**Mid-term & Final Practicum/Internship Evaluation Form**

**MSU Higher Education Administration and Student Affairs**

Intern/Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Midterm Evaluation \_\_\_\_\_\_\_\_\_\_\_ Final Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle the response that most accurately corresponds with the above named

Graduate Practicum/Intern’s rate of progress toward the goals of their Practicum Plan.

Poor Satisfactory Outstanding

1 2 3 4 5

Please attach a separate evaluation, using the following questions as a guide for evaluating the Intern:

1. Assess the quality of professional performance of the Intern:

A) Has the Intern’s overall professional performance met with your expectations in general and as set forth in the Learning Contract?

B) What projects/activities has the Intern been working on? Has the Intern completed assignments/projects to your satisfaction?

C) In what ways has the Intern developed professional relationships with other staff members?

D) In what ways has the Intern demonstrated the professional behaviors necessary for the required assignments (e.g., keeping time commitments)?

2) Assess the Intern 's professional competencies. (For Master’s students, consider basing this also on the Professional Competencies endorsed by ACPA/NASPA)

A) What are the observed professional strengths of the Intern?

B) What professional skills need further development?

3) Evaluate the professional experiences that the placement provided the Intern and

the activities in which they participated.

A) What impact did the practicum/internship activities have on the goals and direction of the department/office?

B) What professional skills has the practicum/ internship provided for the Intern?

C) What interaction with other professionals has the practicum experience required?

Please share your assessments and feedback with the Intern and provide them with opportunities for self-reflection. When completing written evaluations, provide the

Student an opportunity to view your comments and numerical evaluation and ask questions about them. Finally, submit written evaluations to the Faculty Supervisor, Dr. Sean Robinson, sean.robinson@morgan.edu.

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On-site Supervisor’s signature Date

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Title

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Address

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Phone

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Email