

# APPENDIX E

## INTERN EVALUATION: INTERN FORM

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Intern name: \_\_\_\_\_

Date of evaluation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_

Placement site: \_\_\_\_\_

### INSTRUCTIONS

Your supervisor will be asked to complete an evaluation form designed to assess your performance during your internship. This form is provided to help you assess your own performance. It is essentially identical to the one given to your supervisor. The form usually takes just five or ten minutes to complete. It will become part of your record for this course and may be considered in assigning grades for the internship. Please answer each item using the scale provided. Space is provided following each category group for specific comments. There is also space at the end of the form for general comments. If you feel it would be helpful to put anything into context from the outset, please feel free to do so below.

Initial comments: \_\_\_\_\_

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### ANSWER CODE FOR EVALUATION ITEMS

NA: Not applicable or not enough information to form a judgment

1. Far below expectations—needs much improvement, a concern
2. Below expectations—needs some improvement to meet standards
3. Acceptable—meets standards at average level for interns
4. Above expectations—performs above average level for interns
5. Far above expectations—a definite strength, performs well beyond average levels for interns

### I. BASIC WORK REQUIREMENTS

\_\_\_\_ Arrives on time consistently

\_\_\_\_ Uses time effectively

- Informs supervisor and makes arrangements for absences
- Reliably completes requested or assigned tasks on time
- Completes required total number of hours or days on site
- Is responsive to norms about clothing, language, and so on, on site

Comments: \_\_\_\_\_  
\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
\_\_\_\_\_

**II. ETHICAL AWARENESS AND CONDUCT**

- Knowledge of general ethical guidelines
- Knowledge of ethical guidelines of internship placement
- Demonstrates awareness and sensitivity to ethical issues
- Personal behavior is consistent with ethical guidelines
- Consults with others about ethical issues if necessary

Comments: \_\_\_\_\_  
\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
\_\_\_\_\_

**III. KNOWLEDGE AND LEARNING**

**A. Knowledge of Client Population**

- Knowledge level of client population at beginning of internship
- Knowledge level of client population at end of internship

**B. Knowledge of Treatment Approaches**

- Knowledge of treatment approach at beginning of internship
- Knowledge of treatment approach at end of internship

**C. Knowledge of Treatment Setting**

- Knowledge of treatment setting at beginning of internship
- Knowledge of treatment setting at end of internship

**D. Learning**

- Receptive to learning when new information is offered
- Actively seeks new information from staff or supervisor
- Ability to learn and understand new information
- Understanding of concepts, theories, and information
- Ability to apply new information in clinical setting

Comments: \_\_\_\_\_  
\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
\_\_\_\_\_

**IV. SKILL DEVELOPMENT**

(List specific skill areas of focus for this intern during the placement, e.g., assessment, interviewing, diagnosis, individual therapy, group therapy.)

Performance	Skill Area
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**V. RESPONSE TO SUPERVISION**

- \_\_\_\_\_ Actively seeks supervision when necessary
- \_\_\_\_\_ Receptive to feedback and suggestions from supervisor
- \_\_\_\_\_ Understands information communicated in supervision
- \_\_\_\_\_ Successfully implements suggestions from supervisor
- \_\_\_\_\_ Aware of areas that need improvement
- \_\_\_\_\_ Willingness to explore personal strengths and weaknesses

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**VI. INTERACTIONS WITH CLIENTS**

- \_\_\_\_\_ Appears comfortable interacting with clients
- \_\_\_\_\_ Initiates interactions with clients
- \_\_\_\_\_ Communicates effectively with clients
- \_\_\_\_\_ Builds rapport and respect with clients
- \_\_\_\_\_ Is sensitive and responsive to clients' needs
- \_\_\_\_\_ Is sensitive to cultural differences
- \_\_\_\_\_ Is sensitive to issues of gender differences

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
 \_\_\_\_\_

**VII. INTERACTIONS WITH COWORKERS**

- \_\_\_\_\_ Appears comfortable interacting with other staff members
- \_\_\_\_\_ Initiates interactions with staff
- \_\_\_\_\_ Communicates effectively with staff
- \_\_\_\_\_ Effectively conveys information and expresses own opinions
- \_\_\_\_\_ Effectively receives information and opinions from others

Comments: \_\_\_\_\_  
\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
\_\_\_\_\_

**VIII. WORK PRODUCTS**

- \_\_\_\_\_ Reliably and accurately keeps records
- \_\_\_\_\_ Written or verbal reports are accurate and factually correct
- \_\_\_\_\_ Written or verbal reports are presented in professional manner
- \_\_\_\_\_ Reports are clinically or administratively useful

Comments: \_\_\_\_\_  
\_\_\_\_\_

Suggested areas for further study: \_\_\_\_\_  
\_\_\_\_\_

Overall, what would you identify as your strong points?

\_\_\_\_\_  
\_\_\_\_\_

What would you identify as areas in which you should improve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you believe you are prepared for employment at your present level?  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you believe you are ready for continued graduate studies?  
Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern's signature: \_\_\_\_\_ Date: \_\_\_\_\_