



# NORTHWESTERN UNIVERSITY

School of Education & Social Policy  
Master of Science in Education  
618 Garrett Place  
Evanston, IL 60208  
(847) 467-1458

## HIGHER EDUCATION ADMINISTRATION AND POLICY Internship Evaluation Form

Student Name: \_\_\_\_\_  
Last First MI

Internship Period: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Name of Internship Site: \_\_\_\_\_

Location of Internship Site: \_\_\_\_\_  
Address City State Zip Code

Internship Supervisor: \_\_\_\_\_  
Last Name First Name

\_\_\_\_\_ Title Department Work Phone

\_\_\_\_\_ E-mail address

**PART ONE**

**Instructions to Internship Supervisor:**  
**Please rate the performance of the intern you supervised using the following abbreviations: SS, G, S, NI, NA.**  
**Feel free to also add comments.**

|           |                          |
|-----------|--------------------------|
| <b>SS</b> | <b>Shows Strength</b>    |
| <b>G</b>  | <b>Good</b>              |
| <b>S</b>  | <b>Satisfactory</b>      |
| <b>NI</b> | <b>Needs Improvement</b> |
| <b>NA</b> | <b>Not Applicable</b>    |

**A. General Professional Behaviors**

- 1. Attends work regularly and on time. Any unavoidable absences or delays were handled responsibly. \_\_\_\_\_
- 2. Completes tasks in the time period agreed upon. \_\_\_\_\_
- 3. Takes initiative and works conscientiously. \_\_\_\_\_
- 4. Approaches work with a positive attitude. \_\_\_\_\_
- 5. Reflects upon feedback about job performance and makes improvements as needed. \_\_\_\_\_
- 6. Provides others with constructive feedback. \_\_\_\_\_
- 7. Sets priorities and completes tasks in the order planned. \_\_\_\_\_
- 8. Completes work independently, when appropriate. \_\_\_\_\_

**B. Communication Skills**

- 9. Writes with clarity and uses critical thinking and synthesis skills. \_\_\_\_\_
- 10. Speaks effectively and has the ability to listen to and present diverse perspectives to different audiences. \_\_\_\_\_
- 11. Demonstrates the ability to work collegially with different constituencies. \_\_\_\_\_
- 12. Uses technology in administration, research, or instruction in an effective way. \_\_\_\_\_

**C. Leadership Skills**

- 13. Knows and understands the policies and philosophy of office/ department and other coordinating offices/departments. \_\_\_\_\_
- 14. Recognizes, analyzes, and responds to ethical dilemmas in the workplace. \_\_\_\_\_

- 15. Listens, leads, and empowers others to lead. \_\_\_\_\_
- 16. Demonstrates ability to self-assess and analyze personal and professional strengths and weaknesses. \_\_\_\_\_
- 17. Shows ability to place tasks, issues, and problems encountered in the workplace in larger higher education context. \_\_\_\_\_

**Instructions to Internship Supervisor:**  
**Please rate the performance of the intern you supervised using the following abbreviations: SS, G, S, NI, NA.**  
**Feel free to also add comments.**

**SS Shows Strength**  
**G Good**  
**S Satisfactory**  
**NI Needs Improvement**  
**NA Not Applicable**

**D. Analytical and Job-Specific Skills**

- 18. Identifies problems and develops logical responses or solutions. \_\_\_\_\_
- 19. Continually assesses and improves own analytical skills. \_\_\_\_\_
- 20. Demonstrates the ability to design, conduct, and interpret program evaluations and assessments. \_\_\_\_\_
- 21. Develops and implements workshops. \_\_\_\_\_
- 22. Plans, develops, and implements surveys, questionnaires or inventories. \_\_\_\_\_
- 23. Assists in development of procedural manuals and/or other department publications. \_\_\_\_\_
- 24. Collects and analyzes data. \_\_\_\_\_
- 25. Assists with outreach programs. \_\_\_\_\_
- 26. Provides student assistance, including career advising and counseling. \_\_\_\_\_
- 27. Understands and appreciates the ethical dimensions of research, assessment, and evaluation. \_\_\_\_\_

**E. Collegial and Community-Building Skills**

- 28. Demonstrates respect for diverse perspectives. \_\_\_\_\_
- 29. Puts forth effort to learn about colleagues and university community. \_\_\_\_\_
- 30. Shows interest in university activities outside of specialized area. \_\_\_\_\_
- 31. Develops positive working relationships with co-workers. \_\_\_\_\_

## **PART TWO**

**Please supplement the first part of the form with your assessment of learning activities specified on the intern's professional development contract. Also, please feel free to comment on relevant abilities or skills not covered on this form or expand on your brief comments above.**

### **A. Descriptive Intern Evaluation**

(Please evaluate specific experiences to which you assign high professional importance.)

**Please also assign a letter grade for the student internship. GRADE: \_\_\_\_\_**

Internship Supervisor Signature

Date

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Intern Signature

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Date

Please return this evaluation form to the Master of Science Program, School of Education and Social Policy, 618 Garrett Place, Evanston, IL 60208, or fax to 847/467-2495, attn: Associate Director, Higher Education Administration and Policy.