

**Department of Physical Education, Exercise and Sport Sciences**  
**College of Education**  
**East Tennessee State University**  
*Agency Supervisor Final Evaluation*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agency Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Evaluator (if different): \_\_\_\_\_ Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

**INSTRUCTIONS:**

The Internship is strengthened by a periodic evaluation of the student's experience. This evaluation has three primary purposes:

1. To provide the student with an idea of his/her strengths and weaknesses as related to a career in sport or exercise science.
2. To provide the student with evaluative feedback concerning performance in his/her areas of responsibility.
3. To identify any areas that the student needs to improve in.

The evaluation process is considered extremely important. Since it is difficult to eliminate the subjectivity of such evaluative forms, please exercise your best personal and professional judgment in completing this evaluation.

**PART I**

Please make a judgment for each area listed below. Descriptive phrases and words have been included to provide a clearer understanding of each area. Circle the number which best describes the impression the student has made to date. If you feel you need to be more specific, please do so under comments. If the student scores a 0 or a 1 in an area, please discuss the area under comments.

Code: (4) Exceptional (Always)  
(3) Good (Usually)  
(2) Acceptable (Sometimes)  
(1) Minimal (Seldom)  
(0) Inadequate (Never)  
(NA) Not Applicable

**I. Individual Characteristics****A. PERSONAL APPEARANCE:**

Appropriately dressed; well groomed; pleasant.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**B. DEPENDABILITY:**

Reliable, punctual, able to meet schedules, follows through and attends to instructions; promptness of reporting absence, tardiness, and time off for illness or personal business.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**C. INITIATIVE:**

Able to think and work independently; looks for and finds meaningful work; self-starter.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

## D. WRITING ABILITY AND ORAL EXPRESSION:

Degree of skill and ability in expressing thoughts on paper, reports, projects; command of language and ability to communicate with others.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

## E. PERSONALITY:

Enthusiastic, courteous, friendly, displays a concern for others, displays a sense of humor, congenial, and supportive.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

## F. ABILITY TO ACCEPT CRITICISM:

Is willing to accept suggestions, direction, and critical evaluation; is critical of own performance and quality of work; works to improve performance

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**II. Professional Characteristics****A. FITNESS ASSESSMENT SKILLS:**

Displays an operational knowledge of the skills and duties required to perform in this position; examples include: ability to accurately assess blood pressure, body composition, functional capacity, etc.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**B. EXERCISE PRESCRIPTION:**

Has an understanding of the proper quantity and quality of exercise for the specific population. Is able to make adjustments to program based on individuals' responses to exercise.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**C. LEADERSHIP:**

Conducts self well before groups; displays flexibility and ability to make decisions; displays mature judgment.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. CREATIVITY:

Displays imagination; uses physical and human resources well; generates and implements new ideas.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

E. JUDGMENT:

Possesses common sense; distinguishes important from unimportant; evaluates the problem before making a decision; tactful.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

F. COMMITMENT:

Displays zeal for the profession; accepts assignments willingly; shows desire to learn; active in professional organizations.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

G. RELATIONSHIPS:

Relates well with other employees; relates well with public (clients) and/or other agencies; demonstrates consideration for other viewpoints.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

**PART II: Narrative**

Overall Performance - Consider total performance on the basis of job requirements, assignments, and objectives. Consider evidence of movement toward resolution of problems and quality of end results.

Comments:

Evaluator's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_