

STUDENT PERFORMANCE EVALUATION

Mansfield University of PA
Criminal Justice Administration Department

CJA 4450: Internship

It is recommended that the Agency Supervisor evaluate the student intern during the last 2-3 days of the internship so as to allow ample time for both the supervisor and the intern to discuss the final evaluation.

Please return to:

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Criminal Justice Student Intern	
M.U. CJA Faculty Advisor	
Agency Name	
Name of Agency Supervisor	
Title of Agency Supervisor	
Internship Period: Check one	Spring _____ Summer _____ Fall _____ Year: 20_____
Number of Weeks in Internship	_____ weeks

AGENCY EVALUATION

PURPOSE: This evaluation is designed to retrieve information on the student intern's performance. Your thoughtful consideration to each question is appreciated.

Use the following scale to rate each of the items below:

1. Not Satisfactory
2. Needs Some Improvement
3. Meets Expectations
4. Exceeds Expectations
5. Outstanding

RATING	TOPICS OF CONCERN
	QUALITY OF WORK: Consider neatness, accuracy, and degree of excellence.
	QUALITY OF WORK: Consider amount of work produced in relation to time expectations.
	ATTITUDE: Consider ability to get along with, and effect on others; willingness to cooperate with supervisors and to conform to rules of work; interest in self-improvement.
	ATTENDANCE: Consider absenteeism and tardiness.
	KNOWLEDGE OF WORK: Consider how well the student knows the essential elements of the job.
	RELIABILITY: Consider the student's conscientiousness in carrying out duties.
	PERSONAL APPEARANCE: Consider appropriateness of attire, cleanliness, neatness and general grooming.
	CARE OF EQUIPMENT: Consider use and treatment of equipment, supplies, and facilities.
	ADAPTABILITY: Consider ability to adjust to changing situations and work assignments.
	INITIATIVE: Consider willingness to assume responsibility and ability to do so effectively.
	PLANNING & COORDINATION: Consider ability to think beyond immediate needs and the ability to coordinate activities with other persons and/or departments.
	ACCEPTANCE OF SUPERVISION: Consider ability to accept supervision and constructive criticism.
	UNDERSTANDING OF THE AGENCY'S ROLE IN THE CJS: Consider if the student knows the agency's place in the CJS.
	EFFECTIVENESS IN COMMUNICATING TO OTHERS: Consider ability of the student to communicate verbally and in writing.
	ETHICAL BEHAVIOR EXPECTED OF PROFESSIONALS: Consider appropriateness of student behavior towards staff and clients.
	COMPETENCE: Consider the student's competence as compared to a beginning level employee in the field.
	TOTAL POINTS (80)

Do you have any additional information or concerns about this student working in a criminal justice agency environment?

Following are examples of where the student has not measured up to expected standards for agency interns.

Following are examples where the student has performed better than expected.

Additional Internship Supervisor comments.

Would you be willing to take another Mansfield University criminal justice major as an intern in the future?

Student comments to the above remarks.

Based on my observation, the overall student performance was: (circle one)

SATISFACTORY

UNSATISFACTORY

Agency Supervisor

Date

I have read this evaluation and discussed it with my agency supervisor:

Student Signature

Date

Reviewed by Faculty Supervisor

Date