(To be filled out by the Mentor upon completion of the Internship, shared with the Intern, and sent to the Concordia University Texas DCE Program Director or Intern Supervisor)

Intern	Congregation		
Months	Year	City	
Supervisor	Po	Position	

I. The Intern as a Person Directions: Check the number which reflects your assessment of the Intern Using number 1 as the highest (Superior) level of rating and number 5 as the lowest (Inadequate). Use letters NB as no basis for

## 1. Punctual, dependable

- 2. Positive attitude
- 3. Team player
- 4. Initiative

evaluation.

- 5. Friendly
- 6. Self-disciplined
- 7. Honest
- 8. Organizational skills
- 9. Detail oriented
- 10. Creative, original
- 11. Decisive
- 12. Goal oriented
- 13. Cooperative
- 14. Sense of humor
- 15. Self-confidence
- 16. Christian character
- 17. Ability to accept criticism
- 18. Respects opinions of others
- 19. Has convictions and will
- 20. Ability to evaluate parish programs objectively
- 21. Ability to evaluate own participation in program activities
- 22. Accepts responsibility and fulfills obligations
- 23. Ability to give and receive constructive criticism

1	2	3	4	5	NB

### **II.** Personal and Professional Descriptors:

# Directions: Choose a circle on the continuum above the statement that you feel best describes the Intern. By choosing a circle anywhere to either side of the median line signifies performance a bit weaker or stronger than the description reads.

## The Intern as a Person

1. Living Christian convictions			
	Seems unsure of gap between words and actions	Aware of gaps, struggles to live a more congruent life	Personal life exemplary reflects a spirit of love and concern
2. Sensitive to people's needs			I
3. Manages time, work	Tends to overlook and ignore people's needs at times	Attempts to be aware and is responsive most of the time	Keenly aware of others' needs
	Seems unable to organize time; needs direction and guidance	Occasionally seems lost, unable to get going	Well organized; self-starter who works well on his/her own
4. Health and energy			
	Lacks energy; projects an image of weariness; good health questionable	Energetic most of the time generally ready to start the day with vitality, average health	Radiates good health and vitality to others; energetic and ready to go when day begins
5. Concern about personal appearance			
	Careless in dress and appearance; makes unfavorable impression	Usually well groomed; makes acceptable appearance	Neat and appropriately dressed; makes favorable impression
<u>The Intern as Communicator</u>			
6. Speaking and listening in front of			
groups	Comes across ill-at-ease and unable to function effectively	Able to express self and respond reasonably well	Poised in front of groups communicates & listens well
7. Communicates one to one			
	Comes across ill-at-ease and unable to function effectively	Able to express and respond reasonably well	Puts people at ease; communicates & listens well
<u>The Intern as Administrator</u>			
8. Planning			
	Unfamiliar with a planning process; seems unable to plan long or short range	Still refining planning approach reasonably effective at present	People understand approach; able to effectively plan long or short term
			1
9. Clarify expectations of others	Asks people to undertake tasks without clarifying expectations	Gives people some idea of what's expected of them; occasionally cloudy	People know exactly what is expected of them
10. Dealing with conflict			
	Ineffective; either avoids or responds inappropriately.	Some kinds of conflict situations are confronted and manages; others aren't	Aware of conflicts; uses appropriate approaches for situation
11. Facilitate other people's ministry			
	Rarely attempts to do so; doesn't seem to know how	Seems effective with some people; not with other's ministry	Sensitive to what people need to help them be in ministry

12.	Grasp of scriptural content/message			1
		Grasp is shaky; doesn't seem to know how	Seems to have a fairly solid grasp of scriptural content/message	Solid grasp; comes across clearly and accurate
13.	Gets to the heart of an issue		1	
	effectively	Has real trouble sifting through and getting to the heart of an issue	On certain concerns he/she displays the ability to work through issue	Consistently displays the ability to get to the heart of issues
Th	e Intern as a Future DCE			
14.	Understands the role/philosophy	1	I	I
	of DCE Ministry	Has unrealistic picture	Developing, refining understanding	Realistic, work understanding
15.	Understands "how congregation			I
operates"		Little understanding; has hard time working with boards, etc.	Beginning to develop understanding	Realistic, work understanding
16.	Relates to a variety of age groups			I
		Feels comfortable with only one or two age groups	Willing to work with all ages but most comfortable with one	Comfortable with all age groups he/she had a chance to work with
Th	e Intern as Team Minister			
17.	Willing to share information/plans with teammate		I	1
		Tends to be closed, secretive	Shares what is asked for	Willingly shares information and plans
18.	Sensitive to pastoral role		I	-
		Tends to be critical & callused	On certain issues he/she is sensitive	Understands the strains, demands, placed on a pastor
Th	e Intern as Teacher			
19.	Able to diagnose student learning		I	I
•	needs	Doesn't seem interested in or able to meet student needs	Effective with some, others not	Willing and able to address student needs
20.	Type of classroom atmosphere and order, does he/she create and maintain?			
		Characterized by frequent conflict and disorder; lack of any pattern of control; tightly controlled by use of threat and misuse of law	Conflict and disorder minimal; major emphasis on quietude; usually has cooperative and respectful class	Classroom atmosphere usually free of undue restraint excellent attention, order cooperation and respect obtained without too much effort
21.	To what degree does he/she help to stimulate pupils?	I	I	
		Secures limited participation; many pupils indifferent and uncooperative	Generally secures participation; some evidence of pupil concern in teacher-pupil planning	Secures willing participation; happy cooperative climate; involves children in planning class and individual activities
22.	Imaginative teaching procedures		I	I
		Displays little imagination in teaching procedures; overuses traditional techniques, not willing to try new techniques	Attempts to do reasonably well in established areas but weak initiating new programs	Is highly imaginative, using a wide variety of techniques which are very successful and meaningful

