



### 3.3 Evaluation of Student Performance in Internship

Supervisor, please complete this form, sign it and return it to the student. The student will submit this form online. If you have questions or additional concerns regarding the internship, feel free to e-mail the Community & International Development office at [cidp@andrews.edu](mailto:cidp@andrews.edu). We welcome supervisors who would like to attend their intern's concluding presentation.

**Agency/Organization:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Supervisor:**

Name: \_\_\_\_\_

Position within the Agency: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Student:**

Name: \_\_\_\_\_

Activities that Document Learning	1 - N/A	2 - Inadequate	3 - Limited	4 - Moderate	5 - Considerable	6 - Thorough
<b>Professional Ethics:</b> <i>Conduct conforms to values of the Community &amp; International Development Field's and Agency/Organization's Code of Ethics</i>						
Adheres to legal and ethical standards in all practice roles and settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates integrity in all dealings with clients, and agency/organization's staff, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and follows all laws pertaining to client and/or agency/organization confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates willingness to work with and advocate on behalf of vulnerable populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates awareness and respect for diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Behaviour and Conduct:</b> <i>Demonstrates responsible, accountable professional behavior, protecting peers, colleagues, clients, and others from the adverse consequences of personal performance problems and misconduct.</i>						
Demonstrates professionalism (commitment to learning, effective use of time and resources, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explores and identifies strengths and weaknesses related to professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solicits and makes use of feedback regarding performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works to correct performance problems through the development of goals and strategies for professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively participates in field supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Relationships:</b> <i>All professional interactions reflect respect, integrity, collaboration, and accountability, as well as awareness of appropriate professional role, authority, and boundaries.</i>						
Develops and maintains solid professional working alliances with clients, colleagues, superiors, and peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively and constructively participates in academic and agency/organization affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Provides feedback and constructive criticism to the supervisor and other agency/organization personnel, and gives respectful criticism according to the agency/organization's protocol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informs supervisor and academic advisor of problems that arise in the field, and works professionally to address these issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows through on verbal and written agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ethical conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall professional conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication:</b> <i>Receives and responds appropriately to verbal, non-verbal and written forms of communication.</i>						
Receives and responds appropriately to verbal, non-verbal, and written forms of communication with clients, supervisor, and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds in a timely manner to all correspondence from clients, supervisor, agency staff, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows agency rules and protocols for record-keeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning Objectives for Field Practicum:</b> <i>Upon completion of the 720 hours of internship, MSCID students are expected to be able to:</i>						
<ul style="list-style-type: none"> <li>Apply theoretical concepts related to both core courses and their area of concentration in a practice setting</li> </ul>						
Understand community, community development, and community assessment as experienced in practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply basic knowledge related to grant writing and fundraising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be able to understand and apply the principles of project evaluation in practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explore the main theoretical concepts as applied to the humanitarian and/or development field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>Explore and critically analyze the macro work environment</li> </ul>						
Identify main stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify existing resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do a baseline study of the agency/organization the student works with, as related to their requirements from the agency/organization as well as their area of concentration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benchmark existing agencies/organizations that are working in the same area as the agency/organization where the student is completing their internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do an organizational profile, and analyze main issues related to organizational development and leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Be able to design a project and conduct it, following all stages of project management</li> </ul>						
Explore and understand macro policy as well as organizational priorities for the agency/organization or targeted area/population.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs assessment – community/agency/client assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project planning and project design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financing – grant writing, fundraising, and budgeting a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring and evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Be able to disseminate the knowledge and expertise they accumulate during the 720 hours, by means of a training session or a workshop prepared and delivered at the internship site/agency/organization</li> </ul>						
Prepare a training curriculum related to the student's area of concentration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize a training session, using marketing abilities to attract audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver the training session, including evaluation forms for the audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Complete a self-evaluation report/form, and critically discuss it with the supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Be able to incorporate practical expertise into a final project and defend it</li> </ul>						
Complete an agency profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete a baseline study of the agency/organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete a specific project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Learning activities specific to the internship, and NOT listed above:</b>						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Populations with whom the student has worked/interacted (Select all that apply):</b>		
<input type="checkbox"/> Gay Men	<input type="checkbox"/> Elderly	<input type="checkbox"/> Adults
<input type="checkbox"/> Lesbian Women	<input type="checkbox"/> Adolescents	<input type="checkbox"/> Children
<input type="checkbox"/> Sexual Offenders	<input type="checkbox"/> Substance Abusers	<input type="checkbox"/> AIDS/HIV Positive
<input type="checkbox"/> Developmentally Disabled	<input type="checkbox"/> Physically Disabled	<input type="checkbox"/> Men
<input type="checkbox"/> Physically Ill	<input type="checkbox"/> Victims of Abuse	<input type="checkbox"/> Women
<input type="checkbox"/> Mentally Ill	<input type="checkbox"/> African-American or African	<input type="checkbox"/> Families
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Asian-American or Asian	<input type="checkbox"/> Communities
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Native American	<input type="checkbox"/> Administrative Staff
<input type="checkbox"/> Lower Economic Status	<input type="checkbox"/> Work with Individuals	<input type="checkbox"/> Crisis Intervention
<input type="checkbox"/> Lower Middle/Working Class	<input type="checkbox"/> Groups	<input type="checkbox"/> IDP's
<input type="checkbox"/> Middle Class	<input type="checkbox"/> Community Organizing	<input type="checkbox"/> Migrant Workers
<input type="checkbox"/> Upper Middle Class	<input type="checkbox"/> Multiple Family Groups	<input type="checkbox"/> Refugees
<input type="checkbox"/> Other (specify):		

### **Supervisor's Internship Evaluation Summary**

<b>Internship Start Date:</b>	<b>Internship End Date:</b>
<b>Total Internship Hours Completed:</b>	<b>Evaluation of work:</b> <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
<b>Student's Strengths:</b>	
<b>Areas for Student Improvement:</b>	

**Pertinent information that may have affected the student's educational experiences:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (optional)

\_\_\_\_\_  
Date

Use this additional space for more comments if necessary