LIS 690 Library Internship Program

Library/Department: ___________________________  Student name: ___________________________
Supervising librarian: _________________________  Semester/Year: ________________________

This evaluation to be filled out by librarian.  Circle one:  Midterm Eval.  Final Eval.

Midterm evaluation (not required) may be given any time (more than once, if desired) up to the last month of the semester, and serves as a guide for the rest of the semester. Final evaluations (required) are to be done in the last month of the semester. Attach any narrative commentary and/or comments to this form or use the back of this sheet. All evaluations and scores given are to be discussed with the intern. The scale is on a 4.0 scale similar to the standard 4-point GPA scale.  Strongly Agree=4; Agree=3; Neutral=2; Disagree=1; Strongly Disagree=0; Does Not Apply=N/A

Attendance:  
SA  A  N  D  SD  N/A
Followed the schedule without unexcused absences.  4  3  2  1  0  N/A
Arrived promptly and did not leave early.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Professionalism (dress, conduct, manner):  
SA  A  N  D  SD  N/A
Presented a professional manner with the other librarians.  4  3  2  1  0  N/A
Presented a professional manner with patrons.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Abilities:  
SA  A  N  D  SD  N/A
Showed ability to get along with others in a team environment.  4  3  2  1  0  N/A
Showed ability and willingness to learn new things and/or to be corrected.  4  3  2  1  0  N/A
Showed ability to serve diverse clientele.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Job preparedness:  
SA  A  N  D  SD  N/A
Possessed fundamental understanding of librarianship applicable to internship.  4  3  2  1  0  N/A
Possessed basic skills and knowledge needed for the duties and responsibilities of the internship.  4  3  2  1  0  N/A
Possessed or learned technological skills needed for the duties and responsibilities of the internship.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Experience:  
SA  A  N  D  SD  N/A
Seemed to gain much from this internship.  4  3  2  1  0  N/A
Made a noticeable contribution to the department.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Student Progress (for final eval or subsequent midterm evals):  
SA  A  N  D  SD  N/A
Has learned significantly through this internship/improved since the last evaluation.  4  3  2  1  0  N/A
Can be recommended for further internships and responsibilities.  4  3  2  1  0  N/A
If a score is 2 or below, please explain: ___________________________

Signature of supervising librarian: ___________________________  Date: _______________________
Signature of intern: ____________________________________  Date: _______________________

Original should be sent to the LIS 690 coordinator. Evaluation will be filed in student folder.
Supervising librarian and/or internship site may make a copy if desired.  Evaluation of Student Intern Form Revised 8/2012