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### Education D т

and partial:       established areas but weak initiating new programs rew programs rew programs rew programs rew programs rew programs reproduced to the second state of the second state	The Intern as Educati	on Resource		
the parish?       Doesn't seem to know how to start       Able to do reasonably well in established areas but weak initiating new programs serve programs in supervising and motivate teaching staffs       Has a pood grasp of how to needs of wide range of ages of program analable for the various ductational agene is service and motivate teaching staffs       Quite resourceful; knows wha available for the various individe genetics         25. Select, supervise and motivate teaching staffs                               Quite resourceful; knows wha available for the various individe genetics         26. Ability to respond to needs of all youth ministry                       Learning how to be much more effective in selecting, supervising and minimizing volunce treachers       Able to effectively respond to wide varies, supervising and minimize the various ductational agene effective in selecting, supervising and minimize volume treatments in the process of selecting a maintaining volume.       Quite resourceful; knows wha available for the various individe educational agene effective in selecting, supervising and minimize volume.       Quite resourceful; knows wha available for the various individe educational agene effective in selecting, supervising and minimize volume.         26. Ability to respond to needs of all youth               Image and motivate teaching staffs       Exercises sound judgment in whole process of selecting a maintaining volume.       Able to effectively respond to wide varies, segment in selecting, supervising and minimize volume.       Able to effectively respond to wide varies, segment in selecting, supervising and minimize volume.       Able to effectively respond to wide varies, segment in selecting, su			I	
A weak area does not even seem familiar with Synod's materials       Has fair grasp of what's available for the various individe educational agencies         25. Select, supervise and motivate teaching staffs                         Laterning how to be much more effective in selecting, supervising leadership to this phase of program leadership to this phase of program in maintaining volunteer teachers               Excresses sound judgment in who's exclusional agencies         26. Ability to respond to needs of all youth as ensitive to and most effective with a narrow segment of parish youth successful       Attempts to be responsive to all wide variety, especial to with a narrow segment of parish youth assume leadership toles       Attempts to be responsive to all wide variety, especial to with a narrow segment of parish youth assume leadership toles               Is ensitive to and most effective with and under stendal one       Working to put the pieces together       Has a clear and understandal philosop is youth as a responsible role       Has a clear and understandal philosop is youth with lay youth                               Is ensitive to and most effective with and time letting youth take a responsible role       Willing to try but sometimes doesn't responsibility and helps th successful       Able to effectively respond to responsibility of give them enough support       Very facilitative; gives you responsibility and helps th successful         28. Willing to let youth would viel would not be interesting to the whole area                       Is a responsible role area       Very facilitative; gives you responsibility and helps th successful       Neel		Doesn't seem to know how to start	established areas but weak initiating	Has a good grasp of how to get needs of wide range of ages and programs
familiar with Synod's materials       from the various educational agencies       available for the various individe educational agencies         25. Select, supervise and motivate teaching staffs                         26. Ability to respond to needs of all youth               Learning how to be much more effective in selecting, supervising, and maintaining voluncer teachers       Excresses sound judgment in whole process of selecting a maintaining teach         26. Ability to respond to needs of all youth                               Semisure to and most effective with anarrow segment of parish youth ministry       Attempts to be responsive to all ways, successful       Able to effectively respond 1         27. Articulate philosophy of youth, not leadership roles                               Intern as a clear and understanda philosophy of youth, not always, successful       Able to effectively respond 1         28. Willing to let youth assume leadership roles                               Intern as a clear and understanda philosophy of youth not assume leadership roles                       Intern as a clear and understanda philoso prevent is give them enough support       Persponsibility and helps th successful       Persponsibility and helps th successful         29. Work with lay youth volunteers                       Inta a read rouble sharing the kids and being clear about expectations               Neellititie with persponsibility and helps th successful       Persponsibility and thelps th successful	24. Knowledge in materials		l	
motivate leaching staffs       Seems uncomfortable giving leadership to this phase of program leadership to this phase of program and maintaining volunteer teachers       Exercises sound judgment in whole process of selecting a maintaining teach         Intern as Youth Worker       I       I         26. Ability to respond to needs of all youth       I       I         37. Articulate philosophy of youth ministry       I       I         48. Willing to let youth assume leadership roles       I       I         49. Work with lay youth volunteers       I       I         41. Has a hard time letting youth take a responsible role       I       I         42. Willing to let youth assume leadership roles       I       I         43. Willing to respond to needs of all youth       I       I         44. Work with lay youth volunteers       I       I         45. Breactions       I       I         46. Utilize own or other's material       I       I         56. Milling to spend time with people on their turf       I       Is willing to spend time office to much       Is willing to needs occasional push office to much       Seems to avoid the whole area overlooks potential       Sees this as a vital part of minist spends time with people on their turf       Is willing to needs occasional push office to much       Sees this as a vital part of minist spends time with peor effective         52. Arti			from the various educational	Quite resourceful; knows what is available for the various individual educational agencies
Seems uncomfortable giving leadership to this phase of program intern as Youth Worker       Learning how to be much more given the intern as Youth Worker       Exercises sound judgment in whole process of selecting a maintaining volunteer teachers       Exercises sound judgment in whole process of selecting a maintaining teach         66. Ability to respond to needs of all youth action of all youth meeds of all youth action of a more segment of parish youth ministry       I       Able to effectively respond to wide variety, especially 3; youth         7. Articulate philosophy of youth ministry       Vouldn't know he/she had one       Working to put the pieces together       Has a clear and understanda philosop         18. Willing to let youth assume leadership roles       I       I       I         14. Was a transmissible role       Willing to try but sometimes doesn't wolut expressible role       Very facilitative; gives yo responsibility and helps th succe         9. Work with lay youth volunteers       I       I       I         14. Treis to involve others; material       Seems to avoid the whole area Seems to avoid the whole area       I         19. Willing to spend time with people on their turf       Seems to avoid the whole area Seems hesitant, afraid; stays in the offect to much       I       Sees this as a vital part of minist spends time with people of minist spends time with people of the intern as a caller/Visitor         11. Willing to initiate visits and bring appropriately       I       I       I         20. Articulates Chrisi		I	1	1
6. Ability to respond to needs of all youth       I       Is sensitive to and most effective with a narrow segment of parish youth       Attempts to be responsive to all types of youth, not always; successful       Able to effectively respond to wide variety, especially si wide variety, especially	motivate teaching staffs		effective in selecting, supervising,	Exercises sound judgment in the whole process of selecting and maintaining teachers
needs of all youth       Is sensitive to and most effective with a narrow segment of parish youth       Attempts to be responsive to all types of youth; not always; successful       Able to effectively respond twie wide variety, especially signature of parish youth         27. Articulate philosophy of youth ministry       I       I       I         28. Willing to let youth assume leadership roles       I       I       I         28. Willing to let youth assume leadership roles       I       I       I         29. Work with lay youth voluters       I       I       I       I         29. Work with lay youth voluters       I       I       I       I       I         29. Work with lay youth voluters       I       I       I       I       I       I       I         30. Utilize own or other's material       Seems to avoid the whole area       I       I       I       I       I       II       II       III       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Intern as Youth Work	<u>ker</u>		
