WASHINGTON STATE UNIVERSITY

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND SPORT MANAGEMENT

SPORT MANAGEMENT PROGRAM

# FINAL EVALUATION: To be completed by intern supervisor.

The organization is expected to provide an educational experience for the intern. As such, it is necessary that the intern’s supervisor provides constructive feedback to the student intern. This FINAL EVALUATION should be completed by the organization supervisor, and the evaluation should be discussed with the intern in a conference setting. Then, both the intern and supervisor should sign the form, and the form must be submitted to the Sport Management faculty supervising the intern.

A PDF copy of the signed form should be submitted to the faculty supervisor’s email by the organization supervisor or to Blackboard by the student.

If the final evaluation conference happens remotely rather than in person, the organization supervisor can send the completed form to the faculty supervisor’s email and copy the student on this email. Evaluations submitted in this fashion do not need to be signed by both parties. The evaluation should still be discussed with the intern in a conference setting.

**Supervisors: Please rate the intern on each item (1 = Does not meet expectations through 4 = Exceeds expectations and requirements) and provide specific comments that support the assigned rating.**

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| **APPEARANCE**  *… well-groomed and dresses appropriately* | Choose an item. | Click here to enter text. |
| **ATTITUDE**  *… accepts tasks and assignments willingly* | Choose an item. | Click here to enter text. |
| **INITIATIVE**  *… resourceful in origi-nating new plans, finds work on their own, does more than is required* | Choose an item. | Click here to enter text. |
| **TEAMWORK**  *… good rapport and ability to work with others* | Choose an item. | Click here to enter text. |
| **WRITTEN COMMUNICATION**  *… able to express ideas in writing effectively* | Choose an item. | Click here to enter text. |
| **VERBAL**  **COMMUNICATION**  *… able to verbally express ideas effectively* | Choose an item. | Click here to enter text. |
| **DEPENDABILITY**  … *punctual, accepts responsibility, and meets project deadlines* | Choose an item. | Click here to enter text. |
| **JUDGMENT**  *… mature selections of courses of action* | Choose an item. | Click here to enter text. |
| **KNOWLEDGE**  … *understands the philosophy and procedures fundamental to sport programming and management* | Choose an item. | Click here to enter text. |
| **LEADERSHIP**  *… capable of organizing and guiding the work of others to produce a satisfactory result* | Choose an item. | Click here to enter text. |
| **PROFESSIONALISM**  *… active interest in all work assignments; takes advantage of learning opportunities; contributes to the goals of the organization* | Choose an item. | Click here to enter text. |
| **MAJOR PROJECT ASSIGNMENT** | Briefly describe the project and comment on the intern’s fulfillment of objectives.  Click here to enter text. | |
| Have you supervised interns from other universities? Choose an item. | | |
| If you have supervised student interns from other universities, how does this intern’s preparedness compare?  Choose an item. | | |
| To what extent would you recommend this intern for hire?  Choose an item. | | |
| What preparation, if any, was lacking in the intern’s background?  Click here to enter text. | | |

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| Name of the organization: Click here to enter text. | |
| Intern supervisor’s printed name: Click here to enter text. | |
| Intern supervisor’s professional role/title: Click here to enter text. | |
| Intern supervisor’s contact information (email and phone, please): Click here to enter text. | |
| Supervisor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student intern (printed) name: Click here to enter text. | |
| Student signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |