FINAL EVALUATION - near completion of all hours

Kinesiology and Sports Studies Department Eastern Illinois University

NAME OF INTERN: _____ DATE: _____

PROFESSIONAL BEHAVIOR:

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

Examples and/or comments:

INTERPERSONAL SKILLS:

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

Examples and/or comments:

JUDGMENT:

	Wilson and a doubtly a	When an and the located	With an annear the dissider of	Early it is a street and the in	Unable to males a
When presented with a	When presented with a	When presented with a	When presented with a	Exhibits difficulty in	Unable to make a
problem, can collect	problem, can collect	problem, can collect	problem, needs assistance	collecting relevant	judgment at this time
information & assess	information & interpret	information. An	in collecting information &	information & assessing	
the validity of arguments	facts. Some assistance	appreciable amount of	assessing validity of	validity of arguments &	
& conclusions without	needed to assess	assistance is needed to	arguments & conclusions.	conclusions.	
assistance.	validity of arguments &	assess validity of			
	conclusions.	arguments & conclusions.			
5	4	3	2	1	NA

Examples and/or comments:

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

Examples and/or comments:

CONTINUOUS PERSONAL AND PROFESSIONAL IMPROVEMENT SKILLS:

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

Examples and/or comments

WRITTEN COMMUNICATION

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

Examples and/or comments:

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

Examples and/or comments:

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