

APPENDIX 3 (CONT'D)
ASBURY UNIVERSITY COMMUNICATIONS MAJOR
SUPERVISOR SHARED FINAL INTERNSHIP EVALUATION FORM

This form should be completed by the individual in the best position to evaluate the student's performance. The evaluator is encouraged to add comments in areas where further information would be helpful. This communication is essential for the development of the student's career objectives and the continual upgrading of performance. Review those characteristics that will help or hinder the student's professional development. Consider such categories as: professional maturity, personal appearance and habits, authority acceptance, self reliance, dependability, desire for self-improvement, adaptability, leadership skills, enthusiasm, honesty, acceptance of constructive criticism, willingness to adjust self-interest to group interest, learning ability, accuracy and thoroughness, as well any other applicable characteristics. After filling out this form, review it with the student, sign it, and let the student turn it in to his/her Faculty Internship Supervisor.

Student Name: Charles Kierstead

Faculty Supervisor: Dr. Kim Okesson

Employer Name: A Caring Place

Title Roxanne Cheney, *Chairperson*

Employment Address: 1070 Lane Allen, Lexington, KY

Telephone: 775-230-2225

SUMMARY OF STUDENT STRENGTHS:

1. __Personal appearance is always appropriate to the situation/
2. __Accepts authority very well.
3. __Can be relied upon to accomplish the tasks assigned.

4. ___Accepts and acts on constructive criticism.

5. ___When help is needed, he is very quick to respond to assist with the situation.

6 ___Thinks through issues very carefully prior to deciding

7. Is an ambassador for our mission and has taken a lot of self-initiative in our nursing home program, phone buddy program, and virtual welcome center. It was a joy to work with him.

IMPROVEMENT OPPORTUNITIES:

Suggestions for the future on how to grow. I think the most significant factor would be to take the one objective or deliverable and not only do the exact ask of him, but to elaborate on knowing that this was a critical factor to the organization.

To evaluate the student's work, use the 1-5 scale below and place your grade in the box to the left, for example:

(1)**POOR** (2)**BELOW AVERAGE** (3)**AVERAGE** (4)**ABOVE AVERAGE** (5) **SUPERIOR**

RATING EVALUATION TOPICS:

1 -- 5

PROGRESS: Please comment on the student's progress during the internship.

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RATING EVALUATION TOPICS:

1 ••5

WORK RELATIONSHIPS: Explain how the student interacts with co-workers and supervisors.

5/5 ___Has been in several groups since his internship began. Large formal meetings, informal participant socialization groups, moderate size events, and informal get togethers. His relationships are always cordial and pleasant.

ACCOMPLISHMENTS: Specify significant accomplishments made by the student at your site. 5/5

___Two of his most significant accomplishments were his attendance at events, even when not assigned,

and always assured we had pictures we could use for marketing later. His second largest accomplishment was to research all potential social hubs we had in 3 different voting districts. This will be extremely helpful in contacting them to establish a partnership.

INITIATIVE: Please comment on this student's initiative. Give an example if possible.

_5/5. Charles took the initiative in assuring he was engaged with our nursing home program for isolated residents. He did this despite some of the challenges with our usual volunteer coordinator being on vacation, and the Director of the Nursing Home Program focused on her recent move.

ACCURACY & THOROUGHNESS: Does this student produce accurate and thorough work? If not, please explain. 5/5

Work delivered is always prompt and thorough

ACADEMIC PREPARATION: In your estimation, how well did the student's academic training prepare the intern for the work accomplished? I needed to have had more knowledge of his academic pursuits and interests, so I could adequately judge this. AS it was, his initial mentor left unexpectedly after 4 months, so I was not as prepared with background knowledge.

TRAINING: Please briefly describe how you trained the student for their internship.

Training was on the job. We met every two weeks to evaluate his progress, or to answer questions. This time was well spent, as he was a member of our Village task force which is developing our new expansion. He spoke assertively in this group when stating what his skills and knowledge allowed him to do and actively pursued being more engaged with our monthly newsletter.

ATTENDANCE:

Regular Irregular Days Missed _____ None _____ **PUNCTUALITY:**

Regular Irregular Times Late _____ None _____ Comments:

OTHER BEHAVIORAL CHARACTERISTICS

Check the appropriate box to the right to evaluate the intern based on the characteristics listed on the left. If you noticed the intern made real improvements on any of these characteristics during his/her time at your location, record it by checking the far right block.

Key: Superior Above Average Average Below Average Poor

Characteristics **S** **AA** **A** **BA** **P** **Improved?** Willingness to learn

Problem Solving Skills	Superior					
Follows Ethics Policies	Superior					
Dependability	Superior					
Thoroughness	Sup					
Teamwork	Sup					
Work Speed	AA					
Interpersonal Skills	AA					
Communication – Oral	AA					
Communication – Written	AA					
Technical Competence	AA					
Managerial Potential	AA					
Judgment	sup					
Open to Constructive Criticism	Sup					
Ability to Work Independently	Sup					
Accepts Responsibility	Sup					
Personal Appearance	Sup					
Overall Skills for Industry	Sup					

Student's start date:___May 2026_____ Internship Finish Date:___Aug
2026_____ Number of hours the student will have completed at the conclusion of this
semester's internship _130-140_____ Final Comments?

Student's signature_____Charles Kierstead_____ Date _____Aug 17 2026_____

Supervisor's Signature_Roxanne Cheney_____Date _Aug 17 2026_____

**Please discuss this evaluation with the student, sign it, and have the student return this form to
his/her Faculty Internship Supervisor. Thank you for your supervision and instruction.**

