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| **Texas Workforce Solutions logo** | **Texas Workforce Commission****Vocational Rehabilitation Services****Orientation and Mobility (O and M)Internship Performance Evaluation**   |
| **General Information**  |
| Intern name:       | Date:       |
| Agency or Facility:       |
| O and M Supervisor name:      | Inclusive Dates of Evaluation:      |
| **Performance Results**  |
| Teaching performance: Poor=1, Below Average=2, Average=3, Above Average=4, Excellent=5    |
|  | **1** | **2** | **3** | **4** | **5** |
| 1. Punctual to work and lessons.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Plans appropriate lessons. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Establishes and maintains rapport with student or customer. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Clarity when explaining lessons to students or customers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. Knowledgeable in subject area taught. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. Mutually establishes goals and objectives with students or customers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. Uses a variety of teaching techniques and activities. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. Plans lessons to achieve goals and objectives. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. Keeps accurate daily lessons. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 10. Remains alert and cautious on lessons. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 11. Maintains proper position on lessons. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 12. Provides effective feedback and support to student or customer. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 13. Drives safely and courteously where appropriate. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 14. Organizes and uses preparation time wisely. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 15. Communicates effectively in written reports and evaluations. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 16. Turns in reports and other assignments in timely manner. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 17. Appropriate attendance and reporting at meetings. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 18. Shows initiative in presenting and developing new ideas. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 19. Handles special assignments appropriately. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 20. Neat and appropriate appearance. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 21. Consults with supervisor for assistance when needed. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 22. Seeks and accepts constructive criticism. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 23. Expresses opinions in supervisory conferences. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 24. Follows through on suggestions. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 25. Observes the ethics of confidentiality. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 26. Relates well with other staff and/or teachers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 27. Accepts professional responsibility. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 28. Appropriate attitude toward policies and procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 29. Willingness to keep abreast of current professional literature. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 30. Overall evaluation of intern’s performance. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Additional Comments:       |
| O and M Supervisor signature: **X**   | O and M Intern signature: **X**   |