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Intern Bridge, Inc.

**Internship Management Templates**

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**Evaluating Student Resumes**

Students look towards internships to provide them with their first professional experience. Resumes submitted for internship opportunities may not contain prior experience working in a career field; rather, they may comprise part-time employment, academic achievements or campus involvement. For this reason, employers must search for evidence of skills using other strategies.

Campus Involvement

Students who have taken the time to get involved in campus organizations and activities have usually developed strong time management and organization skills, as well as the ability to work within teams and groups.

A resume that highlights a great deal of campus involvement is also a great indicator of a student's pride and loyalty to their institution. Students who take the time to get involved on campus are invested in their institution in the same way an employee is invested in a company.

***Leadership Roles***

For many students, taking on a leadership role is practice for leadership in the workplace. Students who have served as orientation leaders, campus tour guides, student government representatives or mentors have developed the skills necessary to lead others and communicate ideas effectively. Look for positions within organizations as well, such as chair of a committee or vice-president of a group or organization. These positions show responsibility and require a certain level of professionalism.

***Academic Performance and Coursework***

A high grade point average (GPA) does not always indicate a good internship candidate, but it does show that the student finds value in knowledge and education. GPA is also a good indicator of a student's work ethic and organization.

When searching for an intern, make sure that the potential candidate has completed any coursework that may be necessary to successfully work within the professional setting. If your industry requires background knowledge in a particular subject area, make sure the student has achieved that level before hiring them to fill an intern position.

Always keep in mind that although GPA is an important factor in screening candidates, it is only one piece of the puzzle. Make sure a student also possesses the other qualities you are looking for in an intern.

***A word about GPA...***

GPAs vary between institutions. A student in a more difficult academic program may have a GPA that is lower than his or her peers.

Many of today's students are juggling external responsibilities along with going to college. A student who does not have a high GPA may be working during the semester to pay for school.

GPAs take time to improve. A student who struggled early on may have had difficulty bringing up his or her GPA, even when performing well.

High GPAs are more difficult to achieve in college than in high school. Average GPAs vary by institution, but generally only a small fraction of students carry a 3.5 GPA or higher.

***Prior Work Experience***

Obviously, most students applying for internships do not have resumes full of professional work experience. However, the jobs a student has worked can tell you a little something about his or her work ethic, dedication and skill set. In addition, working any type of job requires punctuality and responsibility—two qualities any employer would want in an intern.

Fast food, retail, summer camps—these are just some of the jobs seen most frequently on college student resumes. Look beyond the job title and think about what skills and knowledge the student had to possess to succeed in a particular environment. The student probably developed communication skills while working with the public, trustworthiness while handling money transactions, patience while working with children, etc.

Athletic Involvement

Students who have participated in college athletic programs typically possess a great deal of personal discipline because they have had to balance demanding practice schedules with coursework and classes. Athletes are also accustomed to working as members of a team, and those skills can transfer easily into the workplace.

**Sample Interview Questions**

Although the same steps used to hire full-time employees can be followed to hire interns, employers may find that they need to adjust the interview format in order to fit the nature of the internship and the candidate's experiences.

Because students generally lack professional experiences, internship interview questions should focus on goals. Throughout the interview, ask questions that will help you determine if the internship you are offering will be an appropriate experience for the candidate to meet his or her career goals.

When hiring an intern, place as much effort into the selection process as you would hiring a full-time employee. An intern may become a future employee. You will be spend time and money to train the intern, so choose someone you believe would be a good fit in your organization in the future.

*Focus on future goals in place of professional experience:*

* How do you think this internship experience will prepare you for your career?
* What are your plans for after graduation?
* Where do you see yourself in five/ten years?
* What are your long term and short term goals?

Look for: Answers that indicate that the student has thoughtfully considered his or her career path and is planning to pursue a career related to your industry after graduation. In addition, an ideal internship candidate will express a strong interest in the educational and learning value of the opportunity rather than to simply to fulfill a requirement.

*Inquire about academic experiences rather than professional:*

* Tell me about a time when you had a heavy course load. How did you manage your time?
* How do you feel your campus involvement (if any) relates to the professional workplace?
* What has been your most rewarding college experience thus far?
* Why/how did you choose your major?
* What was your greatest achievement?
* What courses in your major have you completed thus far?

Look for: Answers that highlight the student's decision-making skills as well as his or her ability to manage deadlines and academic coursework. Also, look for a student who can transfer the skills gained via campus involvement into the professional workplace. It is also important to make sure that the student has completed sufficient coursework and has the knowledge necessary to work at an internship level.

Ask questions to determine the candidate's work ethic:

* Tell me about a time when you had to work as a member of a team to complete a task. What role did you fulfill?
* What was your favorite summer or part-time job? Why?
* What have you learned from your part-time or student jobs (if listed on resume)?
* Why did you choose the career field you would like to work in?
* What will motivate you in this position?
* Why do you think you will be successful in your chosen field?
* What do you believe is an intern's role in an organization/company?

