

Department of Educational Leadership and Policy Studies

INTERNSHIP SITE SUPERVISOR INTERNSHIP 1 COURSE EVALUATION FORM

Intern Information

Name: **Esther Metcalf** Internship Period: **Summer/Fall**

Internship Title: **Northwest Vista College Internship**

Instructions: Please provide an honest and thorough evaluation of the intern's performance during their internship period. Your feedback will be invaluable in assessing their growth, strengths, and areas for improvement.



1. Communication Skills: (How effectively did the intern communicate with team members and supervisors? Were they clear and concise in their verbal and written communication? Did they actively seek clarification) when needed?

Esther communicated effectively with supervisors. Both her written and verbal skills are clear. Esther seeks clarification when needed and is actively involved in dialogue with the supervisors.

1. Work Quality: (Rate the quality of the intern's work output. Did they consistently meet expectations and deadlines? How well did they apply theoretical knowledge to practical tasks?)

As we continue working together through the internship, there will be more opportunity to produce tangible output. I anticipate that Esther will meet all expectations for the work. Esther demonstrates the ability to apply theory to practical tasks through participation in discussions with team members and description of her own professional experience.

1. Problem-Solving Abilities: (Describe the intern's ability to identify and solve problems independently. Did they demonstrate critical thinking skills when faced with challenges? Were they proactive in proposing solutions?)

Esther works independently, demonstrates critical thinking skills, and is proactive in engaging in dialogue that is solutions-based. During this internship the work was mostly based on getting to know and observe organizational leadership structures and systems. Esther’s questions and input demonstrate an understanding of the challenges faced in decision-making.

1. Initiative and Independence: (To what extent did the intern take initiative in their work? Were they able to work independently without constant supervision? Did they seek out opportunities to contribute beyond assigned tasks?)

Esther works well independently and does not require constant supervision.

1. Adaptability: (How well did the intern adapt to new tasks, projects, and environments? Were they flexible in adjusting to changing priorities or circumstances? Did they demonstrate resilience in the face of setbacks?)

Esther is incredibly adaptable to changes. As a working professional she understands the need to be flexible and resilient, especially when dealing with the executive team of a large organization.

1. Professionalism: (Evaluate the intern's professional conduct in the workplace. Did they demonstrate punctuality, reliability, and accountability? How effectively did they collaborate with colleagues and handle feedback?)

Esther exhibited a high level of professionalism in the workplace. She was punctual, reliable, and accountable. She collaborated effectively with colleagues and handled feedback constructively.

1. Overall Performance: (Provide an overall assessment of the intern's performance during the internship. Highlight their key strengths and areas for improvement. Any additional comments or recommendations for future development?)

Overall, Esther’s performance was excellent. She has a depth of knowledge and passion for the field of higher education. As we continue to work together, we will dive deeper into the application of theory to tasks and build projects that will allow Esther to demonstrate her deep understanding of the work in student services and executive leadership.

Supervisor Name: **Dr. Janie Scott, Interim Vice President of Student Success**

Date: **August 1, 2024**

Signature: Janie Scott