

Supervisor Evaluation of Student

Student: **Site:**

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (Sometimes demonstrates this ability/meets expectations)
- 4 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)
- NA Not applicable to this internship experience

A. Ability to Learn

- 1. Asks pertinent and purposeful questions 1 2 3 4 5 NA
- 2. Seeks out and utilizes appropriate resources 1 2 3 4 5 NA
- 3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4 5 NA

B. Reading/Writing/Computation Skills

- 1. Reads/comprehends/follows written materials 1 2 3 4 5 NA
- 2. Communicates ideas and concepts clearly in writing 1 2 3 4 5 NA
- 3. Works with mathematical procedures appropriate to the job 1 2 3 4 5 NA

C. Listening & Oral Communication Skills

- 1. Listens to others in an active and attentive manner 1 2 3 4 5 NA
- 2. Effectively participates in meetings or group settings 1 2 3 4 5 NA
- 3. Demonstrates effective verbal communication skills 1 2 3 4 5 NA

D. Creative Thinking & Problem Solving Skills

- 1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5 NA
- 2. Brainstorms/develops options and ideas 1 2 3 4 5 NA
- 3. Demonstrates an analytical capacity 1 2 3 4 5 NA

E. Professional & Career Development Skills

- 1. Exhibits self-motivated approach to work 1 2 3 4 5 NA
- 2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5 NA
- 3. Exhibits professional behavior and attitude 1 2 3 4 5 NA

F. Interpersonal & Teamwork Skills

- 1. Manages and resolves conflict in an effective manner 1 2 3 4 5 NA
- 2. Supports and contributes to a team atmosphere 1 2 3 4 5 NA
- 3. Demonstrates assertive but appropriate behavior 1 2 3 4 5 NA

G. Organizational Effectiveness Skills

- 1. Seeks to understand and support the site's or artist's mission/goals 1 2 3 4 5 NA
- 2. Fits in with the norms and expectations of the organization or artist 1 2 3 4 5 NA
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5 NA

H. Basic Work Habits

- 1. Reports to work as scheduled and on-time 1 2 3 4 5 NA
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5 NA
- 3. Dress and appearance are appropriate for this organization or artist 1 2 3 4 5 NA

I. Character Attributes

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. Brings a sense of values and integrity to the job | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Behaves in an ethical manner | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Respects the diversity (religious/cultural/ethnic) of co-workers | 1 | 2 | 3 | 4 | 5 | NA |

J. Open Category: Field-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization or studio) that have not been listed in this evaluation? If so, please list these skills below and assess the student accordingly.

- | | | | | | |
|----|---|---|---|---|---|
| 1. | 1 | 2 | 3 | 4 | 5 |
| 2. | 1 | 2 | 3 | 4 | 5 |
| 3. | 1 | 2 | 3 | 4 | 5 |

K. Comments:

L. Overall Performance

Unsatisfactory			Poor		Average		Good		Outstanding	
0	1	2	3	4	5	6	7	8	9	10
(F	D	D+	C-	C	C+	B-	B	B+	A-	A)

The above assessment was reviewed with the student on Month/Day/Year_____.

Supervisor's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

M. Program Evaluation

Please use this space to provide feedback about the Internship Program at Montserrat College of Art. What worked well? What suggestions can you make? **Thank you!**