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| **Purdue Human Development and Family Studies** **Intern Evaluation Form** |

**Intern:** Click or tap here to enter text.

**Site Supervisor:** Click or tap here to enter text.

**Date of Midterm:** Click or tap here to enter text.

 **Placement:** Click or tap here to enter text.

 **University Supervisor:** Click or tap here to enter text.

 **Date of Final:** Click or tap here to enter text.

**Using the rating guidelines below, please select the rating that most accurately describes the intern’s performance.**

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| **NO = NO OPPPORTUNITY -** intern has not had an opportunity to demonstrate this skill |
| **U = UNSATISFACTORY** - performance often does not meet minimum expectations of an intern; intern requires considerable assistance, direction and supervision; intern needs additional training and support to develop skill or demonstrate performance |
| **N = NEEDS IMPROVEMENT -** performance is emerging; intern requires regular assistance, direction and supervision; intern needs more time to develop skill or demonstrate performance |
| **S = SATISFACTORY -** performance meets expectations of an intern; intern demonstrates motivation to learn and needs occasional assistance, direction and supervision |
| **O = OUTSTANDING** – performance is above what is expected of an intern and is on par with the performance of entry-level employees; intern demonstrates this skill effectively and independently, and requires an appropriate level of supervision |

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| **KNOWLEDGE OF THE FIELD** |  | **Midterm** |  | **Final** |
| ***Goal: To be knowledgeable about individual development, family processes, and the broader social context.*** |  |  |  |  |
| 1. Demonstrates knowledge of normal growth and development. |  | Choose an item. |  | Choose an item. |
| 2. Understands how family dynamics influence individuals. |  | Choose an item. |  | Choose an item. |
| 3. Understands how the social and cultural environment influences children, adults, and/or families. |  | Choose an item. |  | Choose an item. |
| 4. Understands the services offered by and the policies of the agency. |  | Choose an item. |  | Choose an item. |
| 5. Stays abreast of current professional literature. |  | Choose an item. |  | Choose an item. |
| 6. Identifies limits of knowledge and seeks out information when knowledge is inadequate |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text. |
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| **SKILLS** |  | **Midterm** |  | **Final** |
| ***Goal: To apply knowledge about individual development and family processes to meet the physical, social, emotional, language, and cognitive needs of children, adults, and/or families.*** |  |  |  |  |
| 1. Accurately assesses children’s, adults’, and/or families’ developmental level and/or general functioning. |  | Choose an item. |  | Choose an item. |
| 2. Interactions with children, adults, and/or families match their developmental level and emotional state |  | Choose an item. |  | Choose an item. |
| 3. Develops goals, interventions, and/or resources that are sensitive to the developmental needs of children, adults, and/or families. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text. |

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|  |  | **Midterm** |  | **Final** |
| ***Goal: To be sensitive to and respectful of developmental, cultural, gender, structural (e.g., single parent, blended, and gay/lesbian families), and economic differences and similarities among people and their influences on individuals and families.***  |  |  |  |  |
| 1. Establishes rapport/joins with children, adults, and/or families from diverse backgrounds. |  | Choose an item. |  | Choose an item. |
| 2. Treats children, adults, and/or families from different cultural, racial, structural, and socio-economic backgrounds with fairness and respect. |  | Choose an item. |  | Choose an item. |
| 3. Treats children, adults, and/or families with disabilities with fairness and respect. |  | Choose an item. |  | Choose an item. |
| 4. Considers the role of intersecting sociocultural identities and backgrounds when assessing and addressing the needs of children, adults, and/or families |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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|  |  | **Midterm** |  | **Final** |
| ***Goal: To help children, adults, and/or families learn to use their own resources and the resources of the internship site to cope effectively with their problems and move toward their desired goals.*** |  |  |  |  |
| 1. Identifies community resources that can help children, adults, and families in needs. |  | Choose an item. |  | Choose an item. |
| 2. Identifies the internal and personal resources children, adults, and/or families have to cope with problems. |  | Choose an item. |  | Choose an item. |
| 3. Helps the child, adult, and/or family evaluate progress toward attaining goals. |  | Choose an item. |  | Choose an item. |
| 4. Assists children, adults, and/or families in identifying and using community resources. |  | Choose an item. |  | Choose an item. |
| 5. Demonstrates skill in mediating and advocating for children, adults, and/or families |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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| **PROFESSIONAL BEHAVIOR** |  | **Midterm** |  | **Final** |
| ***Goal: To demonstrate professional work attitudes and behavior.*** |  |  |  |  |
| 1. Demonstrates genuine interest in, enjoyment of, and enthusiasm for working with children, adults, and/or families. |  | Choose an item. |  | Choose an item. |
| 2. Is punctual and conscientious about attendance. |  | Choose an item. |  | Choose an item. |
| 3. Completes tasks promptly, without undue reinforcement or reminders. |  | Choose an item. |  | Choose an item. |
| 4. Manages time and resources effectively. |  | Choose an item. |  | Choose an item. |
| 5. Wears clothing appropriate to the circumstances; maintains a well-groomed appearance. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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| ***Goal: To be flexible, open-minded, and proactive when faced with new situations and ideas.*** |  | **Midterm** |  | **Final** |
| 1. Demonstrates qualities of adaptability and flexibility. |  | Choose an item. |  | Choose an item. |
| 2. Is self-motivating: takes initiative and seeks new experiences and responsibilities. |  | Choose an item. |  | Choose an item. |
| 3. Formulates long and short-range goals for own continuous learning. |  | Choose an item. |  | Choose an item. |
| 4. Participates in learning experiences outside assigned responsibilities (e.g., conferences, seminars, and workshops) |  | Choose an item. |  | Choose an item. |
| 5. Is receptive to alternative ways of viewing situations and ideas. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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|  |  | **Midterm** |  | **Final** |
| ***Goal: To communicate effectively with children, adults, families, and/or co-workers.*** |  |  |  |  |
| 1. Is coherent and logical in oral presentation of ideas. |  | Choose an item. |  | Choose an item. |
| 2. Written presentation of ideas and information is logical, organized, and comprehensible: uses correct grammar, spelling, and sentence structure. |  | Choose an item. |  | Choose an item. |
| 3. Uses effective listening skills/strategies when interviewing and serving children, adults, and/or families. |  | Choose an item. |  | Choose an item. |
| 4. Comprehends what children, adults, and/or families say and responds appropriately. |  | Choose an item. |  | Choose an item. |
| 5. Interprets and responds appropriately to children’s, adults’, and/or families’ nonverbal communication. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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| ***Goal: To establish and maintain collaborative working relationships with other professionals.*** |  |  |  |  |
| 1. Cooperates with others in planning and delivering services. |  | Choose an item. |  | Choose an item. |
| 2. Accepts responsibilities designated by supervisors and/or team members. |  | Choose an item. |  | Choose an item. |
| 3. As appropriate, delegates responsibility to other team members. |  | Choose an item. |  | Choose an item. |
| 4. When differences arise, is able to negotiate successful solutions. |  | Choose an item. |  | Choose an item. |
| 5. Gives feedback to others in a constructive and supportive manner. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text. |

