HEP Practicum Evaluation – Administration

Student’s Name:

Please use the following scale to evaluate the intern’s ability to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | 4Exceeded Expectations | 3Met Expectations | 2Minimally Met Expectations | 1Did not Meet Expectations | 0 Not Observed or not applicable |
| Envisions administrative responsibilities holistically and in the larger institutional context (understands the big picture) |  |  |  |  |  |
| Understands the interplay of the administrative workplace environment, goals, mission |  |  |  |  |  |
| Prepares clear, concise reports, electronic communications, etc. for the mentor/administrator |  |  |  |  |  |
| Communicates clearly and effectively with stakeholders in order to advance the work of the administrative unit |  |  |  |  |  |
| Respects and promotes diversity  |  |  |  |  |  |
| Works well with a variety of others |  |  |  |  |  |
| Completes tasks as proposed |  |  |  |  |  |
| Is open to feedback and new learning |  |  |  |  |  |
| Uses theory to guide work |  |  |  |  |  |
| Contributes to an ethical and professional environment |  |  |  |  |  |
| Recognizes ethical dilemmas |  |  |  |  |  |
| Adds positively to the work of the team |  |  |  |  |  |
| Completed required hours  |  |  |  |  |  |

Comments:

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_