Is sensitive to and most effective with a narrow segment of parish youth       Attempts to be responsive to all types of youth, not always; successful       Able to effectively respond 1 wide variety, especially si uninvolv         17. Articulate philosophy of youth ministry                                 28. Willing to let youth assume leadership roles                                 29. Work with lay youth volunters                                 29. Work with lay youth woluters                                 29. Work with lay youth woluters                                 20. Utilize own or other's material                                 20. Utilize own or other's material                                 21. Willing to spend time with people on their turf                         22. Articulates Christian Faith appropriatel                         23. Willing to initiate visits and bring appropriate                         24. Articulate Christian Faith appropriate                         25. Willing to initiate visits and bring appropriate                         26. Work with lay youth volunteers                         27. Work with lay youth volunteers                         28. Work with lay youth volunteers			I	
Wouldn't know he/she had one       Working to put the pieces together       Has a clear and understandal philosop         18. Willing to let youth assume leadership roles                         Has a hard time letting youth take a responsible role                         19. Work with lay youth volunteers                         19. Work with lay youth volunteers                         10. Utilize own or other's material                         10. Utilize own or other's material                         11. Willing to spend time with people on their turf                         12. Werk with lay spend time with people on their turf                         13. Willing to initiate visits and bring appropriate                         14. Willing to initiate visits and bring appropriate                         15. Willing to initiate visits and bring appropriate                         16. Willing to initiate visits and bring appropriate                         13. Willing to initiate visits                                 13. Willing to initiate visits                                 13. Willing to initiate visits                                 14. Willing to initiate visits                                 15. W	7. Articulate philosophy of	with a narrow segment of parish	types of youth; not always;	Able to effectively respond to a wide variety, especially shy, uninvolved
assume leadership roles       Has a hard time letting youth take a responsible role       Willing to try but sometimes doesn't give them enough support       Very facilitative; gives you responsibility and helps the succes give them enough support         9. Work with lay youth volunteers                                 Has real trouble sharing the kids and being clear about expectations       Has grown in his/her ability to delegate and share kids       Positive and facilitative; relationsh <b>Che Intern as a Musician</b>                         Positive and facilitative; gives you delegate and share kids         0. Utilize own or other's material                               Positive and facilitative; gives you delegate and share kids         10. Utilize own or other's material                       Positive and facilitative; gives you delegate and share kids         11. Willing to spend time with people on their turf               Intern as a Caller/Visitor                 12. Articulates Christian Faith appropriately               Is willing but needs occasional push office too much       Sees this as a vital part of minist spends time with people on their turf         2. Articulates Christian Faith appropriately               Continues to work at being more effective       Has sensitivity and timing regar how and where to express self         3. Willing to initiate visits and bring appropriate                                 <td>youth ministry</td> <td>Wouldn't know he/she had one</td> <td>Working to put the pieces together</td> <td>Has a clear and understandable philosophy</td>	youth ministry	Wouldn't know he/she had one	Working to put the pieces together	Has a clear and understandable philosophy
Has a hard time letting youth take a responsible role 9. Work with lay youth volunteers 1 Has real trouble sharing the kids and being clear about expectations 1 Has real trouble sharing the kids and being clear about expectations 1 Has grown in his/her ability to delegate and share kids 1 Has grown in his/her ability to Positive and facilitat relationsh Well integrated into his to minis 2 Has a vital part of minist spends time with peo 2 Has sensitivity and timing regar how and what to say to of 3 Willing to initiate visits and bring appropriate 1 Has proper delegate 1 Has				
volunteers       Has real trouble sharing the kids and being clear about expectations       Has grown in his/her ability to delegate and share kids       Positive and facilitat relationsh         Che Intern as a Musician       0. Utilize own or other's material       Image: Seems to avoid the whole area       Image: Seems	assume readership totes			Very facilitative; gives youth responsibility and helps them succeed
Has real trouble sharing the kids and being clear about expectations       Has grown in his/her ability to delegate and share kids       Positive and facilitat relationsh delegate and share kids <b>Che Intern as a Musician</b> 0. Utilize own or other's material                         0. Utilize own or other's material                       Tries to involve others; sometimes overlooks potential       Well integrated into his to minist overlooks potential         1. Willing to spend time with people on their turf               Seems hesitant, afraid; stays in the office too much       Is willing but needs occasional push       Sees this as a vital part of minist spends time with people <b>Che Intern as Evangelist</b>	• •		1	
0. Utilize own or other's material       Seems to avoid the whole area       Image: Seems to avoid the whole area	volunteers			Positive and facilitative relationships
Imaterial       Seems to avoid the whole area       Tries to involve others; sometimes overlooks potential       Well integrated into his to minist         The Intern as a Caller/Visitor       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stays in the office too much       Image: Seems hesitant, afraid; stay	<u> The Intern as a Musicia</u>	<u>n</u>		
Second the whole and a second term overlooks potential       Well integrated into his to minist overlooks potential <b>The Intern as a Caller/Visitor</b>                           Seems hesitant, afraid; stays in the office too much       Is willing but needs occasional push       Sees this as a vital part of minist spends time with peoperation office too much <b>The Intern as Evangelist</b>                           2. Articulates Christian Faith appropriately                                 Doesn't have good sense of how and where to express self                       Has sensitivity and timing regar how and when to say to ot ot and when to say to ot ot ot a set of the set o		Coome to evoid the whole area		
1. Willing to spend time with people on their turf               Seems hesitant, afraid; stays in the office too much       Is willing but needs occasional push       Sees this as a vital part of minist spends time with people <b>Che Intern as Evangelist</b> 2. Articulates Christian Faith appropriately                       I         Doesn't have good sense of how and when to express self       Continues to work at being more effective       Has sensitivity and timing regar how and what to say to ot         3. Willing to initiate visits and bring appropriate		Seems to avoid the whole area		Well integrated into his total ministry
with people on their turf       Seems hesitant, afraid; stays in the office too much       Is willing but needs occasional push       Sees this as a vital part of minist spends time with people         Che Intern as Evangelist       Image: Continues of the spends time with people       Image: Continues of the spends time with people         2. Articulates Christian Faith appropriately       Image: Continues to work at being more when, and where to express self       Image: Continues to work at being more when, and what to say to ot the spends time with people         3. Willing to initiate visits and bring appropriate       Image: Continues to work at being more when the total block blo	The Intern as a Caller	<u>·/Visitor</u>		
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Faith appropriately       Doesn't have good sense of how and when, and where to express self       Continues to work at being more effective       Has sensitivity and timing regar how and what to say to ot         3. Willing to initiate visits and bring appropriate       Image: Continue to britistic to the total britistic total britistotal britistotal britistic total britistic total briti	<u> Fhe Intern as Evangel</u>	list		
Doesn't have good sense of how and when, and where to express self       Continues to work at being more effective       Has sensitivity and timing regar how and what to say to ot         3. Willing to initiate visits and bring appropriate       I       I       I			1	
and bring appropriate	Faith appropriately		e	Has sensitivity and timing regarding how and what to say to other
		I	I	
	closure		•	A go-getter; makes strong helpfu impact

