

Office of Applied Learning Experiences (ALEX)

University of Hawaii at Hilo

Student Internship Manual

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INTRODUCTION

This ALEX Student Internship Manual provides instructions and guidelines needed for the successful completion of your internship experience. This manual should be read carefully prior to the beginning of your internship experience so any questions or concerns you have can be addressed prior to your first day of internship duty.

Three deadlines are important for you to note. Your Internship Learning Contract is due by Friday of the second week of classes of your internship semester; your Weekly Activity Logs are due every Tuesday, beginning the first Tuesday after the start of your internship; and, your Weekly Activity Logs, Time Log Summary, Field Supervisor's Final Evaluation, and Summary Evaluation Paper are due no later the last class day of the semester. It is your responsibility to remember and adhere to these deadlines as reminders may not be issued and late submissions will result in a reduction in your final grade for the course.

During the course of your internship you must maintain regular contact with the ALEX Internship Coordinator. The philosophy of this Manual is that the internship course is a learning exercise stressing self-motivation.

Your internship assignment affords you an opportunity to augment your academic studies with first-hand experience. If you are willing to put full effort into it, your internship experience can provide you with many insights into the world of work, new professional contacts, candid assessments or your readiness for the work of work, and the opportunity to practice work-related skills and behaviors in a supervised real-life work setting. Good luck and enjoy the experience.

ELIGIBILITY

Prior to registering for an ALEX credit-bearing internship course, students must fulfill all of the following requirements:

- Have a standing as a full time student of UH Hilo.
- Have a cumulative grade point average of 2.50 or higher.
- Have received the consent of the ALEX Internship Program Coordinator to participate in the program.
- Agree not to accept an internship assignment with a related-family or friend's business or a company in which the student has already held a position, unless the internship assignment places the student in a new position with a new supervisor.

Note: An ALEX internship may be repeated for a total of six credits, however academic credit will only be awarded for new work experiences. Previous work experience or military service is not creditable.

THE ALEX INTERNSHIP NETWORK

The student intern, the sponsoring company, and the Office of Applied Learning Experiences (ALEX) represent the essential components of the UH Hilo Internship Network. While it is important that all participants' roles be integrated to assure success of the program, each network component has distinct functions and responsibilities.

ALEX Internship Coordinator:

- Facilitate student placement with internship sponsors.
- Inform student interns and field supervisors of program expectations, responsibilities, and procedures.
- Serve as intermediary between student and sponsor if problems should develop.
- Assist student in fulfilling requirements and goals of internship.
- Provide student guidance and monitor internship progress.
- Evaluate and grade student performance.
- Implement program improvements per sponsor and student input.

Student Intern Role and Responsibilities:

- Attend Internship Orientation Meeting.
- Collaborate with the Internship Sponsor field supervisor in the development of a set of learning objectives for the internship experience.
- Complete all ALEX internship course requirements (see page 2).
- Interact with sponsor personnel and learn sponsor's goals and functions.
- Develop professional, technical, verbal and written communication skills.
- Demonstrate commitment to completing assigned duties and/or projects.
- Record all activities in a weekly activity log, have logs verified weekly by the Internship Field Supervisor, and submit them weekly to the ALEX Internship Coordinator.
- Prepare a Summary Evaluation Paper near completion of the internship assignment.
- Provide input to the Internship Sponsor, ALEX Internship Coordinator for program improvement.
- Abide by all terms and conditions specified in this (ALEX Student Internship Manual) document.

Internship Sponsor and/or Field Supervisor Role and Responsibilities:

- Provide a detailed job description for the internship assignment prior to interviewing potential candidates.
- Interview, screen, and select potential candidates for internship assignment.
- Collaborate with the student intern in the development of learning objectives for her/his internship.
- Insure that professional level job experience is provided.
- Provide guidance and mentoring for the student intern's professional development.
- Monitor, certify, and evaluate student intern performance.
- Work with ALEX Internship Coordinator to make program improvements.

THE INTERNSHIP COMMITMENT

Once you have registered for the ALEX credit bearing internship course, you have finalized a commitment to actively participate in the ALEX Internship Program.

