



Maui Community College

University of Hawai'i System



COUNTY OF MAUI SUPERVISOR'S EVALUATION OF INTERN'S PERFORMANCE AND COMPLETION OF PROJECT-BASED OBJECTIVES MID-TERM AND FINAL EVALUATIONS – FORM 5

NAME OF INTERN _____ MAJOR _____ SEMESTER / YEAR _____
INTERNSHIP SITE _____ SUPERVISOR _____

Evaluation information will be used to assess overall Co-op performance, in providing career guidance as needed, and in determining the course grade and credits at the end of the internship. **The first column is for the mid-term evaluation (Mid); the second column is for the final evaluation (Final).** The intern is responsible to notify the internship supervisor when the evaluations are due and to submit them to the Co-op office. **Parts I and II must be completed for grading purposes.**

PART I: PROJECT-BASED PERFORMANCE. Instructions: Please check the phrase which most accurately describes the intern's performance.

1. RELATIONS WITH OTHERS

Mid	Final
	Exceptionally well accepted
	Works well with others
	Gets along satisfactorily
	Some difficulty working with others
	Works very poorly with others

2. ATTITUDE-APPLICATION TO PROJECT

Mid	Final
	Outstanding in enthusiasm
	Very interested and industrious
	Average in diligence and interest
	Somewhat indifferent
	Definitely not interested

3. JUDGMENT

Mid	Final
	Exceptionally mature
	Above average in decision making
	Usually makes appropriate decisions
	Often uses poor judgment
	Consistently uses poor judgment

4. DEPENDABILITY

Mid	Final
	Completely dependable
	Above average in dependability
	Usually dependable
	Sometimes negligent
	Not dependable

5. ABILITY TO LEARN

Mid	Final
	Exceptionally fast to learn
	Learns readily
	Average in learning
	Rather slow to learn
	Requires considerable assistance

6. CONTENT KNOWLEDGE

Mid	Final
	Exceptional competence and skills
	Understands job well
	Moderately informed
	Requires considerable checking
	Poorly informed and inadequate

7. PRODUCTION (volume/quality)

Mid	Final
	Superior quality / volume
	Above average quality / volume
	Satisfactory quality / volume
	Below average production
	Very low production

8. PERSONAL APPEARANCE

Mid	Final
	Appropriate, always excellent
	Appropriate, usually very good
	Acceptable, improvement needed
	Often inappropriate, much improvement needed

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9. RELIABILITY

Mid	Final
	Always regular and prompt
	Usually present and prompt
	Occasionally absent and late
	Frequently absent and late
	Poor record

10. COMMUNICATION

Mid	Final
	Superior speech and expression
	Above average speech and expression
	Average speech and expression
	Some difficulty communicating
	Difficulty communicating

PART II: COMPLETION OF PROJECT-BASED OBJECTIVES

INSTRUCTIONS: List each approved objective briefly. Rate level of completion using scale below. Mid-term evaluation measures level of progress. Final evaluation measures level of completion at the end of the Co-op internship.

RATING SCALE: 1=more than satisfactory; 2=satisfactory; 3=unsatisfactory; 4=unable to evaluate (please explain)

- | | | |
|--------------------------|--------------------------|--|
| Mid | Final | |
| <input type="checkbox"/> | <input type="checkbox"/> | STANDARD PROJECT-BASED OBJECTIVE 1: By the end of the internship, intern will complete project-based activities at the standard designated by the internship supervisor. Appropriate and necessary training will be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | STANDARD PROJECT-BASED OBJECTIVE 2: By the end of the internship, intern will be able to explain the organizational structure of the County field site and the County of Maui. [Level II or III: _____]
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJECT-BASED OBJECTIVE 3:

_____ |

PART III: INTERNSHIP SUPERVISOR'S COMMENTS

Please include comments and recommendations that should be emphasized in the intern's evaluation and career planning.

MID-TERM: _____

FINAL: _____

Mid-term: Discussed with intern. Yes ___ No ___ **Final:** Discussed with intern. Yes ___ No ___

OVERALL PERFORMANCE RATING:

Mid-term:	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory
Final:	Superior	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory

Mid-term: _____
County Internship Supervisor's Signature / Title / Date

Final: _____
County Internship Supervisor's Signature / Title / Date

Thank you for your assistance and cooperation.

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