

Service Learning/Internship/Co-op Evaluation

This evaluation is for contract duration: _____ through _____

Student Name _____ Student Email _____

VNS Advisor _____ VNS Advisor Phone _____

VNS Advisor Email _____

Organization Supervisor _____ Supervisor Phone _____

Supervisor Email _____

Professional Skills

Please evaluate the student's professional skill-building by indicating the number that matches the student's current skill level. Please use the number guide below. You may also indicate NA if the skill was not addressed or observed.

- 1 – very limited skill; unsatisfactory
- 2 – limited skill level; improvement needed
- 3 – adequate skill level; exceeds expectations
- 4 – high skill level; exceeds expectations
- 5 – very high skill level; exceptional

Communication

- _____ Demonstrates oral communication skills at the level required for the position
- _____ Writes clearly and effectively for the task assigned
- _____ Demonstrates sensitivity to diverse communication styles (i.e, based on culture, gender, disability)
- _____ Consistently exerts an effort to listen to others and seeks understanding
- _____ Demonstrates a willingness to speak up, even if unpopular information must be delivered

Problem-solving

- _____ Demonstrates competence in his/her academic discipline(s) and can apply academic learning within the organization
- _____ Tries to understand problems and consider alternative solutions before implementing plans to solve them
- _____ Makes and implements sound decisions
- _____ Uses the organization's resources efficiently and effectively in achieving goals

Technology

_____ Has the computer skills required to perform effectively

Teamwork

_____ Contributes information and resources to the group in an effective and timely fashion

_____ Demonstrates negotiation and conflict resolution skills

_____ Actively demonstrates respect for other's contributions, such as helping others, integrating himself/herself into the organization and larger community in mind; demonstrates ethical behavior in personal, workplace and community contexts.

Additional comments on Professional Skills:

Personal Development

Please evaluate the student's personal development by indicating the number that matches the student's current skill level. Please use the number guide below.

- 1 – very limited skill; unsatisfactory
- 2 – limited skill level; improvement needed
- 3 – adequate skill level; exceeds expectations
- 4 – high skill level; exceeds expectations
- 5 – very high skill level; exceptional

Self-Management

_____ Produces work of high quality

_____ Effectively and realistically prioritizes duties

_____ Applies ethical standards for the position

_____ Exercises responsibility and flexibility in personal, workplace, and community contexts; sets and meets high standards and goals for one's self and others

_____ Personal appearance is appropriate

_____ Absent for appropriate reasons only and contacts supervisor if schedule conflict occurs

_____ Has good attendance

_____ On time, except for unavoidable emergencies

Initiative

- ☐ Takes initiative seeing the task through to completion
- ☐ Asks for help in appropriate ways when it is needed

Reflection

- ☐ When given performance feedback, takes necessary actions to improve/change

Additional comments on Personal Development below.

Summary

Overall, the student's performance was:

- ☐ Exceptional
- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Improvement needed
- ☐ Unsatisfactory

Comments:

List one or two activities you think would most help this student grow professionally or personally.

Student Signature

Date

Organization Supervisor Signature

Date