Look for: Answers that show a student has found value in past experiences, including part-time or temporary jobs. Look also for student responses that express responsibility, dedication, and a willingness to learn by experience.

*Analytical & Problem-Solving:*

* Describe a situation when there seemed to be no way to complete a project and yet you found a way. What happened?
* How do you handle projects with short deadlines that require precise calculations and analysis? What is your approach?
* What kinds of problems have people recently called on you to solve? Tell me about your contribution to solving the problem.
* Leadership & Interpersonal:
* What do you do differently from your classmates? What will you bring to the position that other candidates with similar academic and work experience may not offer?
* Give an example of a situation when you had to compromise your own goals/objectives for the sake of the team.
* Please describe a time when your work was harshly criticized? How did you react to this feedback?
* Talk about a group project when a team member was not fulfilling their commitments. How did you deal with the person? What were the end results?

**Sample Interview Evaluation Rubric**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Listen For** | **Correct**  **5 - 4** | **Somewhat**  **3 - 2** | **Incorrect**  **1** |  | **Score** |
| **How do you think this internship experience will prepare you for your career?** | *Answers that indicate that the student has thoughtfully considered his or her career path and is planning to pursue a career related to your industry after graduation. In addition, an ideal internship candidate will express a strong interest in the educational and learning value of the opportunity rather than to simply to fulfill a requirement.* |  |  |  | **\_\_\_\_ X 2** |  |
| **What are your plans for after graduation?** |  |  |  | **\_\_\_\_ X 2** |  |
| **What are your long term and short term goals?** |  |  |  | **\_\_\_\_ X 2** |  |
| **Tell me about a time when you had a heavy course load. How did you manage your time?** | *Answers that highlight the student's decision-making skills as well as his or her ability to manage deadlines and academic coursework. Also, look for a student who can transfer the skills gained via campus involvement into the professional workplace. It is also important to make sure that the student has completed sufficient coursework and has the knowledge necessary to work at an internship level.* |  |  |  | **\_\_\_\_ X 2** |  |
| **What has been your most rewarding college experience thus far?** |  |  |  | **\_\_\_\_ X 2** |  |
| **Why/how did you choose your major?** |  |  |  | **\_\_\_\_ X 2** |  |
| **Tell me about a time when you had to work as a member of a team to complete a task. What role did you fulfill?** | *Answers that show a student has found value in past experiences, including part-time or temporary jobs. Look also for student responses that express responsibility, dedication, and a willingness to learn by experience.* |  |  |  | **\_\_\_\_ X 2** |  |
| **Why do you think you will be successful in your chosen field?** |  |  |  | **\_\_\_\_ X 2** |  |
| **Additional Question** |  |  |  |  | **\_\_\_\_ X 2** |  |
| **Additional Question** |  |  |  |  | **\_\_\_\_ X 2** |  |
| ***Possible Total*** | | | | | **100** |  |

**Sample Intern Job Descriptions**

**SAMPLE: *MARKETING* INTERNSHIP DESCRIPTION**

**INSURANCE COMPANY**

STUDENT INTERN‐MARKETING DEPARTMENT

**Internship Description:** Our company has more than a century of experience as a personal lines insurance carrier. Consistently ranked highest in customer satisfaction by its policyholders, our company is strong, stable and financially secure.

Our office located in Lincoln, RI, is seeking an intern for our Marketing Department. This is a paid internship, and the working hours are 37.50 hours per week during the summer months. The selected candidate will be responsible for assisting and supporting the Marketing Department with a variety of social media and marketing initiatives.

**Job Functions and Responsibilities:**

*Social Media focus includes:*

* Assist with social media engagement by helping manage social channels.
* Drafting and editing copy for social channels.
* Monitoring social media web analytics on a weekly basis (e.g. page views, twitter followers), and provide reports of growth and other activity.

*Marketing/advertising focus includes:*

* Engaging with marketing teams on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns.
* Assist with gathering data for marketing reports and supporting a variety of marketing and
* advertising programs.

*General responsibilities include, but are not limited to:*

* Researching industry‐specific sites (blogs, forums, etc.) for product reviews, customer comments, and other relevant marketing information.
* Maintaining marketing program files.

Job Requirements:

* Must have excellent written and verbal communication skills.
* Knowledge and experience with Facebook, Twitter, YouTube and other social media platforms.
* Strong attention to detail and organizational skills.
* Property and casualty insurance knowledge a plus.
* Our internship is designed for individuals who are currently enrolled at an accredited college/university and who will be continuing their undergraduate studies in the fall. Candidates should be seeking a Bachelor’s degree in Marketing, Public Relations, Communications or Journalism.
* All applicants must submit a cover letter
* Transportation to and from the internship environment

**Qualifications:** Please see job description.

• **Hours Per Week**: 37.5 • **Wage/ Salary:** hourly

**SAMPLE: *PUBLIC RELATIONS* INTERNSHIP DESCRIPTION**

**CORPORATE PUBLIC RELATIONS COMPANY**

PUBLIC RELATIONS INTERN

**Internship Description:** Are you the next PR Superstar? If so, you’re going to need the skills and relevant work experience to get your foot in the door of your first public relations job.