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## **The Intern as Counselor**

34. Use of basic skills	I	I	1			
35. Understand own limitations in helping	Doesn't seem comfortable in helpful relationship 	Works at listening to people and responding to their concerns	Able to listen empathetically and provide needed support and guidance			
relationships	Not able to discriminate and often gets in over his/her head	Tries to discriminate and only occasionally gets in too deep	Discriminates well and is able to maintain boundaries			
The Intern as Worship Leader						
36. Plan and lead a worship		ļ				
experience.	Appears unable to develop a meaningful worship experience	Learning how to help others respond in meaningful worship forms	Excellent sense of appropriate worship forms and content. People really respond			
<u>The Intern as Group Facilitator</u>						
37. Able to help groups	I	I	1			
function effectively	Seems oblivious to group dynamics and at time is the group's bottleneck	Can deal with most group dynamics, although gets stuck at times	Able to help groups get where they want to go; sensitive to task and maintenance needs			

## III. Please identify the following characteristics of the Student Intern as a prospective DCE

1. Areas of strength – outstanding qualities:

2. Areas of limitation – deficiencies needing attention:

- 3. If this person was available for permanent placement, would you recommend him/her for placement?
  - Yes No

- IV. Evaluating the DCE Program (Final Evaluation)
  - 1. What suggestions for the Internship do you recommend?

2. What suggestions for improving the DCE Program do you recommend?

3. Any additional comments?

Position

(Signature)

(Signature)

Intern\_\_\_\_\_ Date of Evaluation\_\_\_\_\_