



# STARR KING

## SCHOOL FOR THE MINISTRY

### COMMUNITY INTERNSHIP – SUPERVISOR'S FINAL EVALUATION

TERM \_\_\_\_\_ YEAR \_\_\_\_\_ CREDITS \_\_\_\_\_

Student Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Job/Title: \_\_\_\_\_

Committee Chair (if applicable): \_\_\_\_\_

Advisory Board Chair (if applicable): \_\_\_\_\_

#### Directions:

Keeping in mind the intern's commitments and learning goals established at the beginning of the internship and reflected in the Learning Agreement, please write a few words for each category/question. Please consider these guidelines for evaluation for a person at post-graduate level education and experience:

**Exceptional** – No one could be expected to do better. Inspiring.

**Good** – This person exceeds expectations, *and* has also room for growth.

**Average** – This is the performance level one would reasonably expect.

**Poor** – This person does not meet expectations, but demonstrates growth potential.

**Very Poor** – This performance level is unacceptable.

**NOTE:** If "Very Poor" is checked, please write a brief explanation in the space provided below each section. **N/A: Check N/A if the item does not apply or if the category was not observable.**

There is a space provided at the end of each set of questions for any additional comments you wish to make. Please answer all questions and sign the completed form. The student will submit it to Rev. Christopher Schelin, Director of Contextual Education, SKSM ([cschelin.sksm.edu](mailto:cschelin.sksm.edu)).

#### Accountability/Responsibility:

1. Meets site task and time responsibilities:
2. Respects supervisor's time:
3. Honors confidentiality:
4. Responsibly turns in required documents and assignments:

\* Additional Comments:

**Leadership Role:**

(if applicable)

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Confident in claiming one's role:</li> <li>2. Sense of initiative and commitment:</li> <li>3. Receives and integrates critical feedback:</li> <li>4. Uses active listening skills:</li> <li>5. Site-appropriate presence and responses:</li> </ol> | <ol style="list-style-type: none"> <li>6. Responsibly uses power:</li> <li>7. Respects appropriate professional boundaries:</li> <li>8. Respects staff at the internship:</li> <li>9. Aware of issues of professional ethics at the site:</li> </ol> |
|--|--|

\* Additional Comments:

**Administrative Skills:** (if applicable)

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Care taken in preparation of work:</li> <li>2. Able to plan and organize:</li> </ol> | <ol style="list-style-type: none"> <li>3. Time management skills:</li> <li>4. Attention to detail:</li> <li>5. Takes appropriate initiative:</li> </ol> |
|--|---|

\* Additional Comments:

**Communication Skills:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Motivates others or creates enthusiasm/ interest:</li> <li>2. Takes initiative to connect with others:</li> <li>3. Uses clearly spoken, site-appropriate language:</li> </ol> | <ol style="list-style-type: none"> <li>4. Written communication skills:</li> <li>5. Understands the importance of communication with various constituencies:</li> <li>6. Listens effectively:</li> </ol> |
|---|--|

\* Additional comments:

**Risk-taking/Vulnerability:**

- |                                       |   |
|---------------------------------------|---|
| 1. Willing to try new challenges:     | 3. Willing to ask for help when needed: |
| 2. Receptive to feedback or critique: |   |

\* Additional Comments:

**Vocational Identity as Spiritual Leader for Social Change/Community Leader**  
(if applicable to your site)

- |  |  |
|--|--|
| 1. Articulates one's vision for community leadership:                        | 3. General integration of theology and practice: |
| 2. Interest and effort given to ongoing spiritual grounding and development: | 4. Lives into the role of spiritual leader:      |

• Additional Comments:

**Commitment to SKSM Commitment to Educating to Counter Oppressions and Build Just and Sustainable Communities (ECO):**

- |   |  |
|---|--|
| 1. Aware of interconnected issues of privilege and oppression as they relate to self and to the work at the internship: | 3. Aware of and addressing personal growing edges regarding justice issues:  |
| 2. Awareness, articulation, and initiative on justice issues connected with the work at the internship:                 | 4. Able to strengthen just relationships and just and sustainable community: |

\*Additional Comments:

**Self-Care and Spiritual Growth:**  
(if observable)

- |   |                             |
|---|-----------------------------|
| 1. Mindful of proper boundaries between internship and personal life: | 2. Mindful of one's health: |
|---|-----------------------------|

3. Mindful of respecting time for resting, spiritual practices, personal commitments:

\*Additional Comments:

Please address the following questions in paragraph form. If you need additional space, type your answers on separate sheets of paper and attach them to this evaluation. Sign the completed evaluation form and give it to the student/intern. The student will then turn the evaluation to the Director of Public Ministries at SKSM, unless otherwise negotiated.

1. Are you satisfied with the extent that the Learning Agreement has been fulfilled by the student/intern and setting this semester/year? Please comment.

2. Describe how the student's sense of community leadership/spiritual leadership has developed this semester. Any concerns and/or recommendations?

3. Has the student grown as a leader and as a person in the course of the internship? Please give an example.



**Thank you for taking the time to fill this form and to offer valuable feedback to the student and to SKSM. We deeply appreciate your time, energy and perspectives.**

### **SIGNATURES**

**Supervisor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Chair (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisory Board Chair (if applicable)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student:** Please read this evaluation and discuss any issues with your supervisor before returning the form to SKSM. Feel free to add any comment below or attach an additional page to this form.

---

### **Signatures**

**Student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director of Contextual Ed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Christopher Schelin)

**All signatures must be obtained before submitting the evaluation to the Director of Contextual Education.** It is the responsibility of the student to make sure this form is returned to Rev. Schelin by the last day of the semester. **No credits will be awarded for the internship unless this form is returned by the deadline.**

Rev. Christopher Schelin  
 Director of Contextual Education  
 cschelin@sksm.edu

**Note to student:** Please keep a copy of this evaluation and discuss it with your Academic Advisor. The hard copy will be placed in your student file.

(Revised 11/2020)