3/18

OUTDOOR ADVENTURE LEADERSHIP INTERNSHIP

FINAL EVALUATION FORM

# **DEPARTMENT OF RECREATION AND LEISURE STUDIES**

**SCHOOL OF HEALTH SCIENCES AND HUMAN PERFORMANCE**

**ITHACA COLLEGE**

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| --- | --- | --- | --- | --- |
| **Student’s Name:** |  | **Date:** |  |  |
|  |
| **Total number of hours completed to date:** |  |
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## *INSTRUCTIONS FOR INTERNSHIP SUPERVISORS*

1. Place a check **(√)** in the appropriate box using the range of descriptors provided.
2. At the end of each section, support your evaluative check marks with written comments in the “Evidence” section.
3. Provide an overall grade of **“A”** through **“F”** at the end of form, including a plus **(+)** or minus **(-)** as appropriate.
4. Please discuss your evaluation with the intern, and ask him or her to sign the document to verify a discussion has taken place.
5. Allow the intern to provide comments in the section provided.
6. Send the evaluation form to the Ithaca College internship supervisor using the address provided.

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| **I. QUALITY OF WORK** |
| **Description** | **Distinguished** | **Commendable** | **Satisfactory** | **Marginal** | **Not Applicable** |
| *Performance consistently exceeds requirements in all aspects. Little room for improvement.* | *Performance exceeds requirements in most, but not all aspects.* | *Performance meets requirements in most aspects.* | *Performance is less than satisfactory in some aspects. Improvement needed.* | *Category does not apply to this fieldwork situation.* |
| Accuracy of completed work  |  |  |  |  |  |
| Thoroughness and attention to detail |  |  |  |  |  |
| Neatness and presentation of work  |  |  |  |  |  |

 **Evidence of Quality of Work:**

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| **II. PRODUCTIVITY** |
| **Description** | **Distinguished** | **Commendable** | **Satisfactory** | **Marginal** | **Not Applicable** |
| *Performance consistently exceeds requirements in all aspects. Little room for improvement.* | *Performance exceeds requirements in most, but not all aspects.* | *Performance meets requirements in most aspects.* | *Performance is less than satisfactory in some aspects. Improvement needed.* | *Category does not apply to this fieldwork situation.* |
| Achievement of intern objectives |  |  |  |  |  |
| Effective use of time |  |  |  |  |  |
| Quantity of work |  |  |  |  |  |
| Prompt completion of projects |  |  |  |  |  |
| Useful or effective application of knowledge and skills |  |  |  |  |  |

##### Evidence of Productivity:

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| **III. WORK HABITS, TALENTS & SKILLS** |
| **Description** | **Distinguished** | **Commendable** | **Satisfactory** | **Marginal** | **Not Applicable** |
| *Performance consistently exceeds requirements in all aspects. Little room for improvement.* | *Performance exceeds requirements in most, but not all aspects.* | *Performance meets requirements in most aspects.* | *Performance is less than satisfactory in some aspects. Improvement needed.* | *Category does not apply to this fieldwork situation.* |
| Appropriate attire |  |  |  |  |  |
| Adherence to policies and procedures |  |  |  |  |  |
| Attendance and punctuality |  |  |  |  |  |
| Ability to communicate effectively |  |  |  |  |  |
| Ability to think independently |  |  |  |  |  |
| Displays mature judgement and decision making/ problem solving |  |  |  |  |  |
| Displays initiative |  |  |  |  |  |
| Displays creativity |  |  |  |  |  |

##### Evidence of Work Habits, Talents and Skills:

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| **IV. INTERPERSONAL WORK RELATIONSHIPS** |
| **Description** | **Distinguished** | **Commendable** | **Satisfactory** | **Marginal** | **Not Applicable** |
| *Performance consistently exceeds requirements in all aspects. Little room for improvement.* | *Performance exceeds requirements in most, but not all aspects.* | *Performance meets requirements in most aspects.* | *Performance is less than satisfactory in some aspects. Improvement needed.* | *Category does not apply to this fieldwork situation.* |
| Demonstrates positive relationships with agency personnel |  |  |  |  |  |
| Relates effectively with agency clientele in a friendly and courteous manner |  |  |  |  |  |
| Accepts suggestions, directions and constructive criticism |  |  |  |  |  |
| Cooperative – team player |  |  |  |  |  |
| Leadership Skills – ability to lead clients/participants |  |  |  |  |  |

##### Evidence of Interpersonal Work Relationships:

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###### Student’s Comments:

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**Supervisor’s Comments**:

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OVERALL FINAL GRADE \_\_\_\_\_\_\_\_

INTERNSHIP PLACEMENT INFORMATION

**Agency Name:**

**Agency Supervisor’s Name:**

**Agency Supervisor’s Signature:**

**Agency’s Address & Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency’s Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Name:**

**Signature:**

**Semester:** **Fall** \_\_\_\_\_\_\_ **Spring** \_\_\_\_\_\_\_ **Summer** \_\_\_\_\_\_

**PLEASE RETURN THIS EVALUATION FORM TO:**

*(Name of) Faculty Internship Supervisor*

*Department of Recreation and Leisure Studies*

*Hill Center 40, Ithaca College*

*953 Danby Rd., Ithaca, NY 14850*

*FAX: (607) 274-1943*

*NOTE: This form may also be e-mailed to the student’s faculty internship supervisor.*