Both the University and your internship sponsor have placed their trust and confidence in your ability to work directly with your internship sponsor to meet his or her needs and the needs of their customers. Your internship will allow you to gain valuable work experience related to your academic major or vocational interests, to develop professional work skills and behaviors, and to explore a possible career opportunity. Further, the contact you make with sponsor personnel may provide you with valuable references for future employment opportunities.

Since your internship placement signifies a belief on the part of your internship sponsor that you have professional potential, it is necessary for you to recognize and honor the commitment that comes with a student internship.

First, you have an obligation to yourself to perform to the best of your ability and to continually work to develop skills and behaviors that will improve your job performance.

Second, you have an obligation to the internship sponsor to demonstrate a high level of commitment, motivation, and interest in company activities and to complete all assigned tasks in a professional manner. (For example, turning in materials late or incomplete, while accepted in some undergraduate classes, is not acceptable in the internship setting since such behavior would normally negatively affect organizational productivity or a firm's ability to deliver promised customer value and, if persistent, would normally result in poor performance evaluations or termination of the employment contract.)

Third, you have an obligation to the Office of Applied Learning Experiences and the University of Hawaii to represent them properly in the community by performing to the best of your ability and engaging in responsible and ethical behavior.

The success and future of the Office of Applied Learning Experiences (ALEX) Internship Program depends in part on your willingness to demonstrate an honest effort to use the internship program as a valid and meaningful employment and learning opportunity. Student interns should understand and appreciate the costs internship sponsors assume when they agree to take on a student intern. These costs include, but are not limited to, the cost of equipping a work station, the disruption of other people's work caused by the entry of a new member to the work group, as well as the employer's time cost to train a new intern.

Finally, while your internship sponsor and the Office of Applied Learning Experiences are committed to helping you achieve your educational objectives, it is important for you to understand and accept that the success of your internship experience is directly proportional to the personal initiative, commitment and effort you give to the various aspects of your internship assignment.

OUTLINE OF STUDENT REQUIREMENTS

A. Pre-registration

1. Complete the ALEX Internship Application (see Appendix A).

B. Initiating Contact with Internship Sponsor

1. Following your completed application, obtain position descriptions for available internship assignments from the ALEX website and internship fairs.
2. After reviewing the descriptions of positions available, schedule employment interviews. (Important Note: Completion of an ALEX Internship Application does not guarantee an internship placement. Prospective student interns must be able to convince, via the pre-employment interview, an internship sponsor that they are a worthy candidate for an internship assignment.)
3. Once you have finalized your internship assignment, work with your assigned Internship Field Supervisor to tentatively plan and sequence your training and internship responsibilities and schedule required weekly work hours prior to the first week of classes.
4. Begin performing your internship duties during the first week of classes of your internship semester.
5. Participate in an internship workshop during the first two weeks of classes. You'll attend this workshop with your Internship Field Supervisor and learn not only what's expected during your internship, but also develop learning objectives for the experience.

C. Internship Learning Contract

1. Work with your Internship Field Supervisor to finalize goals and objectives of your internship and, if applicable, to plan internship projects.
2. Following the Internship Learning Contract Outline (see Appendix B), submit an Internship Learning Contract that has been approved by your Internship Field Supervisor to the ALEX Internship Coordinator no later than Friday of the second week of the semester.

D. Internship Obligations

1. Work scheduled hours at your internship site.
2. Keep up-to-date Weekly Activity Logs, including verification by your Internship Field Supervisor, and submit them weekly via your dedicated ALEX Internship web link, while keeping a hard copy for yourself.
3. Identify a number of professionally-related books and/or journals to read during the course of your internship to assist you in becoming familiar with your internship responsibilities, as well as current industry practice and issues.
4. Immediately contact your ALEX Internship Coordinator if problems develop.

F. End-Of-Semester Written Requirements

1. Complete Time Log Summary (see Appendix C).
2. Complete Summary Evaluation Paper (see Appendix D).

G. Completion of Final Assessment Requirements

1. Distribute Weekly Activity Logs, Time Log Summary, and the Summary Evaluation Paper to your Internship Field Supervisor and the ALEX Internship Coordinator by the final week of the semester.

