WASHINGTON STATE UNIVERSITY

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND SPORT MANAGEMENT

SPORT MANAGEMENT PROGRAM

# Mid-point evaluation: To be completed by the intern’s 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. The MID-POINT 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 mid-point 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.

**Please comment on the intern's status or progress for each of the expectations listed below**

|  |  |  |
| --- | --- | --- |
| **APPEARANCE.** Expectation: The intern is well-groomed and dresses appropriately  Click here to enter text. | | |
| **ATTITUDE.** Expectation: The intern accepts tasks and assignments willingly  Click here to enter text. | | |
| **INITIATIVE.** Expectation: The intern displays resourcefulness in originating new plans, finds work on their own, does more than is required  Click here to enter text. | | |
| **TEAMWORK.** Expectation: The intern displays good rapport and the ability to work with others  Click here to enter text. | | |
| **WRITTEN COMMUNICATION.** Expectation: The intern demonstrates the ability to express ideas in writing effectively  Click here to enter text. | | |
| **VERBAL COMMUNICATION.** Expectation: The intern demonstrates the ability to verbally express ideas effectively  Click here to enter text. | | |
| **DEPENDABILITY.** Expectation: The intern is punctual, accepts responsibility, and meets project deadlines  Click here to enter text. | | |
| **JUDGMENT.** Expectation: The intern shows maturity in selecting courses of action  Click here to enter text. | | |
| **KNOWLEDGE.** Expectation: The intern demonstrates an understanding of the philosophy and procedures fundamental to sport programming and management  Click here to enter text. | | |
| **LEADERSHIP.** Expectation: The intern is capable of organizing and guiding the work of others to produce a satisfactory result  Click here to enter text. | | |
| **PROFESSIONALISM.** Expectation: The intern displays an active interest in all work assignments; tales advantage of learning opportunities; contributes to the goals of the organization  Click here to enter text. | | |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |