APPENDIX E
EVALUATION FORM: INTERNSHIP IN LEISURE SERVICES
Department of Recreation, Park and Tourism Administration
Western Illinois University

Final Evaluation
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

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

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

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

STUDENT NAME (Please print)

STUDENT SIGNATURE _____________________________ DATE ______________________

AGENCY SUPERVISOR SIGNATURE _____________________________ DATE ______________________

FACULTY SUPERVISOR __________________________________________

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