Mentor Evaluation of Internship Student

This form is to be completed by the student's mentor. Please use the standards below to evaluate the internship student in your school or department. This evaluation must be completed at the end of a student's internship, but may be completed at the mid-point of the internship to provide feedback to the student.

Items marked with an * are required.

### Mentor Information
- **First Name:** Jennifer
- **Last Name:** Johnston
- **Email Address:** johnston@fgcu.edu
- **School Name (if applicable):**
- **Department (if applicable):**

### Student Information
- **First Name:** Lauren
- **Last Name:** Glass
- **Student Identification Number (SIN):** 814****** nine digits starting with 814
- **Semester:** Winter/Spring 2010
- **Year:** 2010
- **Report Type:** Final Report

### Instructions:

We would like for you to evaluate this student based on the Florida Educational Leadership Standards listed below. For each of the ten standards select the item that most describes the student's knowledge, skills and dispositions. For each "Unacceptable" response, please describe the deficiency in the comment section of the standard. To view the sample key indicators of knowledge, skills, and dispositions, please click on this link: FloridaPrincipalLeadershipStandards2005.pdf.

1. **Vision** – High Performing Leaders have a personal vision for their school and the knowledge, skills, and dispositions to develop, articulate, and implement a shared vision that is supported by the larger organization and the school community.

   **Knowledge:** Acceptable - Has most of the knowledge needed to implement this standard.
   **Skills:** Target - Demonstrates a complete set of skills needed to implement this standard.
   **Dispositions:** Acceptable - Demonstrates an attitude that conveys the values and beliefs needed to implement this standard.
   **Comments:** Lauren was not required to cast a vision as part of her internship. Her work with our website, newsletter, and Cognos reports demonstrated an understanding of our vision. She had a good grasp of what we were trying to accomplish and had innovative ideas to help us attain our desired outcomes.

2. **Instructional Leadership** – High Performing Leaders promote a positive learning culture, provide an effective instructional program, and apply best practices to student learning, especially in the areas of reading and other foundational skills.

   **Knowledge:** Not Able to Evaluate
   **Skills:** Not Able to Evaluate
   **Dispositions:** Not Able to Evaluate
   **Comments:**

3. **Managing the Learning Environment** – High Performing Leaders manage the organization, operations, facilities, and resources in ways that maximize the use of resources in an instructional organization and promote a safe, efficient, legal, and effective learning environment.

   **Knowledge:** Target - Has complete knowledge needed to implement this standard.
   **Skills:** Target - Demonstrates a complete set of skills needed to implement this standard.
   **Dispositions:** Target - Demonstrates an attitude that shows a deep commitment to the necessary values and beliefs needed to implement this standard.
   **Comments:** One of Lauren's greatest strengths is her organization and ability to manage multiple projects at once. She successfully organized and completed her internship projects while also still completing her job duties required as part of her employment in our department. Lauren is organized, efficient, and proactive.

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http://coe.fgcu.edu/faculty/valesky/PracticumEval/PracticumEvalnew.asp

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4. Community and Stakeholder Partnerships – High Performing Leaders collaborate with families, business, and community members; respond to diverse community interests and needs; work effectively within the larger organization; and mobilize community resources.

| Knowledge:* | Target: Has complete knowledge needed to implement this standard.
| Skills:*   | Target: Demonstrates a complete set of skills needed to implement this standard.
| Dispositions:* | Target: Demonstrates an attitude that aligns with the necessary values and beliefs needed to implement this standard.
| Comments: | Lauren’s internship responsibilities required her to collaborate with our staff and with others on campus. One particular project required that she collaborate with someone else on campus whose communication and cooperation can be challenging. Lauren continually handled the situation with grace and patience. She

5. Decision Making Strategies – High Performing Leaders plan effectively, use critical thinking and problem solving techniques, and collect and analyze data for continuous school improvement.

| Knowledge:* | Acceptable: Has most of the knowledge needed to implement this standard.
| Skills:*   | Target: Demonstrates a complete set of skills needed to implement this standard.
| Dispositions:* | Acceptable: Demonstrates an attitude that aligns with the necessary values and beliefs needed to implement this standard.
| Comments: | Lauren is an excellent planner. She lays out a clear outline of what she wants a finished product to look like and then goes about creating it. She proactively considers possible challenges and works out solutions early in the process.

