### Site Supervisor’s Mid-Year Progress Report of Master Degree Candidate

**Candidate Name**  
**Work Site**

**Site Supervisor Name**  
**Date**

**Directions:** Please indicate your rating of the candidate in each of the areas listed below by indicating their performance using the following scale:

<table>
<thead>
<tr>
<th>1 = Poor</th>
<th>2 = Marginal</th>
<th>3 = Average</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
<th>N/A – Not Applicable</th>
</tr>
</thead>
</table>

#### Professionalism
- Dependable (attendance & punctuality)
- Professional behavior and appearance
- Assists fellow workers and exhibits teamwork
- Demonstrates sound judgment
- Has appropriate rapport with co-workers
- Responds positively to supervision
- Follows organization policies and procedures

#### Job Performance
- Demonstrates willingness to learn the job
- Generates high quality work products/activities/events
- Solves problems well
- Works efficiently
- Works independently without close supervision
- Takes initiative when appropriate

#### Workplace Attitude
- Is actively engaged
- Relates well to supervisor(s)
- Is receptive to suggestions/criticism
- Accepts added responsibility willingly
- Accepts responsibility for own actions

#### Specific Skills
- Written Communication
- Verbal Communication
- Takes information and ideas and is able to draw conclusions (analytical)
- Programming events/activities
- Supervision/Leadership
- Budgeting
- Accounting
- Risk Management
- Promotion and Marketing
- Planning
- Sustainability
- Knowledge & Application of Trends and Issues in the field
- Computer & Software Applications (Word, Excel, Research, Graphics)
Evaluate candidate’s progress toward completion of Project Objectives (refer to Learning Agreement)

<table>
<thead>
<tr>
<th>The following objective has progressed to a level of what percentage (%) completion?</th>
<th>100%</th>
<th>75%</th>
<th>50%</th>
<th>25%</th>
<th>No Progress</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
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What is the plan of action for 100% successful completion of the objectives listed above? (Discuss the plan during the evaluation meeting and briefly describe it below)

This Candidate’s overall performance at this point is (check one)

- [ ] Satisfactory
- [ ] Unsatisfactory

Supervisor’s Signature ___________________________ Date ________________

*I have reviewed the mid-term evaluation with my site supervisor and am aware of performance expectations for successfully completing my project.*

Intern’s Signature ___________________________ Date ________________