

**LIS 690 Library Internship Program****Evaluation of Student Intern**

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