We take great pride in nurturing the up‐and‐coming public relations stars of tomorrow. Through our hands‐on, year‐round corporate public relations internship program, students compete for a unique opportunity to work alongside an award‐winning public relations team that develops innovative global programs to help support the organization’s organization growth, client retention and profitability.

**WORK WITH A GLOBAL LEADER** Established in Rhode Island 175 years ago, we are a $4.6 billion organization that insures more than one out of every three FORTUNE 1000 organizations and similar‐sized organizations in nearly 200 countries. The organization, ranked 766 among FORTUNE Magazine’s largest organizations in America, employs more than 5,100 people in 62 offices worldwide.

**EXPERIENCE YOU WILL GAIN.** Unlike internships at other organizations, our public relations interns gain meaningful, real‐world experience in the four key areas that the most astute public relations practitioners demonstrate competency in research, planning, implementation and evaluation. You can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

* Preparing news releases, bylined articles, award nominations, fact sheets, executive biographies;
* Enhancing the organization’s social media presence, corporate Web site, corporate Intranet;
* Participating in strategy meetings, conference calls, media interviews;
* Monitoring earned media coverage using the latest research tools;
* Publishing the organization’s quarterly media coverage report;
* Supporting special events and site tours; and much more!

**Qualifications:** Only the best and brightest need apply

To be considered for the public relations Summer/Fall or Winter/Spring internship, you must:

* Maintain an overall GPA of 3.0 or higher;
* Major in public relations, communications, English, journalism or marketing;
* Plan to pursue a career in public relations; and
* Be a junior or senior in college
* Applicants are responsible for transportation to and from the internship experience

Hours are flexible and depend on the student’s class schedule, course requirements (if applicable) and availability.

• **Hours Per Week**: 40 • **Wage/ Salary:** paid

**Application Instructions:** The chosen candidate can expect to work full‐time during summer 2012 and part‐time (12‐15 hours per week) during fall 2012.

**SAMPLE: *COMMUNICATIONS / EDITORIAL* INTERNSHIP DESCRIPTION**

**MULTI‐MEDIA NEWS ORGANIZATION**

EDITORIAL INTERNSHIPS

**Internship Description:** We are a local multi‐media news organization serving communities

throughout Eastern Massachusetts. From more than 160 hyper‐local websites, to magazines and specialty products, to 100 plus weekly and daily newspapers, we offer advertising solutions to both large and small organizations.

Internship opportunities exist at our locations throughout eastern Massachusetts in all areas of our organization. The internships offered provides an opportunity to experience a reporter's role and be part of a news team working both in print and online. An intern is assigned to an editor and during the course of the internship works closely with that editor to gather news, conduct interviews, write articles, and take photographs and video. Interns can expect to have their work published in print and online on a regular basis. An intern's hours are mutually agreed upon by the interns and his or her supervising editor, and should be between 15 and 20 hours per week for a period of four to twelve plus weeks.

Internships are unpaid. There is a weekly minimum hour's requirement of 8 hours for college students, but flexible schedules are available. Internships must be a requirement of the school for academic credits. Before you begin your internship, documentation from the school will be required stating how many credits you will receive, how many hours are you required to work per week, start and end dates of internship, and if your supervisor is required to fill out an evaluation.

You will need to provide a resume and cover letter which outlines your goals for an internship.

**Qualifications:** Journalism, English, Communication or Media Major in a Bachelor's Degree

Program, Transportation

• **Hours Per Week**: 8+, Flexible

• **Wage/ Salary:** Unpaid

An Equal Opportunity Employer

**SAMPLE: *PSYCHOLOGY* INTERNSHIP DESCRIPTION**

**YOUTH AND FAMILY SERVICES CORPORATION**

BEHAVIOR SPECIALIST

**Internship Description:** We believe that every child has the right ‐ and should have the opportunity ‐ for full inclusion in life. In 1997, we established a Youth and Family Services Program to help children with disabilities learn the skills they need to become active, participating members of the larger community.

To support a child's development, we create individualized programs that are family‐centered, recognizing that parents or guardians are a critical part of the implementation team. We bring together an interdisciplinary team that supports and works with families to fins positive ways to deal with the many challenges posed by a child's disabilities. Depending upon what services and expertise are needed, this support team can be comprised of an administrator, treatment consultant, clinical supervisor, treatment coordinator, and behavioral specialist.

Our Youth and Family Services Program is designed for eligible children ages 3‐21 with special health care needs or who are at risk for chronic physical, developmental or behavioral conditions.

