



INTERNSHIPS

Final Evaluation Form on Intern's Performance at Community Partner Organization

Name of Intern: _____
(in BLOCK LETTERS; Underline the last name)

Community Partner: _____

Name of Supervisor: _____
(in BLOCK LETTERS; Underline the last name)

Contact Number: _____ Email Address: _____
(To be completed by supervisor)

Part A: Assessment of Intern's Performance

Item	Assessment Criterion	Level of Performance						
		Excellent ↔ Good			Satisfactory	Less than Satisfactory ↔ Poor		
1	Takes initiative to explore new areas of study and pursue better outputs after satisfying the basic requirements	7	6	5	4	3	2	1
2	Adapts to the work culture and the rules of the working environment	7	6	5	4	3	2	1
3	Willing to communicate with supervisor and other colleagues	7	6	5	4	3	2	1
4	Maintains a positive work attitude	7	6	5	4	3	2	1
5	Able to work independently	7	6	5	4	3	2	1
6	Motivated to seek ways to fortify own strengths and overcome weaknesses	7	6	5	4	3	2	1
7	Works in a congenial manner	7	6	5	4	3	2	1
8	Manages workload in an orderly and responsible manner	7	6	5	4	3	2	1
9	Integrates supervisors' recommendations into own repertoire of knowledge and skills	7	6	5	4	3	2	1

Overall Mark* (Sum of the marks above) =

*The overall mark is subject to the review of the Examination Board of the Faculty

Other Comments on Intern's Performance:

Grading Scale		
Grade	Mark	Level of Performance
A+	61-63	Excellent (Performance consistently far exceeds the expected standards)
A	58-60	
A-	55-57	
B+	52-54	Good (Performance is consistently above the expected standards)
B	49-51	
B-	45-48	
C+	42-44	Satisfactory (Performance consistently meets the expected standards)
C	39-41	
C-	36-38	
D+	32-35	Pass (Performance meets some of the expected standards)
D	28-31	
F	≤27	Fail (Performance is consistently below the expected standards)



INTERNSHIPS

Part B: Communications from the Faculty of Social Sciences, The University of Hong Kong
(Please tick where appropriate)

Communication Topic	Very Clear	Clear	Unclear
1. Objectives of the Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Structure of the Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Expectations of the intern in the Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Criteria for assessing the performance of the intern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Responsibilities of your organization as a Community Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part C: Other Comments

1. Do you have any suggestions on how the Faculty could have better prepared interns in the future?
Please mention specific subject areas that we should address in the next round of internship.

2. How, and in what ways, has the internship programme contributed to your organization's objectives?

3. Other matters of concern?

** The Faculty will disclose **Part A of the Final Evaluation Form** to the intern unless the supervisor has specific concerns that he/she would like to raise with the Academic Tutor and is against doing so.

Signature of Supervisor: _____ Date: _____

Please complete the form online via www.socsc.hku.hk/sigc/cp (Evaluation on Intern's Performance).