

**Palmer School of Library and Information Science  
Long Island University  
Site Supervisor's Evaluation Form (revised 8/16/2017)**

Name of the Intern: \_\_\_\_\_

Semester: \_\_\_\_\_

Host site supervisor's name, title and address of the site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section A: Intern's specific learning goals and objectives in Learning Contract.**

1. At what level did your intern satisfy the terms of the Learning Contract that was developed?
- Exceptional       Average       Poor

Comments:

2. A. Was there was anything that the intern did not do well?

B. If so, please state what that was (Skill? Level of knowledge? Attitude?)

C. Please suggest how you think the Palmer School could improve students' practice.

**Section B: Checklist of skills accomplished according to the Palmer School Student Learning Objectives:**

In the goals below please mark the skill level and capability that you observed during the student's internship. Comment on whether the student was able to perform the skill in "practice."

**\*\*** Specific objectives important to be assessed during the internship

Goal I: Students will be able to apply the principles, practices, ethics, and philosophy of the profession:

SLO 1A: demonstrate an understanding of the ethics and values of the library and information science professions

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

SLO 1B: demonstrate understanding of the foundations of the library and information science professions

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

Goal II: Students will be able to utilize a broad range of approaches, systems and technologies to manage and deliver information:

SLO 2A: apply methods to organize information and knowledge

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

**\*\* SLO 2B: retrieve and synthesize information from a variety of systems and sources**

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

Goal 3: Students will be able to deliver user-centered services and cost-effective programs

SLO 3A: utilize information sources and services to meet the needs of diverse populations

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

SLO 3B: design and deliver information programs to meet the needs of specific users

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

Goal IV: Students will be able to staff, manage and advocate for libraries and information organizations:

SLO 4A: explain principles and practices of management

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

SLO 4B: apply fundamental principles of advocacy for an information organization

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

Goal V: Students will prepare to contribute to the profession through research and service:

SLO 5A: demonstrate understanding of how to effectively contribute to the profession

(3) Exceptional                      (2) Average                      (1) Poor                      (0) Not applicable

Comments:

**Section C: Question related to Palmer School preparation of the intern:**

3. Were students able to perform tasks given based on the "theory"/ concepts/ principles they learned in their coursework at the Palmer School? If so, please comment on the students' strengths in performing the tasks. If not, please comment on what the student seemed to be lacking.

Comments:

**Section D: General observations:**

4. Based on your experience, what do you feel that students need to stay current in the field?
5. What grade would you recommend that the intern be given? (A, B, C, or F). Please indicate your reasons why.
6. Has this evaluation report been discussed with the student? Yes \_\_\_ No \_\_\_

**Please sign this document.**

Your name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Site Supervisors: please mail or fax this evaluation form before the semester ends to:

**Palmer School of Library and Information Science  
LIU Post  
Library 2<sup>nd</sup> Floor Room 360  
Attention: Erin Reilly  
720 Northern Boulevard  
Brookville, NY 11548 – 1300**

**Fax number: 516 299 4168**

Thank you so much for providing your knowledge, expertise, and time for our students.

Dr. Bea Baaden and Ms. Heather Ranieri, Co –Chairs of the the Palmer School Outcomes Assessment Committee