PRM 408: INTERNSHIP IN PARKS AND RECREATION MANAGEMENT
FINAL Supervisor Evaluation of NAU Intern
FAX 928-523-2275

Name of Intern:

Intern Organization:

Intern Supervisor:

Period Covered by Evaluation: From (Date) To (Date)

Date of Evaluation:

This rating should be made with care and fairness in the interest of the student intern. Please, reflect carefully upon the intern's performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire evaluation period and not on isolated incidents. Your input is greatly appreciated.

Rating Scale:
☐ Outstanding
☐ Very Good
☐ Good
☐ Fair
☐ Poor

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1). **Knowledge of Position**: Intern understands the requirements of the internship, the interns place in the organization, and the expectations of the intern position.

☐ Outstanding
☐ Very Good
☐ Good
☐ Fair
☐ Poor

Strengths:

Improvement Areas:

2). **Productivity**: Intern's use of time and resources. Volume and nature of work produced. Consider planning and follow-through on projects.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

3). **Quality of Work**: Organization, thoroughness, accuracy, neatness, foresight, and soundness of work decisions.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

4). **Relationships with Visitors/Clientele/Users**: Respect, tact, insight, effectiveness, courtesy, and social skills.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

5). **Communication Skills**: Ability to communicate effectively with other staff members, and ability to express their ideas, methods, procedures, and plans to other staff members. Also, consider willingness to listen/accept other viewpoints.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

6). **Relations with Other Organizational Departments**: Knowledge of the functions of other departments, service areas, and resources within your organization serving your visitors/clients/users. Also, consider ability to coordinate and cooperate with other organizational departments.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

7). **Writing Ability and Oral Expression**: Ability to express thoughts on paper through reports, memos, project summaries, etc. Also consider, command of verbal communication and ability to speak within the organization and to organizational visitors/clients/users.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

8). **Responsibility**: Dependability, ability to meet schedules and deadlines, follow-through on assignments, and ability to follow instructions.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

9). **Independent Functioning**: Ability to perform without constant supervision and to function effectively on their own initiative.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

10). **Personal Habits**: Attention to appearance, including suitability of attire and personal grooming.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

11). **Attendance and Punctuality**: Regularity of attendance; promptness in reporting absence, tardiness, and time off for illness or personal business.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

12). **Attitude**: Loyalty, interest, and general attitude related to internship, to organizational staff, and to visitors/clients/users. Also consider, ability to comply with established procedures and policies.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

13). **Judgment**: Possesses common sense and able to distinguish important considerations from unimportant considerations; evaluates problems before making a decision.

- ☐ Outstanding
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

Strengths:

Improvement Areas:

14). **Your overall rating of the performance of the intern**:

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths:

Improvement Areas:

15). **Additional Comments**:

Supervisor:

Intern:

16). **Signatures**:

Supervisor's Signature:

Date:

Intern's Signature:

Date:

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PRM 408: INTERNSHIP IN PARKS AND RECREATION MANAGEMENT

Intern Work Hours Verification

FAX 928-523-2275

Intern's Name:

Organization:

Supervisor:

Dates of Internship: From (Date) To (Date)

The internship experience in Parks and Recreation Management through Northern Arizona University requires 600 hours of work with an approved organization. This work is completed under the direction of an organizational supervisor. Please verify for Northern Arizona University, through your signature, that the intern, noted above, has completed:

*300 hours of work for your organization:

Signed:

*600 hours of work for your organization:

Signed:

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