ON-SITE HOURS REQUIREMENT

Although individual internship requirements may vary, your 3-credit hour internship assignment generally requires 220 hours of work spread throughout the semester. This includes a minimum of 180 on-site work hours, or approximately 12 hours per week on-site performing internship-related duties, as well as an additional 40 hours for completion of required papers and reports, related professional development activities, and a transportation allowance for time spent getting to and from your internship work site. One and 2-credit hour internships can be created for situations in which the employer requires the intern to work 4 (one credit hour) or 8 hours (two credit hours) per week.

In some instances internship sponsors may require you to commit to a greater number of hours than is generally required. By accepting assignment to such a position you are obligating yourself to meeting the sponsor's more demanding work-hours requirement. Failure to meet this greater work-hours requirement may have an adverse effect on the Internship Field Supervisor's evaluation of your performance and, ultimately, your grade in the course.

COMPENSATION

The decision on whether or not to compensate student interns financially is at the discretion of the sponsoring company. However, the receipt of financial compensation for work performed does not infringe on the student intern's ability to receive academic credit for the internship experience.

Although many student interns will end up working for little or no salary, it is important to note that the most significant compensation any intern receives is the work-related knowledge and practical training they gain from completing a supervised internship experience. Study after study has shown that corporations seek out job candidates who have successfully demonstrated knowledge and on-the-job skills in their specific career field. As such, the real value of your internship is in the training provided, not in the pay received.

INITIATING INTERNSHIP ACTIVITY

- Step 1: Complete an ALEX Internship Application online at www.hilo.hawaii.edu/ALEX/internships
- Step 2: Interview with organizations for possible internship placement. Follow up as appropriate.
- Step 3: Once notified of your selection for an internship assignment, confirm, via e-mail, your acceptance to the sponsoring company and your ALEX Internship Coordinator.
- Step 4: You will be provided with a course code to register for by the ALEX Internship Coordinator. Course codes will vary based on the type of internship and the number of credits you will be earning. You must register for the course prior to the beginning of the semester in which your internship begins.
- Step 5: Two weeks in advance of the first week of classes for the semester you are enrolled in the ALEX Internship Program, telephone your Internship Field Supervisor to indicate the first day you expect to arrive at the company to begin your internship training. (It is important that you try to schedule your internship work hours on days and at times that are most convenient for your Internship Field Supervisor. If possible, arrange classes you are taking such that you have mornings, afternoons, or full days free to allow for uninterrupted work during your on-site internship hours.) Also, use this opportunity to inform your Internship Field Supervisor of any and all schedule modifications that will be required to accommodate work schedule conflicts that are likely to occur during the course of your internship.
- Step 6: A day or two prior to the first day of classes for the semester for which you are enrolled in your internship, call your Internship Field Supervisor and confirm your work schedule and remind him or her of the day and time you will begin performing your internship duties.
- Step 7: Begin your internship the first week of classes for the semester you are enrolled in the ALEX Internship Program unless otherwise approved by your Internship Field Supervisor and ALEX Internship Coordinator. (Keep in mind that your internship sponsor will expect you to act just as if you were starting in a full-time professional position with the company. So, remember to dress appropriately, be prompt when reporting to work, and demonstrate an eagerness to learn about your new job and the functioning of the department to which you have been assigned.)

SUMMARY OF GRADING CRITERIA

The grading of your internship experience will be based on the total points earned in each of the following areas:

- | | | |
|-----|--|----------------|
| I. | <u>Field Supervisor's Final Evaluation</u> | (0 -56 points) |
| | • Excellent Performance | (56 points) |
| | • Good Performance | (48 points) |
| | • Satisfactory Performance | (40 points) |
| | • Poor Performance | (32 points) |
| | • Failing Performance | (24 points) |
| II. | <u>BUS 400 Course Instructor's Evaluation</u> | (0 -44 points) |
| | • Internship Learning Contract | (0 - 8 points) |
| | • Weekly Activity Logs | (0 -12 points) |
| | • Summary Evaluation Paper | (0 -16 points) |
| | • Adherence to BBA Student Internship Manual Timelines | (0 - 8 points) |

With 100 total points possible, the following numerical scale will be used to determine your final semester letter grade for your internship experience:

- | | |
|--------------------|---|
| • 90 - 100 points: | A |
| • 80 - 89 points: | B |
| • 70 - 79 points: | C |
| • 60 - 69 points: | D |
| • Below 60 points: | F |

EXPLANATION OF FIELD SUPERVISOR'S EVALUATIONS

The evaluation forms to be used by your Internship Field Supervisor to assess your performance are provided in Appendix E. Prior to beginning your internship assignment, review and familiarize yourself with the questions, rating scales and performance elements your assigned Internship Field Supervisor will be asked to use in evaluating your internship performance.

