


APPENDIX 4

	<p><b>MIDPOINT 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 Agency Supervisor at the midpoint (i.e., Week 4 or 5) of a student's placement period. The results should be shared with the intern and then returned to the University Supervisor by fax at (703) 993-2025. The midpoint evaluation should be used to identify strengths and weaknesses as a basis for assessing progress and establishing growth targets for the remaining weeks of the internship. Agency Supervisors are asked to base their judgment on the entire period covered by this report rather than focusing on isolated incidents. A final evaluation will be completed at the conclusion of the intern's experience.

**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)

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**Section B: Written Evaluation of Intern's Performance (con'd)**

2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)

3. Public Relations (e.g., with supervisors, co-workers and public: courtesy, insight, respect, tact)

4. Additional Comments

***SIGNATURES\****

\_\_\_\_\_  
*Intern – signature*

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
*Month/Day*

\_\_\_\_\_  
*Agency Supervisor – signature*

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
*Month/Day*

*Please return to the University Supervisor upon completion. Thank you.*

\_\_\_\_\_  
*University Supervisor - signature*

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  
*Date Reviewed*

*\*Signing this form indicates the supervisor and intern have reviewed and discussed the evaluation. It does not necessarily indicate the intern's agreement with the content. Supervisors may use agency's performance assessment forms or append additional comments about the intern's performance.*