



INTERNSHIP EVALUATION PACKET

FOR FIELD SUPERVISORS

Aviation Science
Revised: September 2007

Field Supervisor's Responsibilities:

1. Orient student to placement site.
 - A. Inform the student of placement site's mission, goals, organizational and administrative structure, facilities, personnel, program and client's needs and interests.
 - B. Assign the student intern his/her responsibilities identifying expectations, policies and procedures to be followed.
 - C. Assign work schedule, recognizing that college holidays and/or vacation periods apply to student interns in Field Experience. Student should provide a copy of the college calendar for planning. The schedule must reflect the college credit hour field experience ratio (one credit requires forty-five work hours not to exceed a forty hour week).
 - D. Assist student intern with the development of his/her contract which includes work responsibilities and the goals of the Field Experience. If the placement site has a contract for Field Experience, this contract may be used with the addition of the student intern's personal goals.
2. Supervise the student intern's work performance throughout the experience providing ongoing feedback and reinforcement relative to the student's performance.
3. Have conferences periodically with the student intern to keep him/her apprised of his/her performance, identifying the student intern's strengths and professional and developmental needs with suggestions as to how the student intern can improve.
4. Make a mid-term evaluation of the student's performance on the appropriate form and discuss this evaluation with the student. This mid-term evaluation is most valuable since it will assist the student to focus on areas to be strengthened. It will also serve to keep the College Supervisor informed of the student's progress so that he/she can provide assistance if necessary. The mid-term evaluation should be sent to the College Supervisor mid-way through the experience.
5. Make a final evaluation of the student's performance in the Field Experience on the appropriate final evaluation form and send to the College Supervisor.

6. In the event of a question or a problem, contact the College Supervisor immediately.

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Maxwell Library L324
Bridgewater, MA 02325
Tel: 508-531-1779

MID-TERM EVALUATION BY FIELD SUPERVISOR

In order that the student will know how he/she is performing in the Field Experience placement, we ask that the Field Supervisor complete this evaluation and discuss it with the student at the mid point of the Field Experience. This evaluation and feedback is of paramount importance to the student's personal and professional development. It will provide an opportunity for the student to improve his/her performance while under your supervision.

Student's Name: _____

Agency: _____

Town: _____

Field Supervisor's Name: _____

Date: _____

Please evaluate the student objectively, comparing him or her with other students of comparable academic level and training. On the following forms, please rate the student who was under your supervision according to the following rating system. Check your evaluation on the basis of 5-1 for each item.

- 5 - Excellent performance
- 4 - Very good performance
- 3 - Average performance
- 2 - Below average performance
- 1 - Unsatisfactory performance
- 0 - Not applicable

AS 498 - MID TERM EVALUATION

MANAGEMENT

5 4 3 2 1 0

- 1. Ability to plan _____
- 2. Ability to problem solve _____
- 3. Makes use of available resources _____
- 4. Ability to write reports _____
- 5. Ability to communicate orally _____
- 6. Concern for details of responsibilities _____
- 7. Follows through with tasks and responsibilities as assigned..... _____
- 8. Commitment to the mission and goals of the Field
Experience Placement _____

TIME MANAGEMENT

- 1. Reports on time to assigned responsibilities _____
- 2. Keeps accurate records _____
- 3. Keeps appointments and is punctual _____
- 4. Completes assignments on time _____

PERSONAL TRAITS ON THE JOB

- 1. Working relationships with staff _____
- 2. Working relationship with Field Supervisor _____
- 3. Working relationship with clients _____
- 4. Willingness to accept assignments _____
- 5. Accepts supervision graciously _____
- 6. Accepts criticism and makes every effort to improve _____
- 7. Has and uses initiative _____
- 8. Uses good judgement _____
- 9. Assumes leadership _____
- 10. Willingness to do more than is required _____
- 11. Quality of work _____
- 12. Attitude _____

MID-TERM EVALUATION (*Continued*)

Please comment briefly on the following: (Please feel free to attach a separate sheet to the form, if necessary.)

1. What are the student's major strengths and assets?

2. What are the student's major professional and developmental needs?

3. Additional comments.

Please send copy to College Supervisor

Field Supervisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

BRIDGEWATER STATE COLLEGE

DEPARTMENT OF AVIATION SCIENCE

AS 498 - FIELD EXPERIENCE

**FINAL EVALUATION
FIELD SUPERVISOR**

In order that the student will know how he/she performed in the Field Experience Placement, we ask that the Field Supervisor complete this evaluation and discuss it with the student at the conclusion of the Field Experience. This evaluation and feedback is of paramount importance to the student's personal and professional development.

Student's Name: _____

Agency: _____

Town: _____

Field Supervisor's Name: _____

Date: _____

Please evaluate the student objectively. Comparing him or her with other students of comparable academic level and training. On the following forms, please rate the student who was under your supervision according to the following rating system. Check your evaluation on a basis of 5-1 for each item.

- 5 - Excellent performance
- 4 - Very good performance
- 3 - Average performance
- 2 - Below average performance
- 1 - Unsatisfactory performance
- 0 - Not applicable

AS 498 - FINAL EVALUATION

MANAGEMENT

5 4 3 2 1 0

- 1. Ability to plan _____
- 2. Ability to problem solve _____
- 3. Makes use of available resources _____
- 4. Ability to write reports _____
- 5. Ability to communicate orally _____
- 6. Concern for details of responsibilities _____
- 7. Follows through with tasks and responsibilities as assigned _____
- 8. Commitment to the mission and goals of the Field
Experience Placement _____

TIME MANAGEMENT

- 1. Reports on time to assigned responsibilities _____
- 2. Keeps accurate records _____
- 3. Keeps appointments and is punctual _____
- 4. Completes assignments on time _____

PERSONAL TRAITS ON THE JOB

- 1. Working relationships with staff _____
- 2. Working relationship with Field Supervisor _____
- 3. Working relationship with clients _____
- 4. Willingness to accept assignments _____
- 5. Accepts supervision graciously _____
- 6. Accepts criticism and makes every effort to improve _____
- 7. Has and uses initiative _____
- 8. Uses good judgement _____
- 9. Assumes leadership _____
- 10. Willingness to do more than is required _____
- 11. Quality of work _____
- 12. Attitude _____

BRIDGEWATER STATE COLLEGE

AS 498 - FINAL EVALUATION

Please comment briefly on the following: (Please feel free to attach a separate sheet to the form, if necessary.)

1. What are the student's major strengths and assets?

2. What are the student's major professional and developmental needs?

3. Do you feel the student has developed professionally and personally from this experience? Comment.

4. Additional comments:

5. Please recommend a final grade when comparing student with other students of comparable academic level and training. Please use same rating scale as previously used with 5 as highest grade and 1 as the lowest grade.

Circle One: 5 4 3 2 1

Field Supervisor's Signature: _____

Date: _____

Please send to College Supervisor at the end of the Field Experience.