Our Home‐Based Therapeutic Services include:

* Behavior Management
* Social & Daily Living Skills
* Community Integration
* Parenting Skills Training

Qualifications:

* Must be 19 years old
* Must have an Associate Degree in human services or currently be enrolled in at least 6 semester hours of relevant undergraduate coursework at an accredited college/university
* Must have a favorable criminal background check
* Must have a valid driver's license and access to an insured vehicle
* Must have a favorable driving record

• **Hours Per Week**: 20

• **Wage/ Salary:** competitive

**SAMPLE: *ENGINEERING* INTERNSHIP DESCRIPTION**

**TECHNICAL CAREER EDUCATION**

TEST ENGINEERING INTERN

**Internship Description:** The Test Engineering Intern will be responsible for developing and executing physical and electrical performance testing to have more comprehensive characterization of fluid dispensing equipment. Essential job duties and responsibilities include:

* developing test plans to effectively evaluate dispense equipment (valve, dispenser, barrel)
* performances, selecting the test methodology and instrumentation required, setup the test equipment, execute tests, summarize their test results and conclude in a formal report format. Any other duties will be assigned.

**Qualifications:**

* Pursuit of a mechanical, industrial or electrical engineering bachelor’s degree at least a junior in standing.
* Self‐directed and motivated
* Technical Report Writing skills
* Proficient in Microsoft Office Preferred Skills and Abilities
* Familiar with Labview
* Familiar with National Instruments products
* Knowledge of physical and electrical measuring methods Working Conditions and Physical Demands Mixed Environment of office, laboratory and manufacturing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to lift up to 20lbs daily and 40lbs on occasion.
* 10‐15 hours per week availability, $17/hour
* Transportation to and from internship experience

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Reasonable accommodate may be made to enable individuals with disabilities to perform the essential functions.

Drug‐Free Workplace in an effort to safeguard workplace health, safety, and productivity.

Employment is contingent upon passing a post offer drug screening and background check. Fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity or expression, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law.

**Possible Tasks for Interns to do for Targeted Areas:**

*Arts/Design*

* Schedule/attend client meetings
* Brainstorm project ideas
* Create artwork / client communication
* Proofread client communications
* Create mood boards
* Create portfolio of projects

*Medicine*

* Conduct/participate in research projects
* Maintain files
* Create spreadsheets for information
* Attend staff meetings with medical office staff
* Attend patient consultations

*Business/Finance*

* Create documents/spreadsheets
* Attend client and staff meetings
* Review financial information
* Attend/participate in performance reviews
* Provide customer service
* Participate in training sessions

*Education*

* Decorate/organize classroom
* Assist students with projects
* Create/modify lesson plans
* Attend/participate in teacher/staff meetings
* Monitor student progress
* Create communication to parents

*Government*

* Attend committee meetings
* Prepare meeting minutes
* Maintain blogs/social media
* Create/modify documents
* Work with lobbyists
* Assist with research projects

*High Tech*

* Perform equipment maintenance
* Create reports/maintain files
* Organize/maintain documents on equipment
* Maintain social media
* Troubleshoot equipment issues

*Law*

* Conduct legal research
* Attend staff/client meetings
* Organize files/notes
* Answer phone calls
* Type legal documents

*Marketing/Advertising*

* Maintain blog
* Update/revise website information
* Attend/schedule client meetings
* Create/edit marketing plans
* maintain social media

*Media/Journalism*

* Create newsletters/client communication
* Distribute promotional material
* Maintain blog
* Monitor social media
* Prepare news releases

*Non Profit*

* Create fundraiser invitations/communications
* Contact/schedule volunteers
* Work on budgets
* Prepare news releases
* Type minutes from committee meetings

*Science/Engineering*

* Clean/maintain laboratory space
* Develop/report on test plans
* Create reports
* Set up test equipment
* Assist in conducting tests

**Internship Agreement**

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer.

The intern and intern supervisor should complete this form together and agree to the terms outlined.

**Student Information**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Phone (Cell & Home)** |  |
| **Email:** |  |
| **School:** |  |
| **School Contact:** |  |

**Internship Information**

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Company Address:** |  |
| **Intern Supervisor:** |  |
| **Supervisor Phone:** |  |
| **Supervisor E-mail:** |  |
| **Intern Mentor:** |  |
| **Mentor Phone:** |  |
| **Mentor E-mail:** |  |

**Internship Description**

Student internship will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Intern Title: |  |
| Description of duties (may attach other documents): |  |
| Expectations for the following areas: |  |

Wages/Compensation:

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Travel:

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Hours:

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Overtime:

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Dress code:

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Housing needed:

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Other:

**Intern Career Development Plan Template**

Intern Name: Date Prepared:

Supervisor Name: Date Reviewed w/ Supervisor:

Final Version Y/N: If Yes, Date Finalized:

**Objective #1: (Insert Objective & Brief Description Here)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #2: (Insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #3: (Insert Objective & Brief Explanation Here)**

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| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #4: (insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #5: (Insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Setting Goals**

The intern and supervisor should discuss the following topics. This will help them agree to and define expectations, actions and roles during the internship. Additional pages may be added if needed.

