

**AMERICAN HUMANICS
FINAL REVIEW OF INTERNSHIP PERFORMANCE**

Internship supervisor: _____ Student: _____

Organization: _____ Date: _____

Using the scale below, place the number that best reflects your evaluation in the space provided to the left of each item. Please return to American Humanics, UALR, 2801 South University, Little Rock, AR 72205.

1=needs improvement 2=satisfactory 3=very good 4=outstanding
NA=not applicable (not relevant to this particular internship and its responsibilities)

PERSONAL ATTRIBUTES

- _____ Demonstrates a positive attitude.
- _____ Demonstrates initiative.
- _____ Demonstrates commitment to the mission of the organization.
- _____ Exhibits responsible behavior.
- _____ Exhibits ethical behavior.
- _____ Shows commitment to service.
- _____ Knows the importance of maintaining confidentiality.
- _____ Knows the importance of accountability in a nonprofit organization.
- _____ Is an effective team member.

Supervisor comments:

Student comments:

COMMUNICATION SKILLS

- _____ Uses effective verbal and nonverbal communication skills.
- _____ Uses proper grammar and vocabulary in written and verbal communication.
- _____ Demonstrates effective public speaking skills.
- _____ Uses effective listening techniques.
- _____ Demonstrates the ability to address members of various constituent groups appropriately.
- _____ Is comfortable with people (staff, volunteers, and clients) who are from different backgrounds and cultures.
- _____ Develops positive working relationships with staff and volunteers.
- _____ Handles constituent requests
- _____ Demonstrates the ability to resolve conflicts.

Supervisor comments:

Student comments:

Please answer the following questions:

How well did the intern fulfill the major responsibilities outlined in the educational contract?

supervisor:

student:

What are the strengths of the intern?

supervisor:

student:

What skill or competency or knowledge area should the student concentrate on for further development?

supervisor:

student:

What letter grade would you assign and why?

supervisor:

student:

Please share any opinions, recommendations, or suggestions for change you have with regards to education or academic preparation in the American Humanities program at UALR.

supervisor:

student:

