STUDIES IN MINISTRY MINOR
INTERN EVALUATION - SPRING SEMESTER: 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.

Please return this document **by Friday, April 27, 2012**. You may either email it to floding@hope.edu as a scanned attachment or mail it to:

Marcia Floding
Coordinator of Mentoring, Studies in Ministry Minor
C/o CrossRoads Project
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
____ Seeks out opportunities to collaborate with others
____ Displays leadership ability in appropriate settings
____ 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. **Professional Dispositions**

____ Demonstrates personal integrity (e.g., his/her life, decisions, studies, and relationships seem integrated with his/her faith convictions)
____ Demonstrates mature understanding of the Christian faith
____ Demonstrates commitment to loving all people
____ Demonstrates confidence
____ Demonstrates vigor and passion

Comments: _____

_____

_____

_____

VII. **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 learning goals over the course of the semester and year

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?

_____

_____

_____

_____

Do you believe this intern has the basic skills, knowledge, commitment, and passion to pursue a career within this field? What areas of growth or opportunity ought he/she to pursue?

_____

_____

_____

_____

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.