****.Azusa Pacific University

**Master of Arts in Transformational**

**Urban Leadership Program**

**MID-TERM**

**Service Performance Evaluation Form**

 **Intern: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Supervisor Name/Position/Contact Information:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Dates(s):** Mid-term: **\_\_\_\_\_\_\_\_\_\_\_\_\_**  Final:  **\_\_\_\_**

The Service Performance Evaluation is used to help interns understand how they can best help you. It is also used to help give the student a grade in their *International Internship*. The evaluation is to be completed  during the middle of the internship. The evaluation should be completed by the intern’s supervisor/mentor, followed by a one-on-one meeting to discuss how the student can improve their performance.

We are focused on the *relative growth* of the student: How was the student grown since starting the internship? Your careful, considered completion of this form is greatly appreciated.

Thank you for hosting an intern. Please give us your feedback about the intern’s performance at your site.

*Directions:* Please put an X in one box in each line below.

| The intern… | Not Applicable | Poor | Average | Very Good | Outstanding |
| --- | --- | --- | --- | --- | --- |
| Comes on Time |  |  |  |  |  |
| Obeys the Rules |  |  |  |  |  |
| Takes Initiative |  |  |  |  |  |
| Is Independent |  |  |  |  |  |
| Dresses appropriately |  |  |  |  |  |
| Has a pleasant attitude |  |  |  |  |  |
| Cooperates with staff and students |  |  |  |  |  |
| Aware of how she is perceived by others |  |  |  |  |  |
| *(Intern’s Service Skills)* |  |
| Identifies what she is interested in learning |  |  |  |  |  |
| Sets goals and reaches them |  |  |  |  |  |
| Interacts in culturally-appropriate ways |  |  |  |  |  |
| Brings what she needs to complete her projects |  |  |  |  |  |
| Completes assigned tasks |  |  |  |  |  |
| Notices details |  |  |  |  |  |
| Manages her time well |  |  |  |  |  |
| Meets deadlines |  |  |  |  |  |
| Follows instructions |  |  |  |  |  |
| Seeks help, but can also help herself |  |  |  |  |  |
| Thinks critically about what she has learned |  |  |  |  |  |
| *(Intern’s Personal Qualities)* |  |
| Is curious and willing to attempt challenges |  |  |  |  |  |
| Respects others |  |  |  |  |  |
| Listens well, responds with courtesy |  |  |  |  |  |
| Is flexible and patient |  |  |  |  |  |
| Is dependable |  |  |  |  |  |
| Is humble, and open to criticism |  |  |  |  |  |
| Is compassionate and interested in getting to know students |  |  |  |  |  |
| Is able to look at things through the eyes of others |  |  |  |  |  |
| Is creative. Considers alternative ideas. |  |  |  |  |  |
| Friendly and develops trust. |  |  |  |  |  |
| Polite and respectful |  |  |  |  |  |
| *(Intern’s Understandings)* |  |
| Understands the history and goals of the service site |  |  |  |  |  |
| Understands the roles of the members of the site |  |  |  |  |  |
| Understands the backgrounds / lives of the students |  |  |  |  |  |
| Knows the problems and how they’re being addressed |  |  |  |  |  |
| Her experience at the site has changed her former assumptions |  |  |  |  |  |

*Thank you for your input!*