

INTERNSHIP SITE EVALUATION FORMS

Student Information

Student Name

Mailing Address

Street

City State Zip

Telephone # (Home)

Telephone # (Work site)

Student email

Internship Site Contact Information:

Internship Site

Address

Street

City State Zip

Telephone # Site Supervisor email

Supervisor's Name

Title of Supervisor

Hours you are scheduled at site

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Begin

End

Comments/Other Information

This form completed and a detailed map/directions from WSU to your site are due the first Friday of the semester that the internship begins.

Internship Contract

WRIGHT STATE UNIVERSITY

COLLEGE OF LIBERAL ARTS

DEPARTMENT OF MODERN LANGUAGES

INTERNSHIP CONTRACT

CONTRACT MEMO OF UNDERSTANDING

This memo is entered into between _____ (Site Supervisor's Name), site supervisor representing _____ (Agency) for _____ (Student's Name), internship student from the College of Liberal Arts, Wright State University and the Department of Modern Languages program in _____ (Language) as represented by _____ (University Supervisor's Name).

The student agrees to:

1. have written objectives and guidelines for the internship experience desired
2. be supervised by the department head or designee of the department in which she/he is obtaining her/his experience
3. contact the university supervisor should there be a problem or question concerning the internship
4. uphold Agency rules and regulations as outlined in its procedures and policies
5. support the philosophy and objectives of the agency and the department in which the experience is being obtained
6. attend the required orientation meeting and site visit evaluation conducted by the university supervisor
7. maintain the mutually agreed upon internship schedule
8. meet the standards for quality care as specified by the agency

- 9.dress appropriately—as per agencies guidelines
- 10.maintain customer confidentiality
- 11.arrange for a site visit based on site supervisor and university supervisor schedules
- 12.submit internship paperwork on due date.

Site Supervisor Agrees to:

- 1.provide the student with an orientation to agency procedures
- 2.provide the student with the opportunity to have customer contacts, attend staff meetings, make contacts with other cooperating agencies, record case notes, etc.
- 3.hold weekly conferences with the student to review progress and plan for the following week
- 4.provide the student with a mid-term internship evaluation and to submit a final evaluation of the student's performance (The student will provide the supervisor with the evaluation forms.)
- 5.be available for conferences with the university supervisor as scheduled
- 6.provide adequate facilities in which to work
- 7.consult with the university supervisor if there is a problem with the student. The agency supervisor may refuse to continue the internship experience when a student's practice and/or behavior does not meet the minimum standards of the agency.

The Faculty Supervisor Agrees to:

- 1.review progress of the internship student on regular basis
- 2.reserve the right of final retention or dismissal of the student, and agrees to withdraw the student from the internship site when the student's practice and/or behavior does not meet minimum standards of the agency
- 3.contact internship site supervisor at least twice within the semester.
 - a.within the first three weeks of the semester via letter
 - b.conduct an on-site personal visit, provided the internship site is within 50 miles of the university.

4. conduct a site visit at request of supervisor or student

5. other (specify)

University supervisor agrees to be available for consultation with the site supervisor either personally or by phone and to make on-site visits as specified.

Director of Cooperating Agency / Date Internship Student / Date

University Supervisor's Signature / Date Site Supervisor's Signature / Date

Midterm Student Evaluation Guidelines and Form

MIDTERM

GUIDELINES FOR INTERNSHIP EVALUATION

(These guidelines should be given to the site supervisor by the student with the midterm evaluation.)

The site supervisor should evaluate the student on the midterm Evaluation form on the 14 predetermined skills and progress toward the goals the student developed with your assistance. The student should fill in the goals prior to giving the site supervisor the Midterm evaluation form. The following are the areas of evaluation:

- 1.orient himself/herself in a helping service atmosphere
- 2.established rapport, communicate and maintain a good working relationship
- 3.organize work efficiently
- 4.function independently and make rational decisions
- 5.understand various disciplines involved in the work setting
- 6.work with other staff members and function as a team member
- 7.tolerate daily routine and frustrations encountered in helping service work
- 8.demonstrate improvement in language skills
9. demonstrate cultural sensitivity
- 10.maintain objectivity with customers and keep personal problems in background
- 11.recognize and accept realistic needs in face of idealistic desires
- 12.and use and profit from supervision
13. make timely appearances and keep appointments
14. Student's goals, developed with the site supervisor's assistance:

The university supervisor, supervisor and other staff members will evaluate the student's progress continuously as the internship proceeds. Evaluation should always be with the student, not of him/her.

