

FLORIDA INTERNATIONAL UNIVERSITY
Department of Health Policy and Management
 Undergraduate Program in Health Services Administration

Confidential Progress Report on Administrative Intern by Preceptor

Preceptor: _____ **Date:** _____

Facility: _____

Intern/Student: _____

The completed Progress Report should be forwarded to the Residency Coordinator. Care should be exercised to protect the confidentiality of this progress evaluation. The format below is offered as a guideline and meets the minimum requirements of the Department of Health Policy and Management. The Preceptor is encouraged to expand on any area and/or to add areas of information for evaluating the intern/student.

Please rate the student in each of the following areas of professional and personal skills. As a comparison, please use a combination of your general expectations, experience with other student interns, and your experience with professionals at the early stages of career development.

Rating Key:

1 = Excellent **2** = Good **3** = Acceptable but Needs Improvement
4 = Poor **5** = Unacceptable **NA** = Not Applicable

INTERPERSONAL RELATIONS	EVALUATION					
Yourself	1	2	3	4	5	NA
Employees / Staff	1	2	3	4	5	NA
Public	1	2	3	4	5	NA
Medical Staff	1	2	3	4	5	NA
<i>Comments/Suggestions for Improvement:</i>						
COMMUNICATION SKILLS	EVALUATION					
Verbal	1	2	3	4	5	NA
Written	1	2	3	4	5	NA
<i>Comments/Suggestions for Improvement:</i>						

ATTITUDE / INITIATIVE	EVALUATION					
Willingness to accept constructive criticism	1	2	3	4	5	NA
Flexibility	1	2	3	4	5	NA
Dependability	1	2	3	4	5	NA
Interest in Department	1	2	3	4	5	NA
<i>Comments/Suggestions for Improvement:</i>						
PERFORMANCE	EVALUATION					
Punctuality / Attendance	1	2	3	4	5	NA
Attentiveness at meetings	1	2	3	4	5	NA
Appropriateness of questions	1	2	3	4	5	NA
Level of understanding achieved	1	2	3	4	5	NA
Timely and completeness of follow through on assign tasks	1	2	3	4	5	NA
<i>Comments/Suggestions for Improvement:</i>						

Please provide additional comments regarding student's overall performance: