### APPENDIX D

**EVALUATION FORM: INTERNSHIP IN LEISURE SERVICES**

Department of Recreation, Park and Tourism Administration  
Western Illinois University

Midterm __________________ (Date Completed)

Please supplement the following ratings with a statement covering any additional points. Make note of abilities or characteristics that will particularly qualify, or problems that will affect, the student for work in leisure services. A supplement on your agency letterhead is suggested.

**Key:** 0 = Not Applicable, 1 = Rarely, 2 = Usually, 3 = Frequently, 4 = Always

#### I. PROFESSIONAL QUALITIES

- Establishes work goals and objectives
- Displays basic understanding and knowledge of leisure services
- Possesses the ability to think independently and appropriately
- Displays initiative and imagination
- Is able to apply knowledge in a practical way
- Has displayed growth in knowledge and basic understanding
- Strives for quality in own performance

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#### II. PROFESSIONAL PERFORMANCE AND LEADERSHIP

- Is successful in achieving goals and objectives
- Is able to organize people and resources
- Capable of motivating others
- Uses all available resources
- Is able to lead and direct
- Completes assignments on or before due date
- Is punctual for meetings, appointments and deadlines
- Has shown an increase in skills in all areas

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#### III. PROFESSIONAL PERSONALITY AND ATTITUDE

- Shows enthusiasm for work
- Exhibits pleasant and tasteful personal appearance
- Displays a sense of humor at appropriate times
- Displays mature judgement
- Accepts assignments willingly
- Actively seeks and is alert to potential learning situations
- Is willing to work to improve areas of weakness
- Projects a positive and supportive attitude toward other staff members

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#### IV. COMMUNICATION AND INTERPERSONAL SKILLS

- Is able to communicate ideas orally and in writing
- Strives for quality in oral and written expression
- Is courteous and tactful
- Accepts suggestions and criticism
- Displays concern for others
- Is consistent and fair in professional relationships
- Confronts problem areas in a positive, constructive manner

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STUDENT NAME (Please print)___________________________________________AGENCY ________________________  
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AGENCY SUPERVISOR SIGNATURE   ______________________________________ DATE   ______________________  
FACULTY SUPERVISOR ________________________________ _________________________________________________