

EAST CAROLINA UNIVERSITY
Recreation and Leisure Studies
Mid-Term and Final Internship Performance Report
Management of Recreation Facilities and Services

Student Name: _____

Agency/Department: _____

Dates of Internship: _____

The internship is an important aspect of the student's professional education. It is the student's opportunity to gain experience in the application of concepts and theories under the supervision of professional practitioners. Since the internship is a part of the total education process, strengths and suggestions for improvement should be stressed in order to promote professional growth and development. This performance report consists of three sections: **1)** performance items which are uniform to any leisure service setting, **2)** performance items which are setting or specialty specific, and **3)** summary comments.

This form is designed to be used as a communication tool as well as an evaluation tool. Please discuss the ratings with the student near the end of the internship period. In order to maximize this valuable opportunity for the intern to receive developmental feedback, we ask that you evaluate the intern as if he or she was an entry-level employee. You will have the opportunity to give the intern a letter grade separate from your ratings at the end of the evaluation. If the student has been supervised by more than one staff member, the evaluation should reflect their combined judgment, even though only one signature is required.

You will note that there are "Comments" sections throughout the performance report. If poor or unacceptable performance is noted, please be sure to provide comments, which will assist the student in understanding what follow-up is recommended.

Please return the Final Performance Report to the University supervisor one week prior to completion of the internship. Your input is appreciated and will be essential in reviewing the student's development.

I. General Performance Items

General Performance	N/A	Unacceptable	Poor	Average	Good	Excellent
Work quality	0	1	2	3	4	5
Productivity	0	1	2	3	4	5
Attendance	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Attitude	0	1	2	3	4	5
Initiative	0	1	2	3	4	5
Appearance	0	1	2	3	4	5
Flexibility	0	1	2	3	4	5
Creativity	0	1	2	3	4	5
Oral communications	0	1	2	3	4	5
Written communications	0	1	2	3	4	5
Ability to cope with stress	0	1	2	3	4	5
Assertiveness	0	1	2	3	4	5
Critical thinking	0	1	2	3	4	5
Problem-solving	0	1	2	3	4	5
Judgment	0	1	2	3	4	5
Ability to learn new information	0	1	2	3	4	5
Follow instructions/procedures	0	1	2	3	4	5
Team player	0	1	2	3	4	5
Professional ethics	0	1	2	3	4	5
Professional philosophy	0	1	2	3	4	5
Awareness of diversity issues	0	1	2	3	4	5
Overall Professionalism	0	1	2	3	4	5

Comments: _____

II. Management of Recreation Facilities & Services Specific Items

Program Management	N/A	Unacceptable	Poor	Average	Good	Excellent
Plans, organizes & schedules activities effectively	0	1	2	3	4	5
Identifies and procures equipment & facilities to conduct activities	0	1	2	3	4	5
Ability to lead and teach a variety of programs for different age groups	0	1	2	3	4	5
Facilitates group behavior	0	1	2	3	4	5
Program marketing skills	0	1	2	3	4	5
Program budgeting skills	0	1	2	3	4	5
Program evaluation skills	0	1	2	3	4	5
Follows agency policies	0	1	2	3	4	5
Follows risk management and safety procedures	0	1	2	3	4	5
Designs, markets & implements programs for inclusion	0	1	2	3	4	5

Facility Management	N/A	Unacceptable	Poor	Average	Good	Excellent
Maintains neat and orderly work environment	0	1	2	3	4	5
Conscientious about cleanliness and safety	0	1	2	3	4	5
Enforces facility rules and guidelines	0	1	2	3	4	5
Coordinating and scheduling facility use	0	1	2	3	4	5

Personnel Management	N/A	Unacceptable	Poor	Average	Good	Excellent
Provides employees with constructive feedback	0	1	2	3	4	5
Demonstrates supervisory skills	0	1	2	3	4	5
Program staffing ability	0	1	2	3	4	5
Ability to get things done with others (leadership)	0	1	2	3	4	5

Administrative Management	N/A	Unacceptable	Poor	Average	Good	Excellent
Contributes at staff meetings	0	1	2	3	4	5
Meets deadlines	0	1	2	3	4	5
Record keeping and office skills	0	1	2	3	4	5
Computer Skills	0	1	2	3	4	5
Marketing of agency	0	1	2	3	4	5
Follows administrative procedures	0	1	2	3	4	5

Summary Rating	N/A	Unacceptable	Poor	Average	Good	Excellent
Overall Performance	0	1	2	3	4	5

Comments: _____

III. Additional Summary Comments

What do you consider to be the primary areas for this intern's professional development? Give specific suggestions as to how the student may improve.

What do you consider to be the major strengths of this intern?

Overall Intern Grade: Please assign what you believe to be an appropriate letter grade for this intern. Please circle the most appropriate letter grade.

Failing		Average			Very Good			Outstanding		
F	D	C-	C	C+	B-	B	B+	A-	A	A+
0	1	2	3	4	5	6	7	8	9	10

Supervisor signature: _____ Date: _____

Title: _____

Intern signature: _____ Date: _____

Your signature indicates that you have reviewed and discussed your performance evaluation with your supervisor. It does not necessarily indicate that you agree with the evaluation.