To the Student: This form MUST be sent directly to the Benedictine University M.S. Field Experience Coordinator via mail or fax. If you fail to follow this step, the evaluation will not be accepted by the M.S. Field Experience Coordinator, and the experience will not be considered completed. For experiences lasting longer than five weeks, you are encouraged to seek a mid-term evaluation from the Site Preceptor.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of Evaluation:</th>
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<tbody>
<tr>
<td>Type of Internship:</td>
<td>Internship Site:</td>
</tr>
<tr>
<td>Site Preceptor’s Name:</td>
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</tbody>
</table>

To the Site Preceptor: It is very important that the student receive formal feedback during their field experience. This form serves as a mechanism by which the university M.S. Field Experience Coordinator can assess how the student progressed through their experience. If at any time you have concerns regarding the student’s performance, do not hesitate to contact the M.S. Field Experience Coordinator immediately. It is required that the Site Preceptor or their designee(s) evaluate the student. Thank you for your support.

**Attendance**
- Number of days absent______
- Number of times tardy______

**General Appearance**
- Acceptable______
- Not Acceptable______

Directions: Write the number in the blank space that best describes your judgment of the student’s performance for that category. Rating should be a comparison of current performance as it relates to performance level needed as an entry level employee. Comments are welcome.

<table>
<thead>
<tr>
<th>Superior (Distinguished)</th>
<th>Above Average (Outstanding)</th>
<th>Average (Satisfactory)</th>
<th>Below Average (Needs Improvement)</th>
<th>Unsatisfactory (Unacceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
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</tbody>
</table>

1.____  **Planning** for assignments. (established goals and objectives, accepts responsibility, anticipates unexpected developments, formulates plans that achieve desired result, organized, manages time efficiently, collaborates with others to complete work in an efficient manner)

COMMENTS:

2.____  **Decision Making** (ability to recognize problems, ability to make sound decisions under stress, consistently exercises good judgment, looks at problems objectively.)

COMMENTS:

3.____  **Job Knowledge** (possesses amount of knowledge necessary to complete stated objectives, accuracy, observation to detail)

COMMENTS:

4.____  **Dependability** (follows through with assignments, promptness)

COMMENTS:

5.____  **Initiative** (ability to act promptly, willingness to take independent action, consistency in attaining goals, proactively develops solutions to problems)

COMMENTS
6.____  Resourcefulness (ability to readily determine alternative courses or plans of action in event of change, inventive, clever, creative).

COMMENTS:

7.____  Adaptability (flexibility, attitude response to new assignments and change).

COMMENTS:

8.____  Industriousness (diligence, effort)

COMMENTS:

9.____  Enthusiasm

COMMENTS:

10.____  Interpersonal Skills & Professionalism (ability to submit ideas and receive acceptance, tactful, considerate, cooperative, accepts criticism, sense of humor, professional manner, works well with others).

COMMENTS:

11.____  Verbal Communication (quality of oral presentation, ability to actively participate in discussions and meetings, ability to listen)

COMMENTS:

12.____  Written Communication (quality of reports, ability to use written correspondence effectively, what types of techniques are used?)

COMMENTS:

13.____  Leadership (Apply leadership principles effectively to achieve desired outcomes)

COMMENTS:

14.____  Ethics (complies with federal and state regulations, professional practice standards)

COMMENTS:

15.____  Critical Thinking (ability and creativity in independently gathering relevant information, can sort through information, can reason logically and impartially from gathered info, synthesizes info to make sound conclusions, able to revise conclusions when information/situations change)

COMMENTS:

<table>
<thead>
<tr>
<th>Site Preceptor’s Signature</th>
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