

**University of Western Ontario
Department of Visual Arts**

**GRADUATE INTERNSHIP IN THE VISUAL ARTS
EVALUATION FORM**

Student Intern: _____

Workplace Supervisor: _____

Duration: _____

Duties: _____

Competency Rating Scale:
(Please use appropriate number for each skill.)

- 1 = needs continual coaching and direction
- 2 = needs some coaching and direction
- 3 = performs skill or attribute independently and competently
- 4 = performs skill or attribute at a level exceeding expectations
- 5 = not applicable

Skills to be assessed:

Personal Attributes –

- ___ Demonstrates effective interpersonal skills
- ___ Demonstrates flexibility in the workplace
- ___ Demonstrates initiative
- ___ Deals effectively with change
- ___ Manages stress effectively
- ___ Demonstrates common sense
- ___ Demonstrates commitment
- ___ Displays enthusiasm

Self-Management –

- ___ Demonstrates dependability
- ___ Is able to establish priorities
- ___ Organizes work effectively
- ___ Demonstrates effective planning skills
- ___ Manages time effectively
- ___ Completes work as scheduled
- ___ Works independently when required
- ___ Accepts responsibility

Communication –

- Demonstrates effective listening skills
- Demonstrates effective oral communication skills
- Demonstrates effective written communication skills
- Is able to give and receive constructive criticism
- Is assertive where necessary
- Questions, clarifies and challenges other's perspectives when necessary
- Manages conflict effectively

Vision and Foresight –

- Anticipates potential problems
- Displays creativity

Teamwork –

- Works cooperatively with the team and others in organization
- Works effectively in a group
- Is prepared to serve in a variety of roles when appropriate
- Identifies problems and determines possible solutions to problems
- Makes appropriate decisions

Technology –

- Word processing
- Database
- Internet applications

Supervisor's comments –

(For example: your opinion of major strengths; functions and expectations and a description of results achieved, etc.)

Thank you for your generous work with our Intern student.

(ADAPTED WITH PERMISSION FROM THE FIELD PLACEMENT EVALUATION FORM,
GRANT MacEWAN COMMUNITY COLLEGE, ARTS ADMINISTRATION PROGRAM.)