

## Evaluation Criteria

Students enrolled in Internship/Fieldwork as part of the MLIS program will be evaluated by their site supervisors according to the following criteria. Final evaluations are the basis for the S/U grade the student receives; however, these criteria can also be used as a guide for discussions at the beginning of the term to help set shared expectations, or provide structure for constructive feedback while the internship is in progress.

### Evaluation options

<b>Superior</b>	Student demonstrated superior professional achievement in this area
<b>Satisfactory</b>	Student demonstrated competent professional achievement in this area
<b>Acceptable</b>	Student passed, but needs work to reach satisfactory professional achievement in this area
<b>Incomplete</b>	Student work was satisfactory, but for good reasons student was unable to complete requirements/assignments
<b>Unsatisfactory</b>	Student's work had serious flaws or student did not demonstrate passable professional achievement in this area
<b>N/A</b>	Not applicable to this experience, or no opportunity to observe

### Areas evaluated

- Professionalism: Evidence of ability to apply theory to practice
- Initiative
- Ability to learn quickly; appropriate questions asked?
- Ability to work effectively with staff
- Ability to deal effectively with clientele/users
- Productivity
- Quality of work
- Communication skills
- Analytical skills (ability to identify problems, investigate them, and communicate findings)
- Supervisory and teaching skills
- Suitable appearance on the job
- Overall rating

### Additional comments

- What positive comments would you highlight in a letter of reference for this student?
- What areas of improvement, if any, would you highlight for this student?
- Would you recommend professional appointment at your own, or another, work site?