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| ***Goal: To be ethical in the practice of working with individuals, families, and other professionals.*** |  |  |  |  |
| 1. Learns and follows program policies and professional ethical guidelines. |  | Choose an item. |  | Choose an item. |
| 2. Respects privacy and confidentiality of children, adults, and/or families. |  | Choose an item. |  | Choose an item. |
| 3. Maintains appropriate professional boundaries with children, adults, families, and/or co-workers. |  | Choose an item. |  | Choose an item. |
| 4. Demonstrates a sense of responsibility for own actions and in role as a professional. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

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|  |  | **Midterm** |  | **Final** |
| ***Goal: To seek and utilize feedback about one’s strengths and weaknesses in working with others and one’s development as a professional.*** |  |  |  |  |
| 1. Identifies strengths and successful aspects of performance.
 |  | Choose an item. |  | Choose an item. |
| 2. Identifies areas where improvements can be made and areas of potential growth. |  | Choose an item. |  | Choose an item. |
| 3. Accepts consultation or suggestions from others in a non-defensive manner. |  | Choose an item. |  | Choose an item. |
| 4. Asks questions regarding performance and seeks feedback from others.  |  | Choose an item. |  | Choose an item. |
| 5. Decides upon and takes appropriate action in regard to feedback or recommendations. |  | Choose an item. |  | Choose an item. |
| 6. Shows effort to develop strength in identified areas of weakness. |  | Choose an item. |  | Choose an item. |
| **Comments** *(Please date each comment):* Click or tap here to enter text.  |

**MIDTERM EVALUATION**

*Please use this section to comment on the intern’s overall performance and progress to date as of the midterm evaluation.*

1. **Briefly describe the learning experiences in which the intern was involved.**

Click or tap here to enter text.

**2. Briefly describe this intern’s strengths. Please give appropriate examples.**

Click or tap here to enter text.

**3. Please discuss areas in which the intern demonstrated need for continued professional growth and development. What**

 **recommendations would you make for the intern to address these areas?**

Click or tap here to enter text.

**4. Please describe and illustrate, with examples, areas in which the intern has made significant progress this semester.**

 Click or tap here to enter text.

**Intern’s Midterm Grade\*:**  Choose an item. **Preparer’s Signature:**

***\*Interns please note that your final grade is based upon the grading criteria, completion of all requirements, improvement in areas indicated in this evaluation and your growth as a professional.***

*If you would like to make further comments, please feel free to insert additional pages.*

**FINAL EVALUATION**

*Please use this section to comment on the intern’s overall performance and progress to date as of the final evaluation.*

 **1. Briefly describe any additional learning experiences in which the intern has been involved since midterm.**

 Click or tap here to enter text.

**2. Briefly describe this intern’s strengths. Please give appropriate examples.**

Click or tap here to enter text.

**3. Please discuss areas in which the intern demonstrated need for continued professional growth and development. What**

 **recommendations would you make for the intern to address these areas?**

Click or tap here to enter text.

**4. Please describe and illustrate with examples, areas in which the intern has made significant progress this semester.**

Click or tap here to enter text.

**Intern’s Final Grade:** Choose an item. **Preparer’s Signature:**

***Interns please note that your final grade is based upon the grading criteria, completion of all requirements, improvement in areas indicated in this evaluation and your growth as a professional.***

*If you would like to make further comments, please feel free to insert additional pages.*