1. How will performance be evaluated?

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2. What do you hope to experience or learn during this internship?

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3. What type of projects will the intern be assigned to gain the experience outlined in the aforementioned goals?

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4. What is expected from the school to ensure the intern receives credit (if applicable)?

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Other Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The Student Intern Agrees to:**

* comply with the organization’s policies and procedures;
* follow protocols for dress, appropriate behavior, correspondence and work space maintenance;
* complete any necessary training prior to the internship;
* attend the internship site during scheduled work dates/times, notifying supervisor of absence or late arrival with sufficient notice prior to start time;
* meet school requirements to receive academic credit (if applicable);
* perform responsibilities timely and satisfactorily; and
* inform intern supervisor of any problems or concerns.

**The Supervisor and Organization Agree to:**

* comply with the U.S. Department of Labor policies on paid/unpaid internships;
* adhere to all state and federal child labor laws;
* provide a safe work zone;
* conduct appropriate training for the student prior to the internship;
* assign an intern mentor for the student;
* establish a set work schedule and lesson plan for the student;
* provide the student with periodic feedback and constructive criticism;
* ensure the student’s learning goals are addressed;
* meet school requirements for student to receive academic credit (if applicable); and
* compensate the student according to agreed-upon rate.

We have discussed the topics listed above, and understand our roles, expectations and requirements during the term of this internship.

Student Intern signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intern Goals & Objectives Template**

Please take a moment to summarize below the top 5 objectives, outcomes, and/or areas of responsibility established for your intern as part of their internship experience.

|  |  |
| --- | --- |
| OBJECTIVE #1: |  |
| Measures of success:  1.  2.  3.  4.  5. | |
| OBJECTIVE #2 |  |
| Measures of Success:  1.  2.  3.  4.  5. | |
| OBJECTIVE #3: |  |
| Measures of Success:  1.  2.  3.  4.  5. | |
| OBJECTIVE #4: |  |
| Measures of Success:  1.  2.  3.  4.  5. | |
| OBJECTIVE #5: |  |
| Measures of Success:  1.  2.  3.  4.  5. | |

**Competencies:**

The following list represents recommended competencies against which you can evaluate the performance of your intern. (Please feel free to modify this list as needed). During the mid- and end-of-internship review period, their performance can be evaluated using the scale below.

**1= Failed to meet expectations | 5= Exceeded expectations**

|  |  |
| --- | --- |
| 1. Leadership Effectiveness: 1 | 2 3 4 5 |
|  | |
| 2. Time Management: 1 | 2 3 4 5 |
|  | |
| 3. Communication Skills: 1 | 2 3 4 5 |
|  | |
| 4. Interpersonal Effectiveness: 1 | 2 3 4 5 |
|  | |
| 5. Planning and Execution: 1 | 2 3 4 5 |
|  | |
| 6. Group (Small and Large) 1  Facilitation: | 2 3 4 5 |
|  | |
| 7. Diversity and Inclusion: 1 | 2 3 4 5 |
|  | |
| 8. Vision and Strategy: 1 | 2 3 4 5 |
|  | |
| 9. Placeholder | |
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| 10. Placeholder | |
|  | |

**Intern Work Plan**

Intern Name: Date Prepared:

Supervisor Name: Date Reviewed w/ Supervisor:

Final Version Y/N: If Yes, Date Finalized:

**Objective #1: (Insert Objective & Brief Description Here)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
|  |  |  |  |  |  |  |  |
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**Objective #2: (Insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #3: (Insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #4: (insert Objective & Brief Explanation Here)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Objective #5: (Insert Objective & Brief Explanation Here)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose for Pursuing** | **Related Sub-Tasks** | **Owner(s)** | **Partner(s)** | **Planned Completion** | **Actual Completion** | **Task Complete** | **Related Notes/Accomplishments** |
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**Week 1 Intern Checklist**

* Introduce intern to Co-workers and the rest of the organization.
* Provide intern with organization chart and contact list of key personnel
* Establish and agree upon working hours
* Provide intern with list of key contacts of where to find technical help (IT, HR, Etc.)
* Review employer expectations and job description
* Review company policies work and safety policies
* Establish expectations regarding the organizational dress code
* Review procedures for payment and reimbursement of travel expenses.
* Provide a tour of the facility
* Establish project timeframes and expectations/
* Review emergency and safety procedures
* Review and discuss the mission of the organization and how the intern fits into that role.
* Provide an overview of the customers of the organization
* Review expectations for intern on how to complete projects
* Engage student to seek academic credit for their internship from their school
* Outline opportunities to network within the organization.
* Greeting from C-level personnel
* Offer of employment rates for past interns
* This is only a partial list of suggestions. It is a good idea to follow your organizations formal “on-boarding” program for all new employees as part of the interns orientation.

