

**Evaluation of Student Performance in Internship**

**Agency/Organization:**

Name: Click here to enter text.

Address: Click here to enter text.

**Field Instructor/Supervisor:**

Name: Click here to enter text.

Position within the Agency: Click here to enter text.

Email: Click here to enter text.

Phone Number: Click here to enter text.

**Student:**

Name: Click here to enter text.

Email: Click here to enter text.

Phone Number: Click here to enter text.

Address: Click here to enter text.

Field Instructor Signature Click here to enter text. Date Click here to enter text.

| **Activities that Document Learning** | **1 – Thorough** | **2 – Considerable** | **3 – Moderate** | **4 – Limited** | **5 – Inadequate** | **6 – N/A** |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Ethics:**  *Conduct conforms to values of the Community & International Development Field’s and Agency/Organization’s Code of Ethics* | | | | | | |
| Adheres to legal and ethical standards in all practice roles and settings. |  |  |  |  |  |  |
| Demonstrates integrity in all dealings with clients, and agency/organization’s staff, etc. |  |  |  |  |  |  |
| Understands and follows all laws pertaining to client and/or agency/organization confidentiality. |  |  |  |  |  |  |
| Demonstrates willingness to work with and advocate on behalf of vulnerable populations. |  |  |  |  |  |  |
| Demonstrates awareness and respect for diversity. |  |  |  |  |  |  |
| **Professional Comportment and Conduct:** *Demonstrates responsible, accountable professional behavior, protecting peers, colleagues, clients, and others from the adverse consequences of personal performance problems and misconduct.* | | | | | | |
| Demonstrates professionalism (commitment to learning, effective use of time and resources, etc.). |  |  |  |  |  |  |
| Explores and identifies strengths and weaknesses related to professional practice. |  |  |  |  |  |  |
| Solicits and makes use of feedback regarding performance. |  |  |  |  |  |  |
| Works to correct performance problems through the development of goals and strategies for professional growth. |  |  |  |  |  |  |
| Actively participates in field supervision. |  |  |  |  |  |  |
| Facilitates leadership. |  |  |  |  |  |  |
| **Professional Relationships:** *All professional interactions reflect respect, integrity, collaboration, and accountability, as well as awareness of appropriate professional role, authority, and boundaries.* | | | | | | |
| Develops and maintains solid professional working alliances with clients, colleagues, superiors, and peers. |  |  |  |  |  |  |
| Actively and constructively participates in academic and agency/organization’s affairs. |  |  |  |  |  |  |
| Provides feedback and constructive criticism to field instructor and other agency/organization’s personnel, criticism that is respectful and in accordance with the agency/organization’s protocol. |  |  |  |  |  |  |
| Informs field instructor and academic advisor of problems that arise in field and works in a professional way to address these issues. |  |  |  |  |  |  |
| Follows through on verbal and written agreements. |  |  |  |  |  |  |
| Demonstrates ethical conduct. |  |  |  |  |  |  |
| Overall professional conduct. |  |  |  |  |  |  |
| **Communication:** *Receives and responds appropriately to verbal, non-verbal and written forms of communication.* | | | | | | |
| Receives and responds appropriately to verbal, non-verbal, and written forms of communication with clients, field instructor, and colleagues. |  |  |  |  |  |  |
| Responds in a timely manner to all correspondence from clients, field instructor, agency staff, etc. |  |  |  |  |  |  |
| Follows agency rules and protocols for record keeping |  |  |  |  |  |  |
| **Learning Objectives for Field Practicum:** *Upon completion of the 300 hours of internship, MSCID students are expected to be able to:* | | | | | | |
| * *Apply theoretical concepts related to both core courses and their area of concentration in practice setting:* | | | | | | |
| Understand community, community development, and community assessment as experienced in practice; |  |  |  |  |  |  |
| Apply basic knowledge related to grant writing and fundraising; |  |  |  |  |  |  |
| Be able to understand and apply the principles of project evaluation in practice; |  |  |  |  |  |  |
