



# 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.

Professor Michael Farley  
Department of Aviation Science  
Bridgewater State College  
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.