance; accepts constructive criticism & makes self-improvements. 3	Resists new ideas; effectively uses traditional sources of professional information only with significant assistance; resists constructive criticism & makes self-improvements. 2	Rejects new ideas; cannot effectively use traditional sources of professional information; rejects constructive criticism & self-improvements. 1	Unable to make a judgment at this time NA
---	---	--	---	--	--

Examples and/or comments

WRITTEN COMMUNICATION

Written communications are almost always clear, concise, free of errors, & appropriate to the intended audience 5	Written communications are mostly clear, concise, free of errors, & appropriate to the intended audience 4	Written communications are sometimes clear, concise, free of errors, & appropriate to the intended audience 3	Written communications are seldom clear, concise, free of errors, & appropriate to the intended audience 2	Written communications are almost never clear, concise, free of errors, & appropriate to the intended audience 1	Unable to make a judgment at this time NA
---	--	---	--	--	--

Examples and/or comments:

VERBAL COMMUNICATION

Verbal communications are almost always clear, concise, free of errors, & appropriate to the intended audience; can almost always describe complex concepts 5	Verbal communications are mostly clear, concise, free of errors, & appropriate to the intended audience; can usually describe complex concepts 4	Verbal communications are sometimes clear, concise, free of errors, & appropriate to the intended audience; can sometimes describe complex concepts 3	Verbal communications are seldom clear, concise, free of errors, & appropriate to the intended audience; can seldom describe complex concepts 2	Verbal communications are never clear, concise, free of errors, & appropriate to the intended audience; can almost never describe complex concepts 1	Unable to make a judgment at this time NA
--	---	--	--	---	--

Examples and/or comments:

LISTENING SKILLS

Listening is almost always active ; illustrated the ability to understand non-verbal communication & respond appropriately 5	Listening is almost always attentive ; repetition of instructions is not needed; provides appropriate follow-up communication without being asked 4	Listening is mostly attentive ; repetition of instructions is usually not needed; usually provides appropriate follow-up communication without being asked 3	Listening is sometimes attentive ; repetition of instructions is often needed; sometimes provides appropriate follow-up communication without being asked 2	Listening is seldom attentive ; repetition of instructions is regularly needed; rarely provides appropriate follow-up communication without being asked 1	Unable to make a judgment at this time NA
--	---	--	---	---	--

Examples and/or comments:

GENERAL COMMENTS:

1. HAS THIS EVALUATION BEEN DISCUSSED WITH THE INTERN? ___ Yes ___ No

2. IF GIVEN AN OPPORTUNITY, WOULD YOU CONSIDER HIRING THIS INTERN AS AN EMPLOYEE? (CIRCLE ONE)
STRONGLY AGREE AGREE UNDECIDED DISAGREE STRONGLY DISAGREE

3. VERIFICATION OF HOURS:

Between _____ and _____ the above named intern
(Internship beginning date Internship ending date)

completed _____ hours of work as part of the internship.
(Number of hours)

NAME OF EVALUATOR: _____

SIGNATURE OF EVALUATOR: _____

COOPERATING AGENCY: _____

Thank you for your cooperation and assistance throughout this internship.

Return along with second half work logs by mail to Internship Coordinator, KSS Department, 2504 Lantz, 600 Lincoln Ave., Charleston, IL 61920, by email as a scanned document to Brent Walker (bwalker@eiu.edu) or by fax to Internship Coordinator 217-581-7973.