

APPENDIX C. FINAL EVALUATION OF ACADEMIC INTERN BY SITE SUPERVISOR

Student: _____

Host Organization: _____

Internship Period from _____ to _____

Hours/Week: _____ Total Hours: _____

Please evaluate the performance of the above student by rating the below statements. Please mark N/A on any statement you think is irrelevant to the work activities performed by the student, thus is “Not Applicable” for evaluation. We welcome any suggestion that can help make this form better. Therefore, please add, delete, or comment on any of the statements. Thank you.

Please discuss this evaluation with the student after completing this form, and then scan and e-mail it to: gelysee@bfit.edu.

This evaluation has been discussed with student. ☐ YES ☐ NO

Evaluation Completed by: Supervisor Signature: _____

Date: _____

Evaluation Reviewed by: Faculty Signature: _____

Date _____

General Feedback:

- A. Please indicate the student’s most obvious strengths.

- B. Please share the greatest areas of improvement you observed during the course of this internship.

- C. What are some of the areas in which student still needs improvement?

- D. Please indicate any additional comments regarding the student’s performance.

EMPLOYMENT READINESS SKILLS	Very Poor	Poor	Below Average	Average	Above Average	Excellent	Exceptional	N/A
1) SELF MANAGEMENT								
a. Arrives on time and maintains agreed schedule of hours	1	2	3	4	5	6	7	
b. Produces high-quality, accurate work	1	2	3	4	5	6	7	
c. Prioritizes and organizes to work efficiently	1	2	3	4	5	6	7	
SELF MANAGEMET TOTAL POINTS (21 max)								
2) COMMUNICATION								
a. Professional & timely VERBAL communication	1	2	3	4	5	6	7	
b. Professional, polished & timely WRITTEN communication	1	2	3	4	5	6	7	
c. Clear & effective communication of TECHNICAL observations	1	2	3	4	5	6	7	
COMMUNICATION TOTAL POINTS (21 max)								
3) TEAMWORK								
a. Establishes rapport and credibility with coworkers	1	2	3	4	5	6	7	
b. Assists and cooperates with coworkers	1	2	3	4	5	6	7	
c. Addresses disagreement directly and professionally	1	2	3	4	5	6	7	
TEAMWORK TOTAL POINTS (21 max)								
4) PROBLEM SOLVING								
a. Independently resourceful	1	2	3	4	5	6	7	
b. Offers creative solutions to problems	1	2	3	4	5	6	7	
c. Integrates personal learnings toward future work	1	2	3	4	5	6	7	
PROBLEM SOLVING TOTAL POINTS (21 max)								
5) JUDGEMENT								
a. Understands professional, ethical, & social responsibilities	1	2	3	4	5	6	7	
b. Demonstrates appropriate cell phone use during work day	1	2	3	4	5	6	7	
c. Appropriate work place dress and hygiene	1	2	3	4	5	6	7	
JUDGEMENT TOTAL POINTS (21 max)								
6) INITIATIVE								
a. Demonstrates a take charge attitude	1	2	3	4	5	6	7	
b. Enthusiastic about new task/challenges	1	2	3	4	5	6	7	
c. Seeks ways to be helpful when main tasks are completed	1	2	3	4	5	6	7	

INITIATIVE TOTAL POINTS (21 max)								
HEALTH IT TECHNICAL COMPETENCIES	Very Poor	Poor	Below Average	Average	Above Average	Excellent	Exceptional	N/A
1. Demonstrates understanding of HEALTH IT concepts: meaningful use, health information exchange, and clinical decision support.	1	2	3	4	5	6	7	
2. Applies knowledge of healthcare concepts and terminology to the maintenance of digital information storage and retrieval systems.	1	2	3	4	5	6	7	
3. Applies communication standards (i.e. HL7 messaging) to improve and maintain the interoperability of health information systems.	1	2	3	4	5	6	7	
4. Observes administrative, legal, and medical constraints and rules in the implementation and use of HEALTH IT systems.	1	2	3	4	5	6	7	
5. Supports the administration of computer, network and web services and security.	1	2	3	4	5	6	7	
6. Applies and integrates the basic knowledge attained in server, networking, computer programming, scripting, web and database technologies to develop health care information solutions	1	2	3	4	5	6	7	
7. Demonstrates ability to perform entry level computer programming and scripting to maintain and improve HEALTH IT systems.	1	2	3	4	5	6	7	
8.	1	2	3	4	5	6	7	
9.	1	2	3	4	5	6	7	
10.	1	2	3	4	5	6	7	
TECHNICAL COMPETENTICES TOTAL POINTS (49 max)								
GRAND TOTAL POINTS (161 max)								