


APPENDIX 5

	<p><b>FINAL INTERNSHIP PERFORMANCE ASSESSMENT FORM</b></p> <p><b>GEORGE MASON UNIVERSITY</b>                  School of Recreation, Health, and Tourism                  10900 University Blvd., MS 4E5                  Manassas, VA 20110-2203</p>
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Name of Intern: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name of University Supervisor: \_\_\_\_\_

Period Covered by Evaluation: From: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_.

This form must be completed by the onsite supervisor during the student’s last week with the Agency. The results should be shared with the intern student and then returned to the University Supervisor by fax at (703) 993-2025 for review. The final evaluation is used to determine the overall performance and development of the intern since the start of their internship with the Agency.

**Section A: Intern’s General Performance**

Please check (✓) the appropriate box.

Performance Category/Criteria	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
<b>1. Professional Behavior:</b>						
Professional appearance (e.g., neatness, appropriate dress)						
Seeks responsibility						
Demonstrates initiative						
Dependability (e.g., punctual, carries work through to completion)						
Accepts direction and constructive criticism						
Ability to work independently						
Motivation (e.g., enthusiasm, attitude towards duties)						
Resourcefulness (e.g., use of resources, varied approaches/ideas)						
Offers opinions and suggestions						

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**Section A: Intern’s General Performance (con’d)**

Performance Category/Criteria	Unsatisfactory	Below Average	Average	Above Average	Excellent	Not Applicable
<b>2. Professional Relations:</b>						
Rapport with staff (e.g., co-workers, volunteers)						
Interaction with public (i.e., clients, participants, patients)						
Understands needs of clients						
Ability to plan for client’s needs						
Adaptability (e.g., adjusts plans/actions according to situation)						
<b>3. Professional Performance:</b>						
Planning and organizing work schedule (e.g., time management)						
Judgment (e.g., common sense, problem solving skills)						
Task accomplishment						
Oral communication						
Written communication						
Evaluation, self improvement						
Leadership ability						
Quantity of work						
Quality of work						
<b>4. Professional Knowledge:</b>						
Understanding of agency’s goals and operations						
Knowledge of field						
<b>Overall Rating of Intern’s Performance for Your Agency:</b>						

**Section B: Written Evaluation of Intern’s Performance**

For each of the criteria below, briefly comment on the intern’s abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite, current knowledge and skill of profession)

