



# SUPERVISOR'S EVALUATION FORM

## INTERNSHIP PROGRAMME

**Instructions:**

*This form must be completed the week prior to the conclusion of the programme, and should be promptly forwarded to the West Indies School of Theology. Your honest comments will give the Institution important information regarding the progress of the student.*

*Kindly, evaluate the student in the areas listed by selecting the box for the term which best applies to the student. Use his/her performance during the past months as the basis of your evaluation.*

Student's Name: \_\_\_\_\_ for the period \_\_\_\_\_

Programme:       Diploma       Bachelor - Level 1       Bachelor - Level 2

### Detailed Assessment

**A. Please select the box for the term which best applies.**

1. Taking Initiative       Needs much prodding       Needs occasional prodding       Prepares assigned work       Completes additional suggested work       Seeks additional work       Do not know

2. Responsibility       Unreliable       Somewhat dependable       Usually dependable       Conscientious       Assumes much       Do not know

3. Concern for others       Self-centered       Shows interest when asked       Shows some interest in helping others       Often active in helping       Deeply concerned about the needs of others       Do not know

4. Punctuality       Always late       Usually late       Some-times late       Seldom late       Always on time       Do not know

5. Attendance at services       Always absent       Usually absent       Some-times absent       Seldom absent       Always present       Do not know

6. Emotional Stability       Nervous with poor self-control       Shows some control of feelings       Usually well-balanced       Good self-control       Excellent control of feelings       Do not know

7. Co-operativeness       Presents opposition       Non-cooperative       Independent       Co-operative       Co-operative and dependable       Do not know

8. Response to Authority       Rebellious       Questions authority       Indifferently submissive       Obedient       Whole-hearted response       Do not know



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9. Spirituality	<input type="checkbox"/> No spiritual growth observed	<input type="checkbox"/> Small evidence of spiritual growth	<input type="checkbox"/> Average spiritual growth observed	<input type="checkbox"/> Shows ongoing growth and separated living	<input type="checkbox"/> Above average spiritual growth	<input type="checkbox"/> Do not know
10. Exemplary Lifestyle	<input type="checkbox"/> Not usually consistent	<input type="checkbox"/> Passive, little positive influence	<input type="checkbox"/> Varying influence	<input type="checkbox"/> Usually wholesome influence	<input type="checkbox"/> Consistently good influence	<input type="checkbox"/> Do not know
11. Leadership	<input type="checkbox"/> Always a follower	<input type="checkbox"/> Lacks confidence to lead	<input type="checkbox"/> Occasionally assumes leadership	<input type="checkbox"/> Good leadership skills	<input type="checkbox"/> Inspiring and successful leader	<input type="checkbox"/> Do not know
12. Personal Appearance	<input type="checkbox"/> Usually inappropriate dress	<input type="checkbox"/> Occasionally inappropriately dressed	<input type="checkbox"/> Average appearance	<input type="checkbox"/> Appropriate and neat	<input type="checkbox"/> Appropriate and suitable for profession	<input type="checkbox"/> Do not know
13. Disposition	<input type="checkbox"/> Tendency to withdraw	<input type="checkbox"/> Likeable but quiet	<input type="checkbox"/> Outgoing but to extremes	<input type="checkbox"/> Mainly cheerful and well-mannered	<input type="checkbox"/> Outgoing but likeable	<input type="checkbox"/> Do not know
14. Morality and Honesty	<input type="checkbox"/> Questionable	<input type="checkbox"/> Lacks principle	<input type="checkbox"/> Average	<input type="checkbox"/> Without reproach	<input type="checkbox"/> Of highest Christian principles	<input type="checkbox"/> Do not know
15. Intellectual Ability	<input type="checkbox"/> Poor	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Do not know

**B. Please complete the following:**

1. Performance of duties and responsibilities

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2. List specifics areas where the student needs improvement.

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3. List some of the tasks completed by the student.

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4. Give general observations of the internship programme.

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5. Give further remarks if desired.

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#### Overall Assessment

In your assessment of the intern's readiness for ministry OR to pursue a career in the field, which the following terms best expresses your opinion of the intern:

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Not ready, needs much guidance and assistance | <input type="checkbox"/> 3. Ready with minimal supervision required |
| <input type="checkbox"/> 2. Ready but requires some supervision           | <input type="checkbox"/> 4. Ready and can work autonomously         |

#### Supervisor's Information

Church/ Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name in Block Letters: \_\_\_\_\_

Please fill out and **IMMEDIATELY** return to Student Affairs at the West Indies School of Theology