### **Appendix B: SITE SUPERVISOR EVALUATION FORM**

**PACS 35092 - Internship in Peace and Conflict Studies**

Please answer the following questions to evaluate the performance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

who is working at your organization/agency this semester. Your responses will be used in helping faculty to determine a letter grade for the student. Thank you for your participation.

1. What was the assigned function of the student in your organization/agency? What were the student’s specific responsibilities?

2. (a) To what degree was the student successful in completing job assignments and contributing to the organization/agency? (b) Did the student demonstrate any special skills or abilities that enhanced her/his contributions to the organization/agency?

3. (a) In what areas do you think this intern most needs to improve?

(b) What are this intern’s greatest strengths/skills?

4. The student was (check one) always; nearly always; usually; rarely; never

dependable regarding time and work commitments.

5. From the point of view of the organization/evaluator, the student’s participation was (check one):

very worthwhile; worthwhile; neither helpful nor worthwhile; not worthwhile.

6. If you were grading this student, how would you rate her/him (check one):

\_\_\_ A \_\_\_ A- \_\_\_ B+ \_\_\_ B \_\_\_B- \_\_\_C+ \_\_\_C \_\_\_C- \_\_\_ D+ \_\_\_ D \_\_\_ F

(exceptional = A, A- very good = B+, B, B- satisfactory = C+, C, C- poor = D+, D totally unsatisfactory = F)

7. Other comments?

Signed:

Please Print Name:

Title:

Agency/Organization:

Agency/Org. Address:

Phone Number:

Date:

Please email (preferred), mail or fax the completed form to:

Karen Cunningham

PACS Internship supervisor

School of Peace and Conflict Studies

Kent State University

P.O. Box 5190

Kent, OH 44242-0001

Email: kcunning@kent.edu

(330) 672-3143 (phone)

(330) 672-0668 (FAX)