



MEDAILLE
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INTERNSHIP HANDBOOK

APPENDIX B

Effective Fall 2009



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SITE SUPERVISOR EVALUATION OF STUDENT FORM

The College relies heavily on the site supervisor's informed evaluation of internship students in assessing the quality of their performance and degree of learning. We ask you take the time to provide a thorough and accurate assessment of the performance of the intern named below. By sharing honestly and constructively your perceptions of the student's performance, you will contribute significantly to her/his personal, intellectual, and professional development. **Please fill out the entire form.**

Name of Student: _____

Semester: _____

PART I STUDENT PERFORMANCE RATINGS

Using the scale provide, respond to the following statements about this intern's performance and academic capabilities. Please add additional comments as needed.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Item	The student	Score
1	Achieved her/his internship learning objectives	
2	Demonstrated necessary writing and speaking skills	
3	Was able to apply classroom knowledge to the internship setting effectively	
4	Demonstrated critical thinking and problem-solving skills	
5	Demonstrated initiative and the ability to learn	
6	Responded well to supervision and constructive criticism	
7	Showed the capacity to be a self-sufficient, independent worker	
8	Worked effectively with others on team projects	
9	Exhibited a sense of responsibility and dependability	
10	Exhibited a positive attitude toward work and co-workers	
11	Showed creativity and originality	
12	Exhibited a professional attitude	
13	Behaved ethically	
14	Demonstrated sensitivity to diversity in the workplace	
15	Adapted well to changing circumstances	
16	Presented an appropriate professional appearance	
17	Made progress throughout the internship	
18	Completed a sufficient quantity of work	
19	Produced quality work	
20	Demonstrated awareness of her/his strengths/weaknesses	



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SITE SUPERVISOR EVALUATION OF STUDENT FORM (continued)

PART II EXTENDED CRITIQUE

Please respond to the following questions about the student's performance and capabilities.

1. To what degree has the intern successfully achieved his/her learning goals?

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2. Has the intern demonstrated professional growth and insight? Be specific.

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3. What are his/her greatest strengths?

--

4. What areas of performance or knowledge/skill deficiencies should the intern address to enhance her/his professional potential?

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SITE SUPERVISOR EVALUATION OF STUDENT FORM (continued)

5. What constructive feedback would you offer to help the intern get more out of her/his next internship or to achieve success at her/his first job upon graduation?

6. Which areas of the intern's academic preparation appear to be strong or in need of improvement?

PART III FINAL EVALUATION

How would you rate the intern's overall performance? Circle the appropriate descriptor and number. Benchmark the evaluation against the 20 criteria above as well as others you deem appropriate.

1	Poor: Recommend that academic credit not be awarded based on insufficient effort and performance as well as lack of demonstrated learning
2	Below Average: Intern demonstrated effort, but performance was unsatisfactory and below expectations
3	Average: Intern satisfactorily met established learning standards and job performance expectations
4	Above Average: Intern somewhat exceeded average undergraduate learning standards and work performance expectations based on criteria listed
5	Excellent: The intern's demonstrated learning and development well exceeded the average and her/his performance was exemplary on all standards

PART IV APPROVALS AND ACCOUNTABILITIES

1. Site Supervisor

The above is my evaluation of _____. I have reviewed my evaluation with the student.

Title: _____

Phone number: _____

Signature: _____

Date: _____

Print Name: _____

2. Student Intern

I have read my supervisor's evaluation and/or discussed the evaluation with my supervisor.

Signature: _____

Date: _____

Print Name: _____

3. Faculty Internship Coordinator/Evaluator

I have read the supervisor's evaluation of the student.

Signature: _____

Date: _____

Print Name: _____

January 2010



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INTERNSHIP SELF-EVALUATION FORM

The College requires all internship students to submit a self-evaluation form in which they honestly assess their internship performance and degree of learning. This activity affords you the opportunity to reflect on your internship experiences holistically and to have faculty analyze your performance, learning, and professional development. *You must submit the completed self-evaluation form to your College internship supervisor before a final grade will be issued.*

Name:		Date:
Name of Internship Site:		
City:	State:	Zip Code:
Dates of Internship:		

PART I INTERNSHIP ROLES AND RESPONSIBILITIES: List your five primary work assignments during the internship.

