

## Step #5 – Implement Program Evaluation and Improvement/Enhancement Procedures

### Performance Evaluation System for the Internship Experience

#### Action Item #1

Creation of Goals and Objectives With Action Items

#### Action Item #2

Intern Performance Assessment  
*(Mid-point assessment)*

#### Action Item #3

Intern Evaluation Form  
*(Completed 1 week before internship conclusion)*

#### Action Item #4

Internship Site Evaluation Form  
*(Completed by the intern at conclusion)*

Sample forms for internship evaluation are on the following pages. Please check with the intern and/or their respective sponsoring academic program to determine if similar or other evaluation forms are required. Managers should feel welcome to customize the sample evaluation forms provided to fit their own club operation.

