

APPENDIX D

INTERN EVALUATION: SUPERVISOR FORM

Intern name: _____

Date of evaluation: ____/____/____

Supervisor: _____

Internship site: _____

INSTRUCTIONS

This form is designed to help supervisors provide feedback about the performance of interns. I know you are probably busy, but the form usually takes just five or ten minutes to complete, and your answers and comments will be much appreciated. This form will become part of the intern's 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 this 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: _____

ANSWER CODE FOR EVALUATION ITEMS AND QUESTIONS

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 client's 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 this intern's strong points? _____

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

Would you recommend this intern for employment at his or her present level?

Please explain: _____

Would you recommend this intern for continued graduate studies?

Please explain: _____

Supervisor's signature: _____ Date: _____

Thank you for your time in supervising this intern and in completing this evaluation.