As part of the internship experience, it is required that your Internship Field Supervisor provide you with verbal and written initial, mid-term, and final evaluations of your work-related performance. Initial and midterm assessments provided by your Internship Field Supervisor will help you identify those aspects of your job performance that need improvement and serve to clarify the performance expectations that will be used to judge your work at the end of the semester. The Initial Evaluation should occur no later than the end of the second week of your internship experience; the Mid-Term Evaluation during the eighth week; and, the Final Evaluation on the last day of your internship assignment or the last day of classes for the semester, which ever comes first.

WORKPLACE DISCRIMINATION AND HARASSMENT

In compliance with federal and state discrimination laws, the University of Hawaii prohibits illegal discrimination or harassment against students and employees. Accordingly, the UHH College of Business and Economics is committed to providing students participating in its BBA Internship Program an educationally enriching experience in an environment free of discrimination and harassment.

Harassment is defined as verbal or physical conduct relating to an individual's membership in a protected class that has the purpose or the effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. Under federal law, the protected classes are race, color, sex, national origin, religion, age, and disability. Under Hawaii state law, protected classes are those listed above as well as creed, marital status, ancestry, and conviction record.

Sexual harassment is a particular type of illegal harassment to which either sex can be subjected. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or, rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Company or agency sponsors participating in the UH Hilo ALEX Internship Program are expected to be aware of their duties, affirmative and otherwise, under applicable discrimination and harassment laws. As such, student interns are advised to immediately report to their Internship Field Supervisor and ALEX Internship Program Coordinator any incidents of illegal discrimination or harassment at the work site. Confirmation of such incidents, and the failure to take corrective action by the intern's sponsoring company or agency, will result in the termination of the Internship Agreement between the Internship Sponsor and the University of Hawaii at Hilo.

Appendix A

ALEX Internship Application

Following is the internship application that is provided online at www.hilo.hawaii.edu/ALEX/internships Please go to the link, click on 'Internship Application' and complete your application online.

ALEX Internship Application

Name: _____

UHH Student Identification Number: _____

Major Area of Study: _____

Mailing Address: _____

E-Mail Address: _____

Telephone Number: _____

Expected Date of Graduation: _____

Cumulative GPA: _____ Semester Hours Completed: _____

Appendix B

Internship Learning Contract Outline

Internship Learning Contract Outline

The essential objective of the Internship Learning Contract is to establish consensus on the educational objectives, activities and projects you will be expected to accomplish during the course of your internship. It is your responsibility to discuss your internship objectives with your Internship Field Supervisor and ALEX Internship Coordinator prior to writing this document. Together, you need to plan a sequence of specific activities that will help you meet your internship objectives.

Your Internship Learning Contract should be approved by your Internship Field Supervisor and submitted to the ALEX Internship Coordinator by Friday of the second week of classes. It should contain the information, and follow the format, outlined below.

A. Administrative Data

1. Student Data

- a. Student Intern's Name
- b. UHH Student Identification Number
- c. Current Mailing Address
- d. Current E-Mail Address
- e. Current Telephone Number

2. Internship Sponsor Data

- a. Sponsoring Company Name
- b. Sponsoring Company Mailing Address
- c. Internship Department, Agency, or Site Assignment
- d. Internship Site Address
- e. Internship Field Supervisor's Name
- f. Internship Field Supervisor's Title
- g. Internship Field Supervisor's E-Mail Address
- h. Internship Field Supervisor's Telephone Number

B. Statement of Educational Objectives of Internship Assignment

A general statement describing the educational and learning objectives you hope to accomplish by completing the internship assignment.

C. Weekly and On-Going Internship Responsibilities

A listing of the different duties and activities you will be expected to complete as a matter of routine and over the course of the internship.