Note: A good rule of thumb to use when evaluating the student is: "What would you expect of a new hire after seven weeks of employment under your supervision at this agency?"

MIDTERM EVALUATION FORM

Student Dates Covered to

Please rate the student by checking the appropriate box to the left. When completing the evaluation, please consider the student as you would a new employee that had been with your agency approximately six to seven weeks. The key for the rating scale is:

- 1= Does not meet agency expectations
- 2= Could benefit from more experience in this area
- 3= Functions as well as most new employees after 6-7 weeks at the agency
- 4= Performance is above most new employees at this time with the agency

N/O=Not observed during this time frame.

1	2	3	4	N/O
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1. _____oriented himself/herself in a helping service atmosphere
2. _____established rapport, communicate and maintain a good working relationship
3. _____organized work efficiently
4. _____functioned independently and made rational decisions
5. _____understood various disciplines involved in the work setting
6. _____worked with other staff members and functioned as a team member
7. _____tolerated daily routine and frustrations encountered in helping service work
8. _____demonstrated improvement in language skills
9. _____demonstrated cultural sensitivity
10. _____maintained objectivity with customers and keep personal problems in background
11. _____recognized and accept realistic needs in face of idealistic desires
12. _____used and profited from supervision
13. _____made timely appearances and keep appointments
14. _____demonstrated progress in achieving his/her goals for the internship

Total: _____

Comments:

Signature — Supervisor

Date

Signature — Student

Date

Final Student Evaluation Guidelines and Form

GUIDELINES FOR FINAL EVALUATION

(These guidelines are to be given to the site supervisor with the Final Evaluation Form)

During the final evaluation, the site supervisor should evaluate the student on the following 16 areas listed on the Final Evaluation Form and the goals the student developed with your input (Area 17, student goals should be added here by student prior to giving form to supervisor). Below find the areas the student is to be evaluated on:

1. Understood the operations of the agency
2. Established rapport with co-workers and is developing helping relationship
3. Organized work
4. Made independent and rational decisions
5. Understood various disciplines involved in the work setting
6. Worked with other staff members and functioned as a team member
7. Tolerated daily routine and frustrations encountered in the agency
8. Developed foreign language skills and cultural understanding
9. Accepted the responsibility of record keeping/case recording
10. Maintained objectivity with customers/clients
11. Kept personal problems in the background
12. Recognized and accepted own strengths and weakness
13. Used and profited from supervision
14. Accepted the responsibility of record keeping (case notes, reports, etc.)
15. Adequately accept realistic needs in face of idealistic desires
16. Attended meetings when scheduled, made timely appearances, kept appointments

After the evaluation is completed, the site supervisor should discuss the evaluation with the student. The student is responsible for forwarding the evaluation to the University supervisor.

Note: A good rule to use when completing the final evaluation is - does this student function at the expectations you would have for an employee who has been with this organization fifteen weeks?

FINAL EVALUATION FORM

Student Dates Covered to

Please rate the student based on the progress made since the mid term evaluation. Rate the student based on your assessment of this individual if they had been completing 15 weeks as a new employee with your agency. Following find the rating scale for your use.

- 1 = Does not meet agency expectations.
- 2 = Needs more experience to be proficient.
- 3 = Functions within the agency policies and procedures at a level most 15 week employees would function.
- 4 = Performs above the expectations of the agency in this area.
- 5 = Area should be considered an asset by the student to use in future job pursuits.

= Not observed during this time frame.

N/O

1 2 3 4 5 N/O

1. Understood the operations of the agency

2. Established rapport with co-workers and is developing helping relationship

3. Organized work

4. Made independent and rational decisions

5. Understood various disciplines involved in the work setting.

6. Worked with other staff members and functioned as a team member

7. Tolerated daily routine and frustrations encountered in the agency

8. Developed and honed language skills and cultural understanding

9. Accepted the responsibility of record keeping/case recording.

10. Maintained objectivity with consumers/clients.

11. Kept personal problems in the background.

12. Recognized and accepted own strengths and weakness.

13. Used and profited from supervision.

→ over please

14. Adequately accepted realistic needs in face of idealistic desires.

15. Was punctual attending internship.

16. Had positive impact on client needs

17. Student goals:

Total:

Comments:

Signature – Supervisor

Date

Signature – Student

Date