**NORTHERN MICHIGAN UNIVERSITY**

**INTERNSHIP FINAL EVALUATION REPORT**

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's Position or Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address, City, State, ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Directions:**

1. Underline strong points

2. Encircle weak points

3. Encircle the appropriate number position on each scale

4. Provide additional written suggestions for growth/improvement

**I. Professional Performance**

 A. Voice, Speech, Oral Communication

 Clear and distinct; good inflection; good modulation; appropriate volume; uses language

 appropriate to situation; uses correct pronunciation; free from irritating mannerisms; able to communicate effectively with: a) staff; b) public; c) participants/clientele; presents ideas simply and clearly; is congruent in verbal/nonverbal communication.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

B. Written Communication

 Uses acceptable grammar; Uses acceptable spelling; Proofreads and corrects written work;

 Expresses thoughts in a clear, organized manner; Able to effectively communicate in written

 form with: a) staff; b) public; c) participants/clientele; Strives for quality in written work;

 Able to use electronic communication techniques.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

 C. Quality and Organization of Work

 Displays thoroughness; Pays attention to detail; Volume of work produced is appropriate to

 tasks assigned; Nature of work produced is appropriate to tasks assigned; Make effective use of time; Able to organize resources; Able to organize people; Completes assignments on or before due date.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

 D. Independent Functioning/Maturity

 Able to perform without constant supervision; Able to function constructively on own initiative when necessary; Able to prioritize tasks; Makes responsible decisions; Displays an

 even temperament; Displays poise; Displays self-control

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

**II. PROFESSIONAL KNOWLEDGE**

 General

 Possesses knowledge commensurate with academic standing/role; Possesses skills commensurate with academic standing/role; Able to integrate conceptual knowledge with practical application; Exhibits/demonstrates understanding of content commensurate with role/position; Shares knowledge with others; Understands the population being served; Understands the resource being utilized; Demonstrates understanding of leisure and recreation; Demonstrates understanding of the values of leisure and recreation to participants; Displays a willingness to learn.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

 Specialized Knowledge/Technical Skills (specific to role/position)

 **Please check the appropriate section(s)**

\_\_\_\_\_A. Interpretation

 Displays Breadth of Knowledge in the following areas: a) Natural Science; b)Natural Resources; c) Historical/Cultural Knowledge; d) Use of effective guided interpretive techniques; e) Use of effective self-guided media techniques; f) Use of appropriate instructional techniques; g) Use of appropriate technology; Use of appropriate materials.

 Displays Depth of Knowledge in the followings areas: a) Natural Science; b)Natural Resources; c) Historical/Cultural Knowledge; d) Use of effective guided interpretive techniques; e) Use of effective self-guided media techniques; f) Use of appropriate instructional techniques; g) Use of appropriate technology; Use of appropriate materials.

 Displays Accuracy of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Historical/Cultural Knowledge.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

\_\_\_\_\_B. Outdoor/Environmental Education/Organized Camp Setting

 Displays Breadth of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Outdoor/Environmental Activities

 Displays Depth of Knowledge in the following areas: a) Natural Science; b) Natural Resources; c) Outdoor/Environmental Activities.

 Displays Accuracy of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Outdoor/Environmental Activities.

 Creates appropriate learning experiences based upon learner's abilities, attitudes, culture, etc.

 Uses appropriate teaching techniques/strategies; Uses appropriate teaching style; Uses appropriate support materials; Provides a positive learning environment that incorporates

 appropriate instructional techniques, technology and materials; Understands and applies principles of group dynamics/interpersonal communication

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

\_\_\_\_\_C. Outdoor Leadership

 Understands and applies skills related to land-based travel; Understands and applies skills related to water-based travel; Understands and applies skills related to logistics and planning;

 Understands and applies principles of group dynamics/interpersonal communication; Creates appropriate teaching techniques/strategies/ Uses appropriate leadership styles; Provides a

 positive learning environment that incorporates appropriate instructional techniques, technology and materials; Possesses knowledge of equipment selection; Displays knowledge

 of equipment use; Displays knowledge of equipment care; Demonstrates competence in general outdoor living skills; Displays/models a "safety" state of mind.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

**III. Professional Personality**

 A. Personal Habits/Characteristics

 Attention to appearance/grooming; Selects suitable attire; Displays neatness; Has no

 distracting mannerisms; Has physical conditioning suitable to task; Able to carry work load

 with reserve energy; Is flexible; Displays creativity and imagination; Is tactful; Strives for

 self-improvement; Models a commitment to professional virtues.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

 B. Social Qualities

 Cheerful; Friendly; Displays sense of humor; Consistent, but fair, in personal relationships;

 Displays concern for others; Helpful; Sympathetic; Shows concern for physical welfare of

 participants; Has interest in participants.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

**IV. PROFESSIONAL BEHAVIOR**

 A. Responsibility

 Is dependable; Meets schedules/deadlines; Has regular attendance; Follows through; Attends

 to instructions; Is prompt in reporting absences, illness, tardiness.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

 B. Loyalty/Cooperation

 Complies with legal established procedures and policies; Considers others' viewpoints;

 Cooperates with associates; Cooperates with superiors; Is willing and able to accept

 constructive criticism and suggestions.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

OVERALL RATING

Please circle the appropriate number for an overall evaluation of the student's work.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Additional Information

Please supplement the above rating with a statement covering any additional points. Share this evaluation with student before submitting.

Agency Supervisor's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Student's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Return to: Northern Michigan University; HPER Department; Outdoor Recreation Division Internship Coordinator; PEIF #201G; Marquette, MI 49855.