

Guidelines for Intern Evaluation

Evaluation

The evaluation process is an important aspect of the internship; a multifaceted, constant process which helps improve the intern's professional effectiveness and is closely tied to the learning objectives and activities identified by the Intern, the On-Site Supervisor, and the Faculty Supervisor. Because the internship is pass/fail, evaluation is intended to contribute to the total learning experience and will not be used to make grade discriminations. The ideal is a constant informal dialogue between the On-Site supervisor and the Intern; however, at least one formal evaluation should be carried out.

During the final week of the internship, the Intern and the On-Site Supervisor should meet to discuss the Intern's progress and accomplishments. The On-Site Supervisor may also choose to complete a mid-point evaluation in addition to the final evaluation.

The following School of Information Science Intern Evaluation should be used in each evaluation. Written comments should be given for each point. If a specific evaluation instrument is used in the library or information agency for personnel evaluation, it may also be used.

Please have your On-Site Supervisor complete and return this form directly to your Faculty Advisor or the Student Services Office at SLISSS@mailbox.sc.edu.

Initiative, creativity, and vision: Comment on the Intern's ability to act decisively, effectively, and at appropriate times; to be resourceful in dealing with complex as well as routine situations; to anticipate needs and take necessary action without being told to do so.

Judgment and Decision Making: Comment on the Intern's ability to consider the short-term, long-term, and system-wide consequences of decisions made and to apply good judgment in work situations; to maintain confidentiality, tact, and good judgment in handling confidential information; on his or her ability to intervene appropriately in crisis situations when needed.

Quality of Work:

- a) Comment on the Intern's ability to set realistic performance and organizational goals, to implement those plans, and to evaluate outcomes;
- b) Comment on the Intern's ability to maintain high standards for work; to follow through to completion all tasks assigned.

Professional Knowledge and Skills: Comment on the Intern's knowledge of the discipline, resources, and processes and his or her ability to apply this knowledge effectively.

Interpersonal Skills: Comment on the Intern's ability to build and maintain good relations with colleagues and library or other information agency clientele; to cooperate with members of his or her own and other units; to respond positively to criticism; to learn from mistakes; and to communicate effectively with the Supervisor.

Professional development: Comment on the Intern's activities over and above the regular job assignment that have had a bearing on his or her growth and future role as a professional librarian.

Professional attitude: Comment on the Intern's ability to demonstrate a professional's commitment to scheduled work days and hours and to project a professional demeanor.

Additional Comments: