**STUDENT PERFORMANCE EVALUATION**

**CJA 4450: INTERNSHIP**Mansfield University of Pennsylvania  
Criminal Justice Administration Program

It is recommended that the agency supervisor evaluate the student intern during the last 2-3 days of the internship to allow ample time for both the supervisor and the intern to discuss the final evaluation.

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| **Criminal Justice Student Intern:** |  | | |
| **M.U. Faculty Advisor:** |  | | |
| **Agency Name:** |  | | |
| **Agency Supervisor:** |  | | |
| **Title of Agency Supervisor:** |  | | |
| **Internship Period (check one):** | Spring \_\_\_\_\_\_\_ | Summer \_\_\_\_\_\_\_ | Fall \_\_\_\_\_\_\_ |
| **Year:** | 20\_\_\_\_\_\_\_\_\_ | | |
| **Number of Weeks in Internship:** | \_\_\_\_\_\_ weeks | | |

**AGENCY EVALUATION**

**PURPOSE**: This evaluation is designed to retrieve information on the student intern’s performance. Your thoughtful consideration to each question is appreciated.

Use the following scale to rate each of the items below:

1. Not Satisfactory
2. Needs Some Improvement
3. Meets Expectations
4. Exceeds Expectations
5. Outstanding

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| **RATING** | **TOPICS OF CONCERN** |
|  | **QUALITY OF WORK**:  Consider neatness, accuracy, and degree of excellence. |
|  | **QUALITY OF WORK**:  Consider amount of work produced in relation to time expectations. |
|  | **ATTITUDE**:  Consider ability to get along with, and effect on others; willingness to cooperate with supervisors and to conform to rules of work; interest in self-improvement. |
|  | **ATTENDANCE**:  Consider absenteeism and tardiness. |
|  | **KNOWLEDGE OF WORK:**  Consider how well the student knows the essential elements of the job. |
|  | **RELIABILITY**:  Consider the student’s conscientiousness in carrying out duties. |
|  | **PERSONAL APPEARANCE:**  Consider appropriateness of attire, cleanliness, neatness and general grooming. |
|  | **CARE OF EQUIPMENT:**  Consider use and treatment of equipment, supplies, and facilities. |
|  | **ADAPTABILITY**:  Consider ability to adjust to changing situations and work assignments. |
|  | **INITIATIVE**:  Consider willingness to assume responsibility and ability to do so effectively. |
|  | **PLANNING & COORDINATION:**  Consider ability to think beyond immediate needs and the ability to coordinate activities with other persons and/or departments. |
|  | **ACCEPTANCE OF SUPERVISION:**  Consider ability to accept supervision and constructive criticism. |
|  | **UNDERSTANDING OF THE AGENCY’S ROLE IN THE CJS:**  Consider if the student knows the agency’s place in the CJS. |
|  | **EFFECTIVENESS IN COMMUNICATING TO OTHERS:**  Consider ability of the student to communicate verbally and in writing. |
|  | **ETHICAL BEHAVIOR EXPECTED OF PROFESSIONALS:**  Consider appropriateness of student behavior towards staff and clients. |
|  | **COMPETENCE:**  Consider the student’s competence as compared to a beginning level employee in the field. |
|  | **TOTAL POINTS (80)** |

**Do you have any additional information or concerns about this student working in a criminal justice agency environment?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Following are examples of where the student has not measured up to expected standards for agency interns**.

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**Following are examples where the student has performed better than expected.**

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**Additional Internship Supervisor comments.**

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**Would you be willing to take another Mansfield University criminal justice major as an intern in the future?**

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**Student comments to the above remarks.**

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| ***Based on my observation, the overall student performance was*: (circle one)** | |
| **SATISFACTORY** | **UNSATISFACTORY** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Agency Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| ***I have read this evaluation and discussed it with my agency supervisor:*** | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reviewed by Faculty Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

**Please return to**:

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