D. Specific Internship Projects and Activities

A brief overview of non-recurring special projects and/or activities you expect to be involved in, as well as a discussion of project responsibilities and anticipated time lines.

E. Statement of Approval

This part of the proposal requires you to provide validation and verification for the objectives and activities you have outlined. This can be accomplished by writing one or two sentences stating that you and your assigned Internship Field Supervisor and ALEX Internship Program Coordinator have reviewed and discussed your Internship Learning Contract and find it to be mutually satisfactory. At the end of this statement, provide for the following:

- Student Intern's signature and date.
- Internship Field Supervisor' signature and date.
- ALEX Internship Program Coordinator signature and date.

Appendix C

Weekly Activity Log and Time Log Summary

Weekly Activity Log and Time Log Summary

The Weekly Activity Log and Time Log Summary provide a record of your internship activities. By recording when you worked and what activities you accomplished during the week, you will have much of the data you need to write the Summary Evaluation Paper due at the end of the semester. It is important that each week you document what you accomplished, how you felt about completing the week's tasks, and what you learned.

Use the Weekly Activity Log and Time Log Summary forms (or some reasonable facsimile thereof) found on the following pages to record your weekly internship activities and accomplishments. Use the Weekly Activity Log to record the daily hours worked at your internship site each week and any time needed for supplementary activities required to complete your assigned internship tasks, as well as your reactions to the tasks you were given to complete. At the end of each week have your Internship Field Supervisor review and verify (via signature) the accuracy of your entries, and submit it to your ALEX Internship Program Coordinator no later than the following Tuesday.

At the end of the semester, complete the Internship Time Log Summary form and turn it in to your ALEX Internship Program Coordinator along with your Summary Evaluation Paper and all Weekly Activity Logs. Remember, you are required to work at least 180 hours at your assigned internship site for a 3 credit internship and that the time you spend completing log entries and other paperwork requirements are not to be counted toward this 180 work-hours requirement.

Weekly Internship Activity Log

Activity Log for on-site or sponsor-assigned tasks for: _____
(name of student intern)

For the week of: _____

Date Worked	Work Site	Work Activity	Hours of Work	Total Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total number of hours worked for the week: _____

Described below are the learning experiences or accomplishments I had for this work week and a brief self-assessment of my performance.

(student intern's signature)

(date)

(field supervisor's signature)

(date)

Internship Time Log Summary

Name of Student Intern: _____

Sponsoring Company or Agency _____

Internship hours worked each week (from Weekly Activity Logs):

- | | | | | |
|-----|----------|-------|---------------|-------|
| 1. | Week of: | _____ | Hours worked: | _____ |
| 2. | Week of: | _____ | Hours worked: | _____ |
| 3. | Week of: | _____ | Hours worked: | _____ |
| 4. | Week of: | _____ | Hours worked: | _____ |
| 5. | Week of: | _____ | Hours worked: | _____ |
| 6. | Week of: | _____ | Hours worked: | _____ |
| 7. | Week of: | _____ | Hours worked: | _____ |
| 8. | Week of: | _____ | Hours worked: | _____ |
| 9. | Week of: | _____ | Hours worked: | _____ |
| 10. | Week of: | _____ | Hours worked: | _____ |
| 11. | Week of: | _____ | Hours worked: | _____ |
| 12. | Week of: | _____ | Hours worked: | _____ |
| 13. | Week of: | _____ | Hours worked: | _____ |
| 14. | Week of: | _____ | Hours worked: | _____ |
| 15. | Week of: | _____ | Hours worked: | _____ |

Total internship hours worked for the semester:

Appendix D

Summary Evaluation Paper Outline

The Summary Evaluation Paper

During the last weeks of your internship you should begin working on the writing of your Summary Evaluation Paper. This paper provides an overview and evaluation of your internship experience and represents the main document used by your ALEX Internship Program Coordinator to assess your internship performance.

Keeping accurate records of your internship activities throughout the semester via the Weekly Activity Logs will greatly facilitate the writing of this paper. You are also encouraged to keep a file of materials that serve to document your internship activities to attach as an appendix to the Summary Evaluation Paper. These work product examples might include memos, letters, research documents or reports that you completed or helped to complete during the course of your internship.