**Intern Weekly Activity Report Template**

INTERNSHIP WEEKLY ACTIVITY REPORT FOR THE WEEK ENDING:

WEEK NUMBER (PLEASE CIRCLE): 1 2 3 4 5 6 7 8 9 10 11 12 13 14

|  |  |  |
| --- | --- | --- |
| STUDENT (INTERN) NAME: |  | |
| NUMBER OF HOURS SCHEDULED: |  | |
| SUPERVISOR NAME: |  | |
| NUMBER OF HOURS WORKED: |  | |
|  | | |
| 1. BRIEFLY SUMMARIZE YOUR WORK ASSIGNMENTS SINCE WE LAST MET. | |  |
| 2. WHAT SPECIFIC INSIGHTS RELATIVE TO YOUR FIELD OF STUDY HAVE YOU GAINED THE PAST WEEK? | |  |
| 3. LIST ANY NEW IDEAS YOU HAVE FOR OUR BUSINESS. WHAT NEXT STEPS WOULD YOU PROPOSE? | |  |
| 4. ARE THERE ANY CHALLENGES, ISSUES, OR CONCERNS THAT YOU ARE CURRENTLY EXPERIENCING? | |  |
| 5. ADDITIONAL NOTES: | |  |

**Intern Self-Assessment- Mid &/or End-of-Internship**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Intern Name: |  |  | Supervisor: |  |
| Host Employer: |  |  | Mentor: |  |

**Objectives / Outcomes / Areas of Responsibility**

Please take a moment to summarize below the top 5 objectives, outcomes, and/or areas of responsibility set out for you as part of your summer experience. In the space provided beneath each of the objectives, please assess your performance to-date. Wherever possible, please include examples that support your assessment.

|  |  |
| --- | --- |
| OBJECTIVE #1: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #2: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #3: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #4: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #5: |  |
| SUMMARY OF PERFORMANCE: | |

**Competencies**

Please take a moment to evaluate your performance relative to the following competencies. Please place an x to the left of the score that best represents your performance to-date. In the space provided beneath each competency, please offer an example of how you have demonstrated this competency in practice. Please use the two sections labeled “Placeholder” to add any additional competencies you feel were particularly relevant to your internship experience.

**1= Failed to meet expectations | 5= Exceeded expectations**

|  |  |
| --- | --- |
| 1. Leadership Effectiveness: 1 | 2 3 4 5 |
|  | |
| 2. Time Management: 1 | 2 3 4 5 |
|  | |
| 3. Communication Skills: 1 | 2 3 4 5 |
|  | |
| 4. Interpersonal Effectiveness: 1 | 2 3 4 5 |
|  | |
| 5. Planning and Execution: 1 | 2 3 4 5 |
|  | |
| 6. Group Facilitation: (Small and Large) 1 | 2 3 4 5 |
|  | |
| 7. Diversity and Inclusion: 1 | 2 3 4 5 |
|  | |
| 8. Vision and Strategy: 1 | 2 3 4 5 |
|  | |
| 9. Placeholder | |
|  | |
| 10. Placeholder | |

**Additional Comments**

Please use the space provided below to provide any additional comments regarding your performance and/or your internship to-date.

**Supervisor Assessment - Mid &/or End-of-Internship**

|  |  |
| --- | --- |
| Intern Name: | Supervisor: |
| Host Employer: | Mentor: |

**Objectives / Outcomes / Areas of Responsibility**

Please take a moment to summarize below the top 5 objectives, outcomes, and/or areas of responsibility set out for your intern as part of their summer experience. In the space provided beneath each objective, please provide examples of how they have performed to-date.

|  |  |
| --- | --- |
| OBJECTIVE #1: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #2: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #3: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #4: |  |
| SUMMARY OF PERFORMANCE: | |
| OBJECTIVE #5: |  |
| SUMMARY OF PERFORMANCE: | |

**Competencies**

Please take a moment to evaluate your intern on the following competencies. Please place an x to the left of the score that best represents their performance to-date. In the space provided beneath each competency, please offer an example of how the intern demonstrated this competency in practice. Please use the two sections labeled “Placeholder” to add any additional competencies you feel were particularly relevant to their internship experience.

**1= Failed to meet expectations | 5= Exceeded expectations**

|  |  |
| --- | --- |
| 1. Leadership Effectiveness: 1 | 2 3 4 5 |
|  | |
| 2. Time Management: 1 | 2 3 4 5 |
|  | |
| 3. Communication Skills: 1 | 2 3 4 5 |
|  | |
| 4. Interpersonal Effectiveness: 1 | 2 3 4 5 |
|  | |
| 5. Planning and Execution: 1 | 2 3 4 5 |
|  | |
| 6. Group (Small and Large) 1  Facilitation: | 2 3 4 5 |
|  | |
| 7. Diversity and Inclusion: 1 | 2 3 4 5 |
|  | |
| 8. Vision and Strategy: 1 | 2 3 4 5 |
|  | |
| 9. Placeholder | |
|  | |
| 10. Placeholder | |
|  | |

**Additional Comments:**

Please use the space provided to provide any additional comments regarding the performance of your intern to-date.

