

**ALABAMA STATE UNIVERSITY
INSTRUCTIONAL LEADERSHIP PROGRAM
INTERNSHIP EVALUATION FORM**

Name _____ **CWID** _____ **Enter Site:** _____ **Course:** Select Course-->

Evaluator Select type-----> _____ Select Semester-> _____ Select Level--> _____ **Enter Date (MM/DD/YYYY)** _____

I. Evaluation of the Intern's personal characteristics and competencies on a scale from "Poor" to "Excellent"

		Unsatisfactory (1)	Needs Improvement (2)	Area of Strength (3)	Demonstrates Excellence (4)	Not Observed (0)
I.1	Handle stressful situations					
I.2	Follow through on tasks					
I.3	Take advantage of learning opportunities					
I.4	Accept responsibility					
I.5	Work effectively with individuals and groups					
I.6	Handle suggestions, feedback, and constructive criticism					
I.7	Meet deadlines					
I.8	Participate in school activities					
I.9	Maintain confidentiality					

As of today, how do you rate the Intern's

		Unsatisfactory (1)	Needs Improvement (2)	Area of Strength (3)	Demonstrates Excellence (4)	Not Observed (0)
I.10	Initiative/Decisiveness					

I.11	Work ethic					
I.12	Integrity/ethics					
I.13	Professionalism					
I.14	Judgment					
I.15	Punctuality					
I.16	Creativity					
I.17	Enthusiasm					
I.18	Sense of humor					
I.19	Respect for the individual					
I.20	Appropriate attire					

II. Evaluation of the intern's administrative proficiencies As of today, how do you rate the intern's performance in these areas of administrative proficiency?

Use the following scale:

Demonstrates Excellence (4): Performance indicates above average mastery in this proficiency area

Area of Strength (3): Performance indicates adequate knowledge and skills at this point and time and needs improvements

Needs Improvement (2): Performance in the proficiency area needs to be improved

Unsatisfactory (1): Performance does not meet standards.

Not Observed (0): Item not observed

	Unsatisfactory (1)	Needs Improvement (2)	Area of Strength (3)	Demonstrates Excellence (4)	Not Observed (0)
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A. Leadership

IIA1.	Applies effective human relations skills.				
IIA2.	Recognizes individual needs of all staff and students.				
IIA3.	Analyzes relevant information, makes decisions and provides appropriate support and follow-up bonds the school community through shared values.				

B. Communication Skills:

IIB1.	Communication effectively with the various constituencies within the community				
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IIB2.	Articulates beliefs persuasively, effectively defends decisions, and behaves in ways that are congruent with these beliefs and decisions.					
IIB3.	Writes clearly and concisely					
IIB4.	Utilize basic facts and data and recognizes values when communicating priorities.					
IIB5.	Demonstrates skills in nonverbal communication, including personal image, to communicate a positive image of the school.					
IIB6.	Uses effective listening skills.					
IIB7.	Expresses disagreement without being disagreeable.					
IIB8.	Uses current technology to communicate the school's philosophy, mission, needs and accomplishments.					
C. Group Processes:						
IIC1.	Applies the process of consensus building both as a leader and as a member of a group					
IIC2.	Applies the group processing principals to group dynamics and facilitation skills					
IIC3.	Resolve difficult situations by using conflict-resolution methods					

1. Please list below strengths that you have observed in the performance of this intern.

2. Please make suggestions that will help the intern improve his or her instructional leadership knowledge, skills, attitudes, and effectiveness in the future.

3. Would you hire this intern in an instructional leadership position? Please explain why or why not.

4. Share any additional comments or suggestions regarding the intern and his or her internship.

Student Signature: _____

Principal-Mentor/Evaluator: _____

University Supervisor: _____