1	
2	
3	
4	
5	

Please explain each response below. Attach additional sheets as needed.

To what degree did these activities contribute to the achievement of your original learning objectives?



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INTERNSHIP SELF-EVALUATION FORM (continued)

Did you feel comfortable handling all assigned responsibilities?

Did your internship roles and assignments make you feel like an integral and valued part of the work environment?

Do you think you observed and/or participated in a full range of organizational operations and learning opportunities?

PART II LEARNING

Identify the five most important insights you gained from this internship (add additional sheets as necessary).

1	
2	
3	
4	
5	

List important skills acquired and/or enhanced during this internship

1	
2	
3	
4	
5	



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INTERNSHIP SELF-EVALUATION FORM (continued)

List skills used/improved during this internship

1	
2	
3	
4	
5	

PART III PERFORMANCE Using the scale provided, respond honestly to the following statement about your internship performance.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Item	The student	Score
1	Achieved my internship learning objectives	
2	Demonstrated necessary writing and speaking skills	
3	Was able to apply classroom knowledge to the internship setting effectively	
4	Demonstrated critical thinking and problem-solving skills	
5	Demonstrated initiative and the ability to learn	
6	Responded well to supervision and constructive criticism	
7	Showed the capacity to be a self-sufficient, independent worker	
8	Worked effectively with others on team projects	
9	Exhibited a sense of responsibility and dependability	
10	Exhibited a positive attitude toward work and co-workers	
11	Showed creativity and originality	
12	Exhibited a professional attitude	
13	Behaved ethically	
14	Sensitive to diversity in the workplace	
15	Adapted well to changing circumstances	
16	Presented an appropriate professional appearance	
17	Made progress throughout the internship	
18	Completed a sufficient quantity of work	
19	Produced quality work	
20	Demonstrated awareness of strengths/weaknesses	



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INTERNSHIP SELF-EVALUATION FORM (continued)

PART IV GENERAL REFLECTIONS: Please provide thoughtful and specific responses to the following questions:

1. To what degree, if any, did the actual internship experience differ from your expectations?

2. To what degree did your actual performance match up with your expectations going in to the internship?

3. Has the internship clarified or changed your educational and career goals?

4. Has the internship enhanced your self-understanding and professional development in important ways?

Signature: _____

January 2010

Date: _____



INTERNSHIP SITE EVALUATION FORM

The College requires all internship students to submit an evaluation of their internship site. This information helps us to assess the quality and effectiveness of host organizations and to improve internship opportunities in the future. *You must submit the completed form to your internship supervisor before a final grade will be issued.*

Name:		Date:
Name of Internship Site:		
City:	State:	Zip Code:
Dates of Internship:		

PART I EVALUATION OF ORGANIZATION AND SITE SUPERVISOR: Use the scale provided below to respond honestly to the following statements.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Organizational Environment and Practices		
1	The organization provided me with a sufficient orientation to its mission, purpose, culture, policies, and practices	
2	The work environment was stimulating	
3	The organization invited me to provide feedback and input on the work in which I was engaged and to discuss organizational matters	
4	The work was challenging	
5	My internship tasks and experiences helped me to meet my learning goals and objectives	
6	The organization provided me with access and insight into a variety of important and useful professional situations and activities that contributed to my learning.	
Site Supervisor		
1	Was conscious of my needs as an intern	
2	Made clear my tasks and responsibilities	
3	Assigned an appropriate amount of work	
4	Discussed ways with me that I could achieve my learning objectives	
5	Provided regular assistance and was willing to answer my questions about the work setting and my specific tasks	
6	Remained in contact with my internship supervisor/faculty evaluator	
7	Provided regular and helpful assessment of my performance and how to enhance it	
8	Functioned as a true mentor, teaching me new knowledge and skills and demonstrating appropriate professional behaviors and values.	