

Final Intern Evaluation

Instructions: Please use this form to evaluate the performance of the student intern you supervised over the last semester. The questions ask you to assess the student in the competency areas that are core to the MPA program: professional conduct, communication, integration of public administration theory into practice, and application of analytical skills to solve problems. This evaluation is used to conduct the student's overall course assessment and must be submitted in order for the student to receive a grade. Please share your assessment with the student during the final performance evaluation session.

* Required

1. Email *

2. Intern Name *

3. Site Supervisor Name *

4. Agency *

5. Total # of hours completed *

**Professional
Conduct**

Using the rating scale below, please indicate the degree of competence the student has demonstrated in each skill area during the internship experience.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

6. Demonstrated strong work ethic *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

7. Was punctual and reliable *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

8. Showed initiative and enthusiasm *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

9. Was willing to learn *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

10. Completed tasks on time *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

11. Worked well with other staff in office *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

12. Worked effectively on teams *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

13. Demonstrated cultural competence *

For the purpose of this question, cultural competence is defined as "the ability to understand, appreciate, and interact with persons from cultures and/or belief systems other than one's own."

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

14. Demonstrated promotion of inclusive institutions *

The interns recognizes and take steps to address implicit and unconscious bias, actively and respectfully listens, demonstrates emotional intelligence and advocates for anti-racist and anti-oppressive practice.

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

15. Recognizes & rectifies inequities *

The interns demonstrate the ability to use equity as a core value when analyzing problems. Students employ analytical frameworks that demonstrate an understanding of how specific societal contexts of governance, conflict history, economic conditions and social fragmentation contribute to inequities and to rectifying them.

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

16. Worked well independently *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

17. Practices & demonstrates self-reflection *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

18. Followed through with all tasks *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

19. Took responsibility for problems and worked effectively toward solutions *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

20. Demonstrated effective time management *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

21. Worked effectively within the organizational structure *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

22. Completed all assignments identified in the MOU *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

23. Came well-prepared with skills/knowledge from course work *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

24. Demonstrates an ability to adapt to changing circumstances *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

25. Intern models high ethical standards *

Students can identify ethical dilemmas, particularly those related to core values and recommend remedies within public service organizations and offer defensible strategies to address them.

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

MPA Core
Competencies

Using the rating scale below, please indicate the degree of competence the student has demonstrated in each skill area during the internship experience.

- 1= No apparent competence
2= A small degree of competence
3= A moderate degree of competence
4= A significant degree of competence
5= Full competence
NA= I have no basis on which to judge

26. Writes clear and concise communications *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

27. Organizes thought and evidence in a logical sequence *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

28. Articulate ideas well *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

29. Communicates at a level appropriate for the intended audience *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

30. Communicates well through formal presentations *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

31. Effectively applies research/theory to public problems *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

32. Understands and interprets trends and debates in administration *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

33. Gathers information from a variety of sources *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

34. Distinguishes between sources of information on the basis of quality *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

35. Identifies and applies appropriate analytical techniques *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

36. Interprets results effectively *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

37. Prepares appropriate graphical representations of data *

Mark only one oval.

- 1= No apparent competence
- 2= A small degree of competence
- 3= A moderate degree of competence
- 4= A significant degree of competence
- 5= Full competence
- NA= I have no basis on which to judge

Supervisor Specific Questions

38. Were you adequately informed of your responsibilities regarding this internship? *

Mark only one oval.

- Yes
- No

39. Were you satisfied with the communications with and responsiveness of the department staff/faculty? *

Mark only one oval.

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

40. Additional Comments:

Thank You for Completing the Final Internship Evaluation and for Hosting an MPA Intern!

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