**Internship Program Assessment**

The internship assessment is designed to answer the following questions in preparation for implementing an internship program at your organization: Is your organization prepared to manage an internship program? What value can an internship program bring to your organization?

**Answers to the following questions will provide the basis of the internship job description.**

1. Would your company benefit from the work of interns to write, research, identify business leads and provide overall organization support?

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2. Would a formal internship program help your organization reduce staffing costs, including part-time and temporary employee needs?

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3. Would having interns benefit current staff members by providing managerial and supervisory experience?

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4. Do you have the support of senior management?

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5. What are the goals of your organization’s internship program?

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6. What type of project work (research, writing, marketing support, sales support, etc.) needs to be completed?

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7. Are specific skills required for the project work?

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8. Is there a preference for the intern’s area of study?

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9. Can your organization offer opportunities for unique industry experiences during the internship?

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10. What type of student are you willing to host? College High School College or High School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. What type of work environment can you offer to an intern?

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12. Do you have a mentor committed to supervise an intern?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Is this a paid or unpaid internship? If unpaid, are there alternative forms of compensation that could be offered?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. What are the dates for this internship?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Is this a part-time or full-time internship opportunity?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Intern Evaluation by Intern Supervisor**

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide your candid evaluation of this student’s performance or skill level in each of the following areas. This evaluation is not confidential and we encourage you to share it with the student. The student may also wish to use this evaluation form as a reference for future employment. Feel free to use additional pages or write a letter of support for the student’s use in seeking future employment.

**Skill Assessment**

On a scale of 1 to 5, please evaluate the intern’s performance in each of the following areas.

1=Lacks this skill 2=Limited/minimal skill level 3=Adequate/average skill level

4=Above average skill level 5=Exceptional skill level N /A=Not Applicable

1. Communication skills

\_\_\_\_ a. Demonstrates oral communication skills required for the job

\_\_\_\_ b. Writes clearly and concisely

\_\_\_\_ c. Is willing to speak up, communicate information and ask questions

\_\_\_\_ d. Listens to feedback and works to improve

2. Problem-solving/decision-making skills

\_\_\_\_ a. Analyzes situations and takes appropriate action

\_\_\_\_ b. Offers creative solutions to problems

\_\_\_\_ c. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe

\_\_\_\_ d. Resolves problems in an appropriate timeframe

3. Teamwork

\_\_\_\_ a. Establishes rapport and credibility among team members

\_\_\_\_ b. Shares information and resources with others

\_\_\_\_ c. Assists and cooperates with co-workers

\_\_\_\_ d. Demonstrates willingness to put forth extra time and effort

\_\_\_\_ e. Assumes appropriate leadership role(s)

4. Self-management

\_\_\_\_ a. Produces high-quality, accurate work

\_\_\_\_ b. Seeks new strategies when current approach is not effective

\_\_\_\_ c. Displays good judgment and establishes priorities

\_\_\_\_ d. Uses time efficiently

\_\_\_\_ e. Demonstrates ethical behavior

\_\_\_\_ f. Arrives on time and maintains agreed hours

5. Initiative

\_\_\_\_ a. Seeks opportunities to learn

\_\_\_\_ b. Takes initiative to get a job done, even if not specifically told to do so

\_\_\_\_ c. Acts decisively on critical issues

\_\_\_\_ d. Overcomes obstacles and problems

\_\_\_\_ e. Sets and communicates goals; follows up with results

6. Technical skills

\_\_\_\_ a. Possesses the technical skills required for this position

\_\_\_\_ b. Is willing to learn new skills and enhance existing technical skills

\_\_\_\_ c. Uses appropriate technology for tasks

\_\_\_\_ d. Uses technology to perform effectively

**Comments**

1. Please discuss whether this student successfully completed the learning objectives you discussed and whether your expectations were met or exceeded.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What would you recommend for this student to do following his/her internship to make him/her better prepared for the workplace (e.g., courses, activities, skills acquisition, programs)? Please be as specific as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How would you rate the level of involvement you had with the college/university with this internship experience?

very involved somewhat involved not at all involved

4. In terms of preparation for the internship, the student’s prior academic coursework was:

very useful of some use not very useful

5. Please indicate areas or topics to be discussed that would make the student more academically prepared for this internship experience.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Please assess the job responsibilities you assigned to your intern:

difficult to achieve challenging, but attainable not challenging

**Overall Evaluation**

1. Given your expectations for this internship, this student’s overall performance (in comparison with all other students performing similar duties) was in the:

top 5% top 25% top 50% lower 50% of all students

2. How would you assess the intern’s overall performance?

outstanding above average satisfactory below average unsatisfactory

3. Additional comments:

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**Final Internship Evaluation by Student Intern**

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to help you reflect upon your internship experiences and also to provide feedback to your employer. Feel free to use additional pages for further comments. The employer may use the comments provided as a testimonial for the company and its future internship programs.

