**Illinois State University**

**Center for Civic Engagement**

**Civic Engagement and Responsibility Minor**

**Final Internship Evaluation**

**Intern Name:**

**Intern Placement Organization:**

**Number of hours completed:**

**Professionalism & Job Knowledge**

Student arrives on time, completes scheduled shifts, and communicates about when they are available for meetings or have schedule changes.

5 4 3 2 1 Unable to judge

The student demonstrates commitment to assigned tasks and works on them in a responsible manner.

5 4 3 2 1 Unable to judge

The student demonstrates initiative and an ability to work independently with appropriate supervision and seeks help when needed.

5 4 3 2 1 Unable to judge

The student communicates effectively (in written and verbal communication) with staff from the agency and with community members.

5 4 3 2 1 Unable to judge

The student has a positive attitude about the work that is assigned to them and demonstrates a willingness to serve.

5 4 3 2 1 Unable to judge

**Cultural Sensitivity**

The student respects the values, beliefs, lifestyles and cultures of others that may differ from their own.

5 4 3 2 1 Unable to judge

The student is sensitive of how ethnicity, gender, nationality, age roles, and other stereotypes affect human behavior and interactions.

5 4 3 2 1 Unable to judge

**Civic Responsibility**

The student demonstrates a commitment to social justice and works to support human rights.

5 4 3 2 1 Unable to judge

The student identifies dynamics of oppression and discrimination.

5 4 3 2 1 Unable to judge

The student collaborates effectively with agency employees and clients to determine clients’/agency’s priorities/goals.

5 4 3 2 1 Unable to judge

The student develops effectives partnerships to help clients and the agency work towards their goals.

5 4 3 2 1 Unable to judge

The student demonstrates an understanding of how local, state, and international policies impact diverse groups of people in their community.

5 4 3 2 1 Unable to judge

**Organizational Contribution: Please comment on the quality of the students work product and/or the value of the students work for your organization.**

**Growth Opportunities: Please comment on the students’ progress in identified areas since the mid-term evaluation. Please provide any thoughts you have to help this intern better prepare for a professional career.**

**Additional Comments: Please share any other thoughts you would like to share about your experience with this intern.**

**Grade Recommendation: Please provide your input on the grade the student should receive based on your experience.**

Letter grades recommended by internship supervisors should reflect the following standards:

A “if I had an opening for an entry-level person, this intern would receive an interview.”

B “I would recommend this intern for an entry-level position in our profession.”

C “this intern has behaved professionally and made an effort to accomplish tasks assigned.”

D “the inconsistent effort and/or professional attitude of this intern has restricted the value of the experience.”

F “this intern has consistently failed to demonstrate acceptable professional effort.”

**Supervisor’s Recommended Final Letter Grade for this Intern: ­­­­­**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Intern Signature |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervisor Signature |  | Date |

Student should return the signed copy by the assigned due date via ReggieNet.

Supervisors can direct any questions to Harriett Steinbach [hmstein@ilstu.edu](mailto:hmstein@ilstu.edu) (309)438-3215.