

**STUDIES IN MINISTRY MINOR
MID-YEAR INTERN EVALUATION: SUPERVISOR FORM**

Intern Name: _____

Date of Evaluation ____/____/____

Supervisor: _____

Internship Site: _____

Instructions:

This form is designed to help you as a supervisor provide feedback about the performance of your Hope College intern. In recognition that you have many commitments, this form should only take a few minutes – and your answers and comments will be much appreciated. This form will become part of the intern’s record for this course and will be considered in assigning grades for the internship. You will need to consult the Learning Covenant that you and your student created at the start of the semester as you fill out this evaluation.

Please answer each item using the scale provided. Space is provided following each category group for specific comments. If a particular question does not apply to your intern or your ministry setting, then please mark NA.

We suggest that you go over your completed form with your intern, or summarize it for your intern in some capacity, as a way of providing feedback to him/her. The end of this semester or beginning of the next semester would both be good times to do this, depending upon your preference.

Please return this document **by Friday, December 9, 2011** as an email attachment to floding@hope.edu or by mail to:

Marcia Floding
Coordinator of Mentoring, Studies in Ministry Minor
C/o Center for Faithful Leadership
Hope College
PO Box 9000
Holland, MI 49422-9000

Answer Code for Evaluation Items

- NA. Not Applicable or not enough information to form a judgment
1. Far Below Expectations – needs much improvement, a concern
 2. Below Expectations – needs some improvement to meet standards
 3. Acceptable – meets standards at average level for interns
 4. Above Expectations – performs above average level for interns
 5. Far Above Expectations – a definite strength, performs well beyond average levels for interns

I. Basic Work Requirements

- ____ Arrives on time consistently
- ____ Uses time effectively
- ____ Informs supervisor and makes arrangements for absences
- ____ Reliably completes requested or assigned tasks on time
- ____ Completes required total number of hours or days on site
- ____ Is responsive to norms about clothing, language, etc., on site

Comments: _____

II. Learning

- ___ Receptive to learning when new information is offered
- ___ Actively seeks new information from staff or supervisor
- ___ Has the ability to learn and understand new information
- ___ Adjusts to and learns from a variety of new circumstances, expectations, and people
- ___ Understands concepts, theories and information related to the internship/ministry
- ___ Makes connections and sees the big picture

Comments: _____

III. Response to Supervision

- ___ Actively seeks supervision when necessary
- ___ Is receptive to feedback and suggestions from supervisor
- ___ Understands information communicated in supervision
- ___ Successfully implements suggestions from supervisor
- ___ Knows when to seek further guidance and when to work independently
- ___ Is aware of areas that need improvement
- ___ Has willingness to explore personal strengths and weaknesses

Comments: _____

IV. Interactions with Others

- ___ Appears comfortable interacting with others
- ___ Initiates interactions with others
- ___ Tries to sensitize him/herself to the feelings of others
- ___ Takes time to build relationships
- ___ Demonstrates a desire to serve others
- ___ Is sensitive to cultural differences
- ___ Is sensitive to issues of gender

Comments: _____

V. Communication Skills

- ___ Exhibits good listening skills
- ___ Communicates ideas and concepts clearly
- ___ Effectively receives information and opinions from others
- ___ Accepts and makes positive use of criticism
- ___ Is comfortable communicating in both smaller and larger settings

Comments: _____

VI. Learning Covenant

- ___ Has been conscientious about working towards his/her learning goals
- ___ Has done the assessment measures he/she identified to help measure whether he/she is meeting those learning goals
- ___ Has made considerable progress towards achieving those learning goals that could be achieved within one semester
- ___ Could be reasonably expected to meet those learning goals that are year-long

Comments: _____

Overall, what would you identify as this intern's major strengths in this ministry?

What would you identify as areas in which this intern should improve?

Any further comments, remarks, suggestions, or observations:

Supervisor's Signature: _____ Date: _____

Thank you for your time given to both supervising this intern and completing this evaluation.