

SUPERVISOR'S MONTHLY PROGRESS REPORT

First Report

Date Due: _____

Date Submitted: _____

Name of Supervisor:

Name of Intern:

Type of Internship:

1. What are some issues you have discussed in your relationship with the intern? Any concerns?
2. Is the intern fulfilling the activities/responsibilities outlined in the Learning Contract to your satisfaction? If not, explain. Have there been any changes or additions to the intern's job description?
3. Are there any problems with the intern or internship assignment that need to be addressed? If yes, explain.

4. Evaluate the Intern:

	Excellent	Very Good	Good	Improvement Desired
Dependability	___	___	___	___
Punctuality	___	___	___	___
Work Habits	___	___	___	___
Integrity/trustworthiness	___	___	___	___
Teachability	___	___	___	___
Response to authority	___	___	___	___
Cooperation/teamwork	___	___	___	___
Personal Appearance	___	___	___	___
Relational Ability	___	___	___	___
Public Demeanour	___	___	___	___

Other Comments:

5. Do you have suggestions to further enhance the intern's learning experience?

Return To: DSL, Columbia Bible College,

Email: doug.epp@columbiabc.edu

2940 Clearbrook Rd., Abbotsford, BC V2T 2Z8 / (604) 853-3358 (604) 853-3063 (Fax)

4. Evaluate the Intern:

	Excellent	Very Good	Good	Improvement Desired
Dependability	___	___	___	___
Punctuality	___	___	___	___
Work Habits	___	___	___	___
Integrity/trustworthiness	___	___	___	___
Teachability	___	___	___	___
Response to authority	___	___	___	___
Cooperation/teamwork	___	___	___	___
Personal Appearance	___	___	___	___
Relational Ability	___	___	___	___
Public Demeanour	___	___	___	___

Comments:

5. Have you done anything differently to further enhance the intern's learning experience?

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SUPERVISOR'S MONTHLY PROGRESS REPORT

Third Report

Date Due: _____

Date Submitted: _____

Name of Supervisor:

Name of Intern:

Type of Internship:

1. What changes have you observed in the intern during the past months?
2. Has the intern been making significant progress in terms attitude and aptitude? Are you satisfied that this is a good learning experience for the interns?
3. Are there any things you could do differently to enhance the intern's learning experience?

4. Evaluate the Intern:

	Excellent	Very Good	Good	Improvement Desired
Dependability	___	___	___	___
Punctuality	___	___	___	___
Work Habits	___	___	___	___
Integrity/trustworthiness	___	___	___	___
Teachability	___	___	___	___
Response to authority	___	___	___	___
Cooperation/teamwork	___	___	___	___
Personal Appearance	___	___	___	___
Relational Ability	___	___	___	___
Public Demeanour	___	___	___	___

Other Comments:

5. Are there some ways I could assist you more in your supervision?

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