Department of Art and Art History
INTERNSHIP PERFORMANCE APPRAISAL

Name of the Student____________________________________________________________________

Agency ______________________________________________________________________________

Name of the Agency Supervisor____________________________________________________________

Period Covered by Rating: From________________________________  To__________________________

INSTRUCTIONS:
Please circle the appropriate numerical rating and provide clarifying comments for each performance area. Utilize the following rating scale:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Percentage of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Outstanding. Student is consistently exceptional in fulfilling responsibilities (10% of all students fit this category).</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Good. Above average performance. Student usually fulfills responsibilities very well (20% of all students).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Average. Adequate performance in most areas. Student usually meets minimum standards (40% of all students).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Below Average. Needs to improve in a number of areas of responsibility or in a few critical areas (20% of all students).</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unsatisfactory. Performance is inadequate and unacceptable (10% of all students).</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Not appropriate or inadequate information.</td>
<td></td>
</tr>
</tbody>
</table>

PERFORMANCE AREA:
I. Appearance:
Grooming and dress are neat, clean, and appropriate. 5 4 3 2 1 NA

Comments:

2. Initiative and Resourcefulness:
Seeks out opportunities to make a contribution rather than passively accepting situations. 5 4 3 2 1 NA

Comments:
PERFORMANCE AREA:
(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unsatisfactory; NA = Not appropriate)

3. Emotional Stability:
Poised, calm, handles the unexpected with ease; can work under stress.

5 4 3 2 1 NA

Comments:

4. Responsibility and Dependability:
Reliable and on time: accepts responsibility.

5 4 3 2 1 NA

Comments:

5. Interpersonal Relations:
Friendly, sincere, and respectful:
uses tact; liked by other employees; effective in social situations.

5 4 3 2 1 NA

Comments:

6. Constructive Criticism:
Welcomes suggestions;
solicits help; profits from assistance;
makes effort to improve.

5 4 3 2 1 NA

Comments:

7. Attitude:
Shows interest in job assignments;
demonstrates desire to learn as much as possible about the functions and operations of the organization.

5 4 3 2 1 NA

Comments:
PERFORMANCE AREA:
(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

8. Cooperativeness:
Demonstrates willingness to help others get the job done; adaptability to team efforts; promotes common interest.

Comments:

9. Intellectual Flexibility:
Able to juggle several projects/assignments simultaneously; copes with diversity and complexity; integrates seemingly unrelated information.

Comments:

10. Creativeness/Innovativeness:
Able to generate original ideas or solutions to problems; or to borrow from and/or modify available resources in order to meet the requirements of a given situation.

Comments:

11. Judgment:
Exhibits mature judgment in making decisions; checks with higher authority when the situation warrants such action.

Comments:

12. Ability to Analyze Problems:
Anticipates problems; analyzes and selects appropriate solutions rather than relying on other employees or supervisor.

Comments:
PERFORMANCE AREA:
(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unstatisfactory; NA = Not appropriate)

13. Planning and Organization: 5 4 3 2 1 NA
Plans and organizes assignments, needing only occasional directions.

Comments:

14. Written Communication Skills: 5 4 3 2 1 NA
Able to write memos, letters and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax.

Comments:

15. Oral Communication Skills: 5 4 3 2 1 NA
Conveys ideas clearly and effectively to both individuals and groups.

Comments:

16. Public Relations: 5 4 3 2 1 NA
Greets patrons with a friendly, courteous manner; creates a favorable impression on the public.

Comments:

17. Leadership: 5 4 3 2 1 NA
Poised and effective in face-to-face leadership situations.

Comments:
PERFORMANCE AREA:
(5 = Outstanding; 4 = Good; 3 = Average; 2 = Below Average; 1 = Unsatisfactory; NA = Not appropriate)

18. Time Management Skills: 5 4 3 2 1 NA
Plans and utilizes time effectively.

Comments:

19. Knowledge of Subject Matter: 5 4 3 2 1 NA
Possesses basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities; appears sufficiently competent and prepared.

Comments:

20. Precision and Detail: 5 4 3 2 1 NA
Pays attention to detail; follows through on assignments; is thorough and accurate; demonstrates standards of excellence.

Comments:

21. Rules and Regulations: 5 4 3 2 1 NA
Observes organizational policies, procedures, rules, and regulations.

Comments:

22. Integrity and Ethics: 5 4 3 2 1 NA
Demonstrates the qualities of a person of high character; Always honest, fair, and trustworthy.

Comments:

Agency Supervisor’s Signature _______________________________ Date _______________________________

PLEASE FAX THIS COMPLETED FORM TO THE ATTENTION OF NED IRVINE: 910-962-7106