

Salem State College Career Services, Experiential Learning/Internships,

INTERNSHIP EVALUATION By Student Intern

*Please return to Career Services, First Floor, Ellison Campus Center
or email to: jneely@salemstate.edu*

This first page allows us to maintain your confidentiality for the student-to-student internship evaluation which follows. Your valuable comments will help guide future students in their choice of internships.

This first page is to be utilized to provide comments only to your Faculty Sponsor or Experiential Learning Coordinator. Thank you!

YOUR NAME:

COMPANY:

DATE:

LOCATION OF INTERNSHIP:

If you have any comments that you would like to share only with your Faculty Sponsor or Experiential Learning Coordinator, please write below or contact those individuals directly.

Salem State Career Services, Experiential Learning/Internships

INTERNSHIP EVALUATION by Student Intern

I give permission for the information in this section to be shared with students interested in seeking an internship at this site. Yes No

Name (please print)

Date:

Signature:

Date(s) of Internship:

Company/Organization:

Internship Supervisor:

Phone:

Fax:

Email Address:

Faculty Sponsor if obtaining credit:

1. How many hours per week did you work?
2. Are the hours and the internship duties you worked what you expected, as described by your supervisor or as described in the interview or MonsterTrak posting?
3. Are you doing this internship for credit or non-credit?
4. What were your main functions and tasks?
5. With whom did you work? (Briefly describe your work situation and whether you worked with others or mostly by yourself.)
6. What were their positions? (E.g. please list titles and type of position--supervisor, director, manager, legislative assistant, other interns, etc.)
7. How were you treated?
8. What were the strong points of your internship? (For example, Quality, what you learned, career-specific skills you utilized, work related to your major/minors or interests, good co-workers, tasks were consistent with your skills/growth, able to use your communication skills, problem solving skills, training, or strengthen your critical thinking skills, etc.)

9. What were the weak points of your internship?
10. Would you recommend this internship as a good learning experience to other students?
Yes ___ No ___ Why or why not?
11. Would you recommend this organization to other students? Yes ___ No ___ Not sure ___
Would you work for this organization again? Yes ___ No ___ Not sure ___
12. How would you rate your supervisor?
Please circle one category below.
Excellent Very Good Average Not Helpful or impacted my internship negatively
- Please Comment on the following:* Did your supervisor make an effort to make the internship a learning experience for you? Did s/he offer feedback on your work, skills, progress or abilities? Was supervision adequate? Was your supervisor helpful? Would you work for this manager again?
13. Did you receive through your organization/company an orientation or information that included: expectations of you as an intern, dress code, equipment, office supplies, “go to” individuals for problems, weekly internship schedule, parking, and information relevant to any safety issues with the work itself or location of the internship organization?
14. How can your supervisor and/or company/organization make the internship experience better for the next intern?
15. What skills would other students need for this internship and is there special coursework needed? (Please be candid here, so that other students can benefit from your experience.)
16. What personality characteristics, values, and interests would other students need to fit into the corporate culture and/or enjoy this internship?
17. Please comment on any logistical issues: Do you feel the company is located in a safe area? Is parking an issue? Is the internship MBTA or rail accessible?
18. Is there anything that the Experiential Learning Coordinator or Faculty Sponsor can do to improve the internship experience? Were you satisfied with your experience?

THANK YOU VERY MUCH FOR YOUR CANDID FEEDBACK SO THAT OTHERS CAN BENEFIT FROM YOUR EXPERIENCE. Adapted from: USC Career Planning and Placement Center, CA