



TEACHER NOTES AND EVALUATION WORKSHEET

Use this form to record visits to the worksite and evaluate student achievement in internships.

Student _____ School/Organization _____

Student No. _____ Small Learning Community _____

Company _____ Supervisor _____

EMPLOYER/WORK SITE VISITS

Dates: _____

Notes: _____

Dates: _____

Notes: _____

STUDENT CONTACTS

Dates: _____

Notes: _____

Dates: _____

Notes: _____

	Needs Improvement	Competent	Proficient	Advanced	Weight	Score
Objectives (Evaluated by worksite supervisor)	Student showing no progress toward meeting objectives.	All original objectives met or student making notable progress toward meeting them. Student able to do tasks with supervision.	All original objectives met.	All original objectives met and additional objectives established. Student able to teach tasks to others.		
Workplace (SCANS) Skills (Evaluated by worksite supervisor)	Training level in all areas. No growth evidenced.	Improving toward entry level or better scores in all areas. Growth in one or two areas.	Entry level in all areas. Growth in most areas.	Growth in all areas. Exceeds entry level in all areas.		
Portfolio (Evaluated by teacher)	Has not completed assignments.	Completes all assignments.	Responds to assignments with keen observations and reflection.	Shows deep understanding of personal growth and the connections between the workplace, the self and the greater world. Reflects beyond what is expected.		
Paperwork (Evaluated by teacher)	Deadlines not met. Paperwork inaccurate or incomplete. Does not assess work, errors left unattended.	Deadlines met. Few missing areas of information. Assesses work, but fails to recognize errors.	Deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed in correcting errors.	All deadlines met. Paperwork filled out completely and accurately. Seeks assistance from teacher when help is needed in correcting errors.		
Rules and Procedures (Evaluated by teacher)	Unwillingness to follow school and/or worksite regulations. Unwilling to follow policies and rules.	Recognizes policies, but finds some difficult to follow.	Follows guidelines as stated in <i>How to Guides</i> . Recognizes rules, guidelines and policies and follows them.	Sets an example for adhering to policies and rules and understands their importance.		
Total					100%	