***THIS FORM DUE NO LATER THAN the last day of instruction! (current quarter).***

*Return this form to the Internship Coordinator’s MAILBOX in 1302 Hart Hall. ORIGINAL signatures required or emailed from supervisor’s email!*

***FIELD SUPERVISOR'S EVALUATION OF INTERN'S PERFORMANCE***

***CRD and HDE INTERNSHIPS***

*RETURN EVALUATION VIA STUDENT INTERN*

*OR by email or FAX*

***Rachael Crotty****, Interim HCD Internship Coordinator, 1303 Hart Hall*

*Department of Human Ecology, One Shields Ave., University of California, Davis, CA 95616-8523*

*Tel. 530/ 752-1321 FAX 530/ 752-5660* ***Email: rscrotty@ucdavis.edu***

***FAX copies are acceptable only on a temporary basis. Original forms/signatures must follow.***

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**STUDENT COMPLETES THIS SECTION - Quarter/Year \_\_\_\_\_\_\_\_\_\_\_\_**

ACADEMIC COURSE WORK : *(check or bold the course signed for below)*

 CRD 192 \_\_ CRD 292 \_\_\_ HDE 192 \_\_\_ HDE 292\_\_

STUDENT NAME: MAJOR:

STUDENT EMAIL ADDRESS: TELEPHONE:

**FACULTY SPONSOR: DEPT: \_\_Human Ecology\_\_\_\_\_\_**

 **Must have HDE or CRD *Faculty’s name professor’s dept.***

FIELD SUPERVISOR: TELEPHONE:

  *person directly supervising student in current internship*

NAME OF INTERNSHIP ORGANIZATION or SCHOOL (not UCD):

ADDRESS:

*mailing address city state zip*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIELD SUPERVISOR COMPLETES THIS SECTION**

*Please use the following scale and highlight, underline or* ***bold*** *the most appropriate rating)*

EXCELLENT = 4 ABOVE AVERAGE = 3 AVERAGE = 2 NEEDS IMPROVEMENT = 1

1. How do you rate the intern's qualifications for undertaking and completing the internship? 4 3 2 1

 Comment:

2. What degree of interest and initiative did the intern display? 4 3 2 1

 Comment:

3. If applicable, how do you rate change in the intern's competence?

 (e.g., written and verbal communication, knowledge of subject matter, technical skills, etc.) 4 3 2 1

 Comment:

4. How do you rate the intern's working relationship(s) with co-workers? 4 3 2 1

 Comment:

5. How do you rate the intern's attendance record? 4 3 2 1

 Comment:

6. How well did the intern meet your expectations? 4 3 2 1

 Comment:

7. How do you rate the intern's overall performance? 4 3 2 1

 Comment:

8. Would you hire and/or recommend this intern for employment in your organization?

 Yes \_\_\_\_\_ No \_\_\_\_\_ Not sure \_\_\_\_\_

 Comment:

9. How would you rate this student using the grading scale below? **Grade:** **\_\_\_\_\_**

 A+..........A..........A-.........B+.........B..........B-.........C+........C........C-........D.........F

 highest rating 97+........95........90+.......87+.......85.........80+........77+......75.......70+.....65.......60 lowest rating

10. Important! **LIST THE NUMBER OF HOURS COMPLETED IN THIS INTERNSHIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(total hours)***

 ***(total hours)*** ***REQUIRED TO PASS***

*FYI - 60 hrs. of field work qualifies students for 2 units of academic credit, 90 hrs. for 3 units, and* ***120 hrs. for 4 units*** *(P/NP grading).*

***IMPORTANT NOTE FOR FIELD SUPERVISORS***

***Please return this evaluation via the student intern (or by email or FAX 530-752-5660) to arrive no later than the last day of instruction****. Students do not receive grades until this evaluation (with the number of hours interns have completed) has been received by the department, routed to the HE Internship Coordinator, and responses forwarded to HDE or CRD faculty (faculty review the information on this evaluation before assigning grades).*

***Students ARE permitted to review their evaluations*** *after they have been received by the Internship Coordinator in the Department of Human Ecology, UCD if you don’t wish to give them access prior .*

*Supervisor’s signature is not required if emailed from their business email – but name* ***must be typed*** *as well as info below. Thank you!*

**FIELD SUPERVISOR'S SIGNATURE (or printed name if emailed):**

**FIELD SUPERVISOR'S PROFESSIONAL TITLE:**

**DATE THIS EVALUATION WAS COMPLETED AND SIGNED:**