6. Diversity – High Performing Leaders understand, respond to, and influence the personal, political, social, economic, legal, and cultural relationships in the classroom, the school, and the local community.

| Knowledge:* | Acceptable: Has most of the knowledge needed to implement this standard.
| Skills:*   | Acceptable: Demonstrates most of the skills needed to implement this standard.
| Dispositions:* | Acceptable: Demonstrates an attitude that aligns with the necessary values and beliefs needed to implement this standard.
| Comments: | Diversity was not a significant element of Lauren’s internship, but she does understand and respond appropriately to personality differences. She recognizes that people are different and function according to their own influences.

7. Technology – High Performing Leaders plan and implement the integration of technological and electronic tools in teaching, learning, management, research, and communication responsibilities.

| Knowledge:* | Target: Has complete knowledge needed to implement this standard.
| Skills:*   | Target: Demonstrates a complete set of skills needed to implement this standard.
| Dispositions:* | Target: Demonstrates an attitude that aligns with the necessary values and beliefs needed to implement this standard.
| Comments: | Lauren has a high aptitude for technology and seeks new ways to use it. Her technical abilities and desire to learn helped produce a more professional and user-friendly website and an attractive and informative graduate studies newsletter. Her technical skills were also utilized in the development of our

8. Learning, Accountability, and Assessment – High Performing Leaders monitor the success of all students in the learning environment; align the curriculum, instruction, and assessment processes to promote effective student performance; and use a variety of benchmarks, learning expectations, and feedback measures to ensure accountability for all participants engaged in the educational process.

| Knowledge:* | Not Able to Evaluate.
| Skills:*   | Not Able to Evaluate.
| Dispositions:* | Not Able to Evaluate.
| Comments: |

9. Human Resource Development – High Performing Leaders recruit, select, nurture, and, where appropriate, retain effective personnel, develop mentor and partnership programs, and design and implement comprehensive professional growth plans for all staff – paid and volunteer.

| Knowledge:* | Acceptable: Has most of the knowledge needed to implement this standard.
| Skills:*   | Acceptable: Demonstrates most of the skills needed to implement this standard.
| Dispositions:* | Acceptable: Demonstrates an attitude that aligns with the necessary values and beliefs needed to implement this standard.
| Comments: | Lauren’s internship did not include this element, but she has the foundational skills necessary to develop these abilities.

10. Ethical Leadership – High Performing Leaders act with integrity, fairness, and honesty in an ethical manner.

| Knowledge:* | Target: Has complete knowledge needed to implement this standard.
| Skills:*   | Target: Demonstrates a complete set of skills needed to implement this standard.

http://coe.fgcu.edu/faculty/valesky/PracticumEval/PracticumEvalnew.asp 4/15/2010
| Dispositions: | Target: Demonstrates an attitude that shows a deep commitment to the necessary values and beliefs needed to implement this standard. |
| Comments: | Lauren is very ethical. Along with her organizational skills, I believe Lauren's ethics are her greatest strengths. Lauren is highly motivated to do the right thing and to act with integrity. Very few people I come in contact with seem as ethical as she. |

**General Internship Evaluation** - Please evaluate the student on the following general areas:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality:</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Attendance:</td>
<td>Meets Expectations</td>
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<tr>
<td>Appropriate Attire:</td>
<td>Meets Expectations</td>
</tr>
<tr>
<td>Cooperation:</td>
<td>Exceeds Expectations</td>
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</tbody>
</table>

| OVERALL PERFORMANCE: | Exceeds Expectations |
| Comments:           | Lauren was always on time and a team player. |

Please make any helpful suggestions you might have that would help this student in his or her future administrative position:

There are very few areas that Lauren needs improvement. Experience and time will be the most beneficial in her development. However, I would caution Lauren to be careful about being too driven or efficient. Lauren's work ethic is excellent, but I can see the potential that when she becomes driven to accomplish a task she may overlook small, but important details or miss communication.

Please make any general comments on the student's internship performance:

Overall, Lauren did an outstanding job. This was demonstrated by the quality products she produced and the quantity she accomplished in a short period of time. She had a good sense of what we wanted to accomplish, took leadership of projects and asked clarifying questions to ensure that her work was aligning with our department's vision. Our department benefitted greatly by Lauren's efforts and we are grateful!