The Summary Evaluation Paper is worth 16 points toward the determination of your final term grade. The depth and quality of your assessments, as well as spelling, punctuation, sentence structure, coherency and overall presentation style, will all be taken into consideration in the evaluation of your paper. If you decide to include an appendix of materials that document internship activities, these materials should be referenced and numbered.

You should provide your Internship Field Supervisor and ALEX Internship Program Coordinator with a copy of your Summary Evaluation Paper and all Weekly Activity Logs at least three days prior to your end-of-semester evaluation meeting with them. The deadline for submitting your Summary Evaluation Paper, as well as your Weekly Activity Logs and Time Log Summary, to your Internship Field Supervisor and ALEX Internship Program Coordinator is the last day of classes for your internship semester.

Summary Evaluation Paper Outline

- I. Introduction
 - A. Description of Internship Placement, Duties, and Responsibilities.
 - 1. Overview of sponsoring company or agency.
 - 2. Description of department and/or position assignment.
 - 3. Description of internship activities, duties, and responsibilities.
 - 4. Description of orientation and training procedures provided by internship sponsor.
 - B. Discussion of your Internship Goals and Objectives.
 - C. Identification and discussion of supplemental reading assignment (s).
- II. Internship Accomplishments and Achievements
 - A. Description of internship accomplishments, achievements, and valuable learning experiences, including, but not limited to, new knowledge and skill acquired as a result of your internship experience.
 - B. Discussion of the relevancy of your internship accomplishments and achievements to your sponsoring company's functions and goals.
 - C. Discussion of your internship accomplishments and achievements relative to your personal internship goals and objectives and preparation for your post-graduation career.
- III. Assessment
 - A. Discussion of internship activities most instrumental in achieving your internship goals and objectives.
 - B. Discussion of problems encountered and factors that constrained you from fully realizing all your internship goals and objectives and how these inhibiting factors might have been avoided or better overcome.

- C. Assessment of the adequacy of your sponsoring company's orientation, training, supervision and support for the successful completion of your assigned internship duties.
 - D. Identification and discussion of the three most positive aspects of your internship experience.
- IV. Appendix
- A. Weekly Activity Logs.
 - B. Time Log Summary.
 - C. Examples of Work Product.
 - D. Internship Field Supervisor's Initial and Mid-Term Written Evaluations.
 - E. Other items as appropriate.

Appendix E

Evaluation Forms

Field Supervisor's Initial Evaluation

Student Intern's Name _____

Sponsoring Company's Name _____

Internship Field Supervisor's Name _____

1. How has the student intern adjusted to the work setting and the duties that have been assigned?

2. Based on what you have observed so far, what are the student intern's work-related strengths?

3. Cite specific deficiencies in the student intern's performance and what he or she needs to do to correct the problem(s) or improve performance.

(field supervisor's signature)

(date)

(student intern's signature)

(date)

Field Supervisor's Midterm Evaluation

Student Intern's Name: _____

Sponsoring Company's Name: _____

Internship Field Supervisor's Name: _____

1. How has the student intern adjusted to the work setting and the duties that have been assigned?

2. What are the student intern's work-related strengths given the specific tasks assigned to date?

3. Cite specific deficiencies in the student intern's performance and what he or she needs to do to correct the problem(s) or improve performance.

4. Comment on the student intern's performance since the last evaluation.

5. Evaluate the student intern on each of the following performance elements by circling the number that best corresponds with your assessment, where "1" indicates "strongly disagree" and "5" indicates "strongly agree".

Job Knowledge: The student intern demonstrates knowledge of his or her work assignments, including an understanding of the organizational, administrative, and technical roles of the office to which he or she is assigned.

1 2 3 4 5

Work Accomplishment: The student intern demonstrates an ability to follow directions and established policies and procedures, complies with the performance standards required for assigned tasks, and willingly works through assignments to completion.

1 2 3 4 5

Initiative: The student intern sees beyond the immediate job assignment and applies new ideas, methods and techniques to improve work quality or to initiate other projects or activities when necessary and as appropriate.

1 2 3 4 5

Organizational Skills: The student intern effectively organizes assigned work tasks to maximize the use of time and energy.

1 2 3 4 5

Communication Skills: The student intern consistently demonstrates effective verbal and written communication skills.

1 