



**DEPARTMENT OF KINESIOLOGY - EXERCISE SCIENCE DIVISION**  
**EXS 490/EXS 491 - Internship/Practicum Evaluation Sheet**  
*To be completed by the site supervisor (evaluator)*

Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Evaluator's name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Students Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_  
 Please indicate: This is the \_\_\_\_\_ Midterm evaluation \_\_\_\_\_ Final evaluation

**Instructions for the Evaluator:** On the following page, please read each category and circle the appropriate evaluation score, using a scale value range of 5 – 1 and NA (see Criteria described below). Sign and date the form and return to the address at the bottom of this page or in WCU envelope provided. The student intern's final grade will be based on the average of the midterm and final evaluation submitted by you along with other criteria submitted to the WCU internship advisor.

Grade	Score	Interpretation	Criteria
A	5	Excellent	The highest level of performance showing sustained excellence in meeting all course requirements and exhibit an unusual degree of intellectual initiative; above and beyond expectations
B	4	Good	A high level of performance showing <i>consistent</i> and effective achievement in fulfilling the course requirements
C	3	Average	An <i>adequate</i> level of performance, meeting the basic requirements of the course.
D	2	Below average	Less than adequate performance of the minimum course requirements
F	1	Failure/Poor	Failure to meet adequate performance of the minimum course requirements
NA	NA	Not Applicable	Evaluation description is not applicable to the intern's experience at your site

Please return this form to: c/o (Name of WCU Internship advisor)  
 Department of Kinesiology  
 Sturzebecker Health Sciences Building  
 West Chester University  
 West Chester, PA 19383

## EVALUATION OF THE INTERN

- 5 4 3 2 1 NA **INTERPERSONAL RELATIONS:** With supervisors, managers, administrators. Makes good use of constructive criticism, demonstrates a positive attitude towards authority; willing to accept new and difficult assignments.
- 5 4 3 2 1 NA **INTERPERSONAL RELATIONS:** With co-workers. Relates to co-workers as a team member; goes out of the way to be helpful with peers; often is the leader of work unit, if appropriate.
- 5 4 3 2 1 NA **INTERPERSONAL RELATIONS:** With clients, patients, customers, public. Takes extra time to satisfy clients; actively tries to solve client's problems; Handles troublesome people with sensitivity and understanding.
- 5 4 3 2 1 NA **WORK HABITS:** Organization and planning. Makes long range plans; keeps within the priority system; double checks work before completion; follows through on assignments, tasks.
- 5 4 3 2 1 NA **WORK HABITS:** Maturity and common sense. Dependable in a work crisis; has a self-confident attitude; uses alternative method if blocked; motivated to perform to the best of his/her ability.
- 5 4 3 2 1 NA **WORK HABITS:** Oral communication. Can speak accurately and to the point; appropriate use of grammar.
- 5 4 3 2 1 NA **WORK HABITS:** Written communication. Handles written work concisely and accurately; appropriate use of grammar, spelling.
- 5 4 3 2 1 NA **WORK HABITS:** Learning on the job. Learns quickly and retains well; low error rate; spots errors and makes self-corrections; is highly motivated to perform well; is enthusiastic about taking over responsibilities and learning new techniques, styles, etc.; accepts criticism well.
- 5 4 3 2 1 NA **DEPENDABILITY:** Arrives on time and can be depended on to successfully complete an assigned task. Can be depended on to carry out responsibilities without being told.
- 5 4 3 2 1 NA **KNOWLEDGE, SKILLS, AND ABILITIES:** Is able to conduct appropriate fitness evaluations, tests, and to write individualized exercise prescriptions.
- 5 4 3 2 1 **SPECIFIC CRITERIA NOT COVERED ABOVE:** \_\_\_\_\_
- 5 4 3 2 1 **SPECIFIC CRITERIA NOT COVERED ABOVE:** \_\_\_\_\_
- 5 4 3 2 1 **SPECIFIC CRITERIA NOT COVERED ABOVE:** \_\_\_\_\_

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_