



Office of Career Services
(864) 596-9027 phone
(864) 596-9146 fax

Student Evaluation

Name _____ Term/Year of Internship _____

Major _____ Class _____

Sponsoring Agency _____

Supervisor's Name _____

Location of Agency _____

Faculty Director _____ Dept. _____

The information on this form _____ may _____ may NOT be shared with other students.

Signature _____

Date _____

Column 1 – Check all goals that you held in undertaking an internship.

Column 2 – Rate your satisfaction in achieving your goals.

1 = Completely Unsatisfied

2 = Partially Satisfied

3 = Completely Satisfied

Internship Goals

1. Assess personal ability or competence
2. Clarify personal values
3. Take responsibility for one's own learning
4. Use/Develop basic skills
5. Explore a Career
6. Gain practical experience for resume building
7. Work in my chosen profession
8. Apply theory to practical situation

Column 1

Column 2

Comments: _____

How did you learn of the internship program at Converse? _____

Each question asks for either a rated response or fill in the blank answer. Circle N/A for any item that is not applicable to your internship.

CAREER SERVICES:	Least positive					Most Positive
1. <i>Career Services adequately informs students about internship opportunities.</i>	1	2	3	4	5	N/A
2. <i>The Internship Handbook clearly and thoroughly describes the internship program.</i>	1	2	3	4	5	N/A
3. <i>The internship site was the type of business or agency that I requested.</i>	1	2	3	4	5	N/A
4. <i>I received adequate assistance from Career services in seeking my placement.</i>	1	2	3	4	5	N/A

PLACEMENT:	Least positive					Most Positive
1. <i>My site supervisor was available when I needed attention.</i>	1	2	3	4	5	N/A
2. <i>I was treated well by my site supervisor.</i>	1	2	3	4	5	N/A
3. <i>I enjoyed working with my site supervisor.</i>	1	2	3	4	5	N/A
4. <i>The relationship with co-workers was friendly, supportive, and professional.</i>	1	2	3	4	5	N/A
5. <i>My supervisor imparted explanations, directions & expectations clearly & directly.</i>	1	2	3	4	5	N/A
6. <i>The work I did was challenging.</i>	1	2	3	4	5	N/A
7. <i>The work I did helped me develop skills and think in different ways.</i>	1	2	3	4	5	N/A
8. <i>The work space at the site was adequate.</i>	1	2	3	4	5	N/A

ACADEMIC COMPONENTS:	Least Positive					Most Positive
1. <i>The internship was compatible with my overall academic program.</i>	1	2	3	4	5	N/A

2. <i>The timing of my internship was appropriate with my overall Converse education.</i>	1	2	3	4	5	N/A
3. <i>My preparation at Converse was adequate in terms of basic skills (writing, listening, figuring).</i>	1	2	3	4	5	N/A
4. <i>My preparation at Converse was adequate in terms of my major/minor field.</i>	1	2	3	4	5	N/A
5. <i>I contributed to the planning/direction of my internship.</i>	1	2	3	4	5	N/A
6. <i>My assignments as an intern helped me meet my stated learning objectives.</i>	1	2	3	4	5	N/A
7. <i>I learned more from the internship than I expected.</i>	1	2	3	4	5	N/A
8. <i>Before my internship began, I was informed clearly as to how my learning would be evaluated by the faculty director.</i>	1	2	3	4	5	N/A
9. <i>The knowledge I gained could not be learned in a comparable length of time in the classroom.</i>	1	2	3	4	5	N/A

ORIENTATION:

Least Positive

Most Positive

1. <i>The pre-internship meeting sponsored by Career Services helped me prepare for the internship.</i>	1	2	3	4	5	N/A
2. <i>The orientation at the site was adequate.</i>	1	2	3	4	5	N/A
3. <i>During the initial days of the internship, I was made to feel comfortable at the site.</i>	1	2	3	4	5	N/A

MONITORING/EVALUATING THE INTERNSHIP:

Least Positive

Most Positive

1. <i>Career Services has been available to review progress and/or problems related to my internship.</i>	1	2	3	4	5	N/A
2. <i>My faculty director has been available to review progress and/or problems related to my internship.</i>	1	2	3	4	5	N/A

3. *My site supervisor has been available to review progress and/or problems related to my internship.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

How often did your site supervisor meet with you to discuss your progress and assignments?

4. *I understand how the internship is graded.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

5. *The academic requirements of the internship were unrealistic.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

6. *I understand how my internship will appear on my transcripts.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

7. *As a learning experience, the internship was satisfactory.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

8. *As a result of my internship, I made significant contacts I will use for future employment.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

9. *I recommend this internship site to future Interns.*

	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

Please use the space below to elaborate on any of the above questions.

Please address the following issues as well as any others you wish. Use the back of this sheet and attach additional pages as necessary.

1. *Describe the site of your internship, tasks you performed during the internship and skills you developed.*
2. *Explain the value of your internship to your career goals, to the sponsoring agency, and to your general knowledge.*
3. *List and explain 3 things you could have done to improve the quality of the internship.*
4. *Advise another student undertaking an internship at this site. How would you prepare that student? Why?*

