

Palmer School of Library and Information Science
LIU Post
Site Supervisor's Evaluation

Dear Site Supervisor:

Please be advised of the new Palmer School Site Supervisor's evaluation. Over the years we have greatly appreciated and reflected on your valuable and insightful comments of our interns' abilities and preparation. Each year the Palmer School, along with LIU, identifies two Student Learning Outcomes for which we collect detailed feedback and data. We have changed this evaluation form to help us gather additional feedback from our site supervisors. Under specific Student Learning Outcomes, you will see a section noted with an asterisk in which we provide a space for the rationale behind your Likert scale choice for the intern. Please provide us with as much detail as you can if the Student Learning Outcome is applicable to the internship.

Again, we value your insightful and descriptive comments and we would like to hear more. We at the Palmer School thank you in advance for your input as it is greatly appreciated.

Regards,



The Palmer School of Library and Information Science
Long Island University

Palmer School of Library and Information Science
LIU Post

Name of the Intern:

Semester:

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

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 Above average Average Fair Poor Not Applicable

Comments:

2. How well did intern, in your estimation, put "theory into practice"?

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Section B: Checklist of skills accomplished as aligned with the Palmer School Student Learning Objectives:

In the goals below, please mark the skill level and level of capability that you observed during the student's internship using the following designations:

Exceptional Above average Average Fair Poor Not Applicable

**** Indicates specific objectives important to be assessed during the internship**

Goal I: Students will reflect the principles, ethics and philosophy of the profession while serving their patrons, institutions and communities:

- a. apply the foundations and principles of the library and information science professions

Exceptional Above average Average Fair Poor Not Applicable

- b. analyze policies and trends affecting libraries and information organizations and the profession

Exceptional Above average Average Fair Poor Not Applicable

- c. ****compare and contrast different types of collections and information organizations**

Exceptional Above average Average Fair Poor Not Applicable

****Please tell us why this student was marked at this skill level:**

- d. communicate effectively with diverse audiences

Exceptional Above average Average Fair Poor Not Applicable

Comments:

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

- a. use professional standards to manage and deliver information resources in a variety of formats

Exceptional Above average Average Fair Poor Not Applicable

- b. use systems for organizing and structuring information and knowledge

Exceptional Above average Average Fair Poor Not Applicable

- c. search, retrieve and synthesize information from a variety of systems and sources

Exceptional Above average Average Fair Poor Not Applicable

- d. evaluate information systems and technologies

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Goal III: Students will deliver user-centered services and cost-effective programs tailored to the needs of increasingly diverse populations:

- a. evaluate and use information resources and services to meet the needs of diverse populations

Exceptional Above average Average Fair Poor Not Applicable

- b. develop and deliver information programs designed to meet the needs of specific users and communities

Exceptional Above average Average Fair Poor Not Applicable

- c. integrate technology into programs and services

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Goal IV: Students will know how to staff, manage and lead libraries and information centers of all types:

- a. put theory into practice within an information organization

Exceptional Above average Average Fair Poor Not Applicable

- b. ****explain and apply principles and practices of management and leadership**

Exceptional Above average Average Fair Poor Not Applicable

****Please tell us why this student was marked at this skill level:**

- c. explain and meet certification and/or licensure requirements for specialized areas of the profession as appropriate

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Goal V: Students will be able to contribute to the profession through service, research and advocacy:

- a. explain the importance of service to the profession, and continuing professional development

Exceptional Above average Average Fair Poor Not Applicable

- b. explain the importance of advocacy on behalf of information organizations and the profession

Exceptional Above average Average Fair Poor Not Applicable

- c. apply the fundamentals of qualitative and quantitative research methods

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Section C: Palmer School preparation of the intern:

3. How well do you feel that the Palmer School's curriculum provided a mix of theory and practice to prepare this intern for work in your library or organization?

Exceptional Above average Average Fair Poor Not Applicable

Comments:

Section D: General observations:

4. Did you notice personal and/or professional growth during the internship?
5. If there were any areas in which the intern needed to improve, either in skills, knowledge or aptitude, please indicate those.
6. What grade would you recommend that the intern be given? (**LIS 690: Pass/Fail OR LIS691: A, B, C, D or F**). Please indicate your reasons why.
7. Has this evaluation report been discussed with the student? Yes ___ No ___

Signature:

Your name and title:

Signature:

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

**Palmer School of Library and Information Science
LIU Post
Library 2nd Floor Room 360
Attention: Heather Ranieri
720 Northern Boulevard
Brookville, NY 11548 – 1300**

**Fax number: 516 299 4168
Scan to: heather.ranieri@liu.edu**

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

(revised 11/2/15)