| Explore the main theoretical concepts as applied to the area of concentration in the practice setting. |  |  |  |  |  |  |
| * *Explore and critically analyze the macro work environment* | | | | | | |
| Identify main stakeholders; |  |  |  |  |  |  |
| Identify existing resources; |  |  |  |  |  |  |
| Do a baseline study of the agency/organization the student works with, as related to their requirements from the agency/organization as well as their area of concentration; |  |  |  |  |  |  |
| Benchmark existing programs that are working in the same area as the agency/organization where the student is completing their internship; |  |  |  |  |  |  |
| Do an organizational profile, and analyze main issues related to organizational development and leadership |  |  |  |  |  |  |
| * *Be able to design a project and conduct it, following all stages of project management:* | | | | | | |
| Explore and understand macro policy as well as organizational priorities for the agency/organization or targeted area/population; |  |  |  |  |  |  |
| Needs assessment – community/agency/client assessment; |  |  |  |  |  | ☐ |
| Project planning and project design; |  |  |  |  |  |  |
| Financing – grant writing, fund raising, and budgeting a project; |  |  |  |  |  |  |
| Implementation; |  |  |  |  |  |  |
| Monitoring and evaluation |  |  |  |  |  |  |
| * *Be able to disseminate the knowledge and expertise they accumulate during the 300 hours, by the means of a training session or a workshop prepared and delivered at the internship site/agency/organization:* | | | | | | |
| Prepare a training curriculum related to student’s area of concentration; |  |  |  |  |  |  |
| Organize a training session, using marketing abilities to attract audience; |  |  |  |  |  |  |
| Deliver the training session, including evaluation forms for the audience; |  |  |  |  |  |  |
| Complete a self-evaluation report/form, and critically discuss it with supervisor. |  |  |  |  |  |  |
| * *Be able to incorporate the practical expertise into a final project and defend it* | | | | | | |
| Complete an agency profile |  |  |  |  |  |  |
| Complete a baseline study of the agency/organization |  |  |  |  |  |  |
| Complete a specific project |  |  |  |  |  |  |
| **Learning activities specific to the internship, and NOT listed above:** | | | | | | |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |
| Click here to enter text. |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Populations with whom the student has worked/interacted** | | |
| Gay Men | Elderly | Adults |
| Lesbian Women | Adolescents | Children |
| Sexual Offenders | Substance Abusers | AIDS/HIV Positive |
| Developmentally Disabled | Physically Disabled | Men |
| Physically Ill | Victims of Abuse | Women |
| Mentally Ill | African-American or African | Families |
| Caucasian | Asian-American or Asian | Communities |
| Hispanic/Latino | Native American | Administrative Staff |
| Lower Economic Status | Work with Individuals | Crisis Intervention |
| Lower Middle/Working Class | Groups | IDP’s |
| Middle Class | Community Organizing | Migrant Workers |
| Upper Middle Class | Multiple Family Groups | Refugees |
| Other | Other | Other |

**Field Instructor/Supervisor’s Internship Evaluation Summary**

|  |  |
| --- | --- |
| **Semester:** Click here to enter text. | **Date:** Click here to enter text. |
| **Total Internship Hours Completed:** Click here to enter text. | **Suggested Grade:** Click here to enter text.  Satisfactory Unsatisfactory |
| **Student’s Strengths:**  Click here to enter text. | |
| **Areas for Student Improvement:**  Click here to enter text. | |
| **Pertinent information that may have affected the student’s educational experiences:**  Click here to enter text. | |
| **Field Instructor/Supervisor’s signature**  Click here to enter text. | **Student’s signature (optional)**  Click here to enter text. |

Field instructor/supervisor: Please complete this form and e-mail/fax it to Joel Raveloharimisy, Ph.D., Director of the Community & International Development Program, Andrews University, Berrien Springs, MI 49104-0030; e-mail [raveloha@andrews.edu](mailto:raveloha@andrews.edu) ; fax: (269) 471-3108.

Use this additional space for more comments if necessary

|  |
| --- |
| Click here to enter text. |