

***Intern Supervision Feedback Form***

Intern's Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work Site: \_\_\_\_\_ Time Period: \_\_\_\_\_ through \_\_\_\_\_

1. Please briefly list intern's work responsibilities (add any that are not listed).

- Provide individualized tutorial assistance in various subjects
- Work with fellow tutors to coordinate and manager tutoring program
- Attend and participate in monthly workshops w/ Internship Coordinator
- Attend and participate in staff check-ins and professional development sessions
- Attend and participate in 75% of College and Career Exploration Fieldtrips (Dates to be determined)
- Complete a portfolio at the end of your internship; we will provide instructions
- Teach reading to a small group of elementary students using a structured curriculum
- Create curriculum and facilitate enrichment activities
- Support and mentor elementary school students
- Attend and participate in staff meetings
- Provide homework help to elementary school students

2. How often did you meet with this student one-on-one to address a work-related concern?

- 0 times                       1 – 3 times                       4 or more times

3. Did the conversation(s) have a positive impact on the concern?

- Yes                                       No                                       N/A

<b>JOB PERFORMANCE</b>	Needs Improvement	Average	Above Average	Outstanding	Not applicable
Punctuality					
Attendance					
Following Directions					
Taking Initiative					
Working with others					
Appropriate dress					
Appropriate grooming					

**Comments / Concerns:**

Shop 55 After School Program  
 Internship Program  
 2012 - 2013

<b>ATTITUDE ON THE JOB</b>	Needs Improvement	Average	Above Average	Outstanding	Not applicable
Positive Engagement					
Accepts Criticism					
Follows Rules					
Communication with students					
Communication with co-workers / others					
Desire to Learn					

**Comments / Concerns:**

**PROFESSIONAL DEVELOPMENT PLAN:**

<i>Employee's greatest strengths</i>	<i>Actions/strategies to take advantage of strengths</i>
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<i>Areas most in need of improvement</i>	<i>Actions/strategies to improve performance</i>
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Shop 55 After School Program  
Internship Program  
2012 - 2013

Supervisor's additional comments:

Intern's comments regarding supervisor's evaluation:

I acknowledge that I have read this feedback report and have discussed its contents with the supervisor.

Intern's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_