**Assess Your Skills**

To what degree did your skills improve as a result of this internship experience?

0=No Change 1=Small Improvement 2=Moderate Improvement 3=Large Improvement

\_\_\_\_ a. Written communication

\_\_\_\_ b. Oral communication

\_\_\_\_ c. Problem solving

\_\_\_\_ d. Decision making

\_\_\_\_ e. Interpersonal/teamwork

\_\_\_\_ f. Self-management

\_\_\_\_ g. Initiative

\_\_\_\_ h. Leadership

\_\_\_\_ i. Word-processing and/or data entry

\_\_\_\_ j. Spreadsheet and/or database

\_\_\_\_ k. Internet/e-mail

\_\_\_\_ l. General knowledge of business

\_\_\_\_ m. Specific job/industry knowledge

\_\_\_\_ n. Other office skills (filing, photocopying, etc.)

\_\_\_\_ o. Other:

**Evaluate Your Performance**

On a scale of 1 to 5, please evaluate your performance in each of the following areas.

1=Lack this skill 2=Limited/minimal skill level 3=Adequate/average skill level

4=Above average skill level 5=Exceptional skill level N /A=Not Applicable

1. Communication skills

\_\_\_\_ a. Demonstrate oral communication skills required for the job

\_\_\_\_ b. Write clearly and concisely

\_\_\_\_ c. Willing to speak up, communicate information and ask questions

\_\_\_\_ d. Listen to feedback and work to improve

2. Problem-solving/decision-making skills

\_\_\_\_ a. Analyze situations and take appropriate action

\_\_\_\_ b. Offer creative solutions to problems

\_\_\_\_ c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe

\_\_\_\_ d. Resolve problems in an appropriate timeframe

3. Teamwork

\_\_\_\_ a. Establish rapport and credibility among team members

\_\_\_\_ b. Share information and resources with others

\_\_\_\_ c. Assist and cooperate with co-workers

\_\_\_\_ d. Demonstrate willingness to put forth extra time and effort

\_\_\_\_ e. Assume appropriate leadership role(s)

4. Self-management

\_\_\_\_ a. Produce high-quality, accurate work

\_\_\_\_ b. Seek new strategies when current approach is not effective

\_\_\_\_ c. Display good judgment and establish priorities

\_\_\_\_ d. Use time efficiently

\_\_\_\_ e. Demonstrate ethical behavior

\_\_\_\_ f. Arrive on time and maintain agreed-upon hours

5. Initiative

\_\_\_\_ a. Seek opportunities to learn

\_\_\_\_ b. Take initiative to get a job done, even if not specifically told to do so

\_\_\_\_ c. Act decisively on critical issues

\_\_\_\_ d. Overcome obstacles and problems

\_\_\_\_ e. Set and communicate goals; follow up with results

6. Technical skills

\_\_\_\_ a. Possess the technical skills required for this position

\_\_\_\_ b. Willing to learn new skills and enhance existing technical skills

\_\_\_\_ c. Use appropriate technology for tasks

\_\_\_\_ d. Use technology to perform effectively

**Comments**

1. In terms of preparation for your learning experience, your prior academic coursework was:

very useful of some use not very useful

2. In terms of preparation for your learning experience, your prior work experience was:

very useful of some use not very useful

3. How would you assess your overall performance?

outstanding above average satisfactory below average unsatisfactory

**Assess the Program**

1. The job orientation provided to you by your employer was:

very thorough sufficient inadequate

2. How well did the internship meet your pre-defined learning goals?

3. Please assess the job responsibilities your employer assigned to you:

difficult to achieve challenging, but attainable not challenging

4. Please assess your intern supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please assess your intern mentor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Are you more or less interested in working for this organization as a result of your internship?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. What was the best part of your internship experience?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. How would you assess the overall educational value of your internship experience?

very valuable generally worthwhile of some value very limited value/no value

9. What suggestions do you have to improve the quality of this internship (please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internal Internship Program Evaluation by Intern Supervisor**

Please provide your candid evaluation of the internship program. Feel free to use additional pages for further comments.

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Intern Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How well did the internship meet the pre-defined goals of the intern?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How well did the internship meet the pre-defined goals of the organization (did the internship address the organization’s needs)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What were the advantages of the internship program for your organization?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Describe the challenges of the internship program.

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5. How would you assess the overall value the intern provided to your organization?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. How can the internship program be improved?

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7. Additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_