**Feedback A: Mid-internship Evaluation (approx. 50 hours)**

To assist supervisors and students throughout the internship experience, we kindly ask that this check-point is completed at an in person meeting about half way through the internship. The intern is then required to submit a copy to the McCusker Centre for Citizenship.

It’s a good idea at this stage to check that the **intern’s timesheet** is up to date and signed off.

**Intern and supervisor details**

|  |  |
| --- | --- |
| Student name: |  |
| Student signature: |  |
| Host organisation and Supervisor Name |  |
| Supervisor signature: |  |
| Date: | Click here to enter a date. |

**Intern’s reflection** (ratings: agree, unsure, disagree)

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments** |
| I understand **my role and what is expected of me** in my community internship. | Choose an item. |  |
| I feel I have enough **supervision, feedback and connection to the organisation** to succeed in the community internship. | Choose an item. |  |
| I am beginning to understand the **relevant local and global context** of the community organisation and the **social issue** being addressed. | Choose an item. |  |
| I understand the **value of the work I am doing**, both to the community organisation and our broader society. | Choose an item. |  |

**Supervisor’s reflection** (ratings: Excellent, Good, Satisfactory and Unsatisfactory. See Internship Evaluation Guidance for details). A rating of Unsatisfactory should be followed with clear guidelines, and objectives to be met, with the view to improvement by the end of-internship evaluation.

|  |  |  |
| --- | --- | --- |
|  | **Rating** | **Comments** |
| The student’s current **engagement in applied work** within the community organisation has been: | Choose an item. |  |
| The student’s **professional responsibility** during the community internship so far has been: | Choose an item. |  |
| The student’s **use of their knowledge and skills** during the community internship so far has been: | Choose an item. |  |
| The student’s **engagement with relevant local and global contexts of the organisation** during the internship so far has been: | Choose an item. |  |

**Agreed outcomes for next period (if required):**

**Feedback B: End of-internship Evaluation**

Thank you in advance for completing this evaluation for your recent intern. Please complete the boxes below and provide a copy to your intern, ideally as part of a conversation that allows for discussion of your feedback on their performance. Your intern will submit the report to the McCusker Centre for Citizenship.

We also kindly ask that supervisors (each internship round) complete our survey: [Organisation Survey Link](https://uwa.qualtrics.com/jfe/form/SV_d0eKDqTk9CLG0sd)

**Intern and supervisor details**

|  |  |
| --- | --- |
| Student name: |  |
| Student signature: |  |
| Host organisation and Supervisor Name |  |
| Supervisor signature: |  |
| Date: | Click here to enter a date. |

**Supervisor’s evaluation** (ratings: Excellent, Good, Satisfactory and Unsatisfactory. See Internship Evaluation Guidance for details). Please note, a rating of Unsatisfactory should not come as a surprise to the intern. Mid-way feedback and ongoing supervision should, in most cases, support the intern to a positive learning outcome.

|  |  |
| --- | --- |
|  | **Rating** |
| The student’s current **engagement in applied work** within the community organisation has been: | Choose an item. |
| The student’s **professional responsibility** during the community internship so far has been: | Choose an item. |
| The student’s **use of their knowledge and skills** during the community internship so far has been: | Choose an item. |
| The student’s **engagement with relevant local and global contexts of the organisation** during the internship so far has been: | Choose an item. |
| The student’s **work ethic (i.e. punctuality, presentation, etc)** during the internship so far has been: | Choose an item. |

**Supervisor’s comments:**