

Human Services Leadership

Collaborative Degree Program

INTERNSHIP (120 Hours) AGENCY EVALUATION OF STUDENT – FINAL

Course HS 325

This field experience in Human Services Leadership is required for the major. The intern is a junior level college student who has completed 9 credits of coursework in the program. This 120-hour experience in a Human Services setting allows students to integrate concepts learned in the classroom with work in the field. It is designed to help students develop professional competencies and increase their self-awareness. The intern student should be able to interact effectively with clients and staff, and engage in activities that develop their interpersonal, administrative, technology, analytical and problem solving skills. Learning outcomes for this course are listed on the Learning/Work Contract.

The Final Evaluation is designed to:

- 1) Provide feedback to the student about their placement
- 2) Obtain feedback from the student about their experience
- 3) Provide an assessment of student achievement to the University supervisor

Evaluation must be discussed with the student.

Student _____

Year _____ **Semester:** Fall _____ Spring _____ Summer _____ (check one)

Agency Name _____

Agency Supervisor _____

University Supervisor _____

The student has completed a minimum of 120 hours with the agency

YES _____ NO _____ Number of hours completed _____

Did this field placement meet the needs of your agency?

YES _____ NO _____ (Why or why not)

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Evaluation

Rate the student in the areas listed below on a 1- 4 scale with 4 being the most accomplished.

I. Placement Site Knowledge

Indicators of success to consider in this summary assessment:

- Understands agency mission, clientele and services
- Understands agency structure and funding sources
- Complies with agency policies and procedures
- Represents agency in a professional manner

Level 1	2	3	4
Makes little or no effort to increase knowledge or understanding of the agency, clientele or mission.	Finds only information that is essential for adequate performance or as directed by supervisor.	Seeks information beyond that essential for adequate performance, at times without direction, and acts in accordance with agency practices.	Exceptional effort to understand the agency, clientele and mission. Consistently adheres to agency practices and synthesizes information to generate ideas.

II. Problem Analysis and Solution Skills

Indicators of success to consider in this summary assessment:

- Understands problem identification and assessment
- Demonstrates knowledge of data collection and research processes
- Shows the ability to set goals and objectives
- Developing decision-making skills including evaluation of options

Level 1	2	3	4
Demonstrates minimal ability to identify, analyze or resolve problems.	Identifies problems and is developing analysis and problems solving skills.	Problem solving and analysis skills are beyond what is essential for adequate performance.	Strong ability to identify problems, analyze data and recommend potential solutions.

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III. Interpersonal Skills

Indicators of success to consider in this summary assessment:

- Exhibits effective oral communication
- Exhibits effective written communication
- Interacts appropriately with a variety of groups and individuals e.g. clients, agency staff
- Demonstrates sensitivity, respect, and other important tenets of Human Services work
- Developing a wide range of process skills e.g. interviewing, presentation, advocacy

Level 1	2	3	4
Shows limited ability to communicate effectively with agency staff and clients.	Communication with others is adequate for performance of tasks essential for this placement.	Notable ability to interact effectively with both clients and agency staff.	Consistently communicates effectively with others and clearly understands the necessity of proficient interpersonal skills within the Human Services field.

IV. Professional Identity and Self Awareness

Indicators of success to consider in this summary assessment:

- Seeks self-directed learning opportunities
- Understands the importance of self care techniques to address stress, fatigue and burnout
- Participates, seeks, or demonstrates interest in professional development opportunities
- Incorporates feedback into practice
- Honors confidentiality and other professional standards of practice
- Demonstrates responsibility e.g. punctuality, reliability

Level 1	2	3	4
Minimal personal and professional growth observed.	Developing sense of self and professional identity.	Notable personal growth and development of professional standards.	Consistently aware of and open to personal growth opportunities that contribute to ongoing professional development.

*****Continued*****

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V. Technology/Computer/Information Management Skills

Indicators of success to consider in this summary assessment:

- Understands and uses basic computer technology e.g. email, internet, word processing
- Learning or willing to learn new programs or applications
- Demonstrates the ability to complete assigned projects or tasks
- Completes administrative tasks in a timely manner
- Shows ability to recommend options that would enhance or improve agency work

Level	1	2	3	4
	Lacks adequate technology/computer/information management skill to perform administrative tasks.	Technology/computer/information skill is sufficient to perform administrative tasks.	Skillful in current technologies, computer and information management programs.	Exceptional knowledge of technology/computer/information management. Able to suggest possible options to improve agency work.

Please comment on your observations regarding the student's performance (i.e. recognized strengths, areas of concern, and suggestions for future professional development).

This evaluation was discussed with the student on _____ (Date)

Agency Supervisor Signature _____ Date _____

Student Signature _____ Date _____

Thank you for providing this evaluation of our student. Please make two copies of this completed form (student, agency). Return the original to the HSL Field Placement Office (COEHS, N/E 619, Oshkosh, WI 54901) immediately following the final evaluation to ensure a timely return to campus. A postage paid return envelope has been provided for your convenience.