

Community Engagement and Social Change Concentration



Supervisor Evaluation Form

Student: Please complete the upper portion of this form and give it to your supervisor at the beginning of your internship, service-learning, community-based participatory research, paid or volunteer community service experience.

Name:		Grad Year:	
Supervisor Name and Title:			
Institution/Organization Name:	Address:		
	Email:		
	Phone:		
Begin and end dates:			
Supervisor: Please complete the evaluation form below and return it to your student intern or employee at the end of her time working with you. Feel free to discuss this form with the student.			
	Needs improvement	Proficient	Highly commendable
Demonstrated understanding of position responsibilities			
Managed time effectively to meet deadlines			
Communicated well with others (staff, clients, community members, etc.)			
Demonstrated knowledge required to meet objectives			
Completed required tasks as assigned by supervisor			
Fulfilled the attendance requirements for the position			
Student fulfilled the overall expectations for this position	YES		NO

Additional Comments (please attach a separate sheet if needed):

Supervisor signature: _____ Date: _____

*Students: Submit this completed form to Smith College's Jandon Center for Community Engagement: jcce@smith.edu (campus address: Wright Hall 011), along with other required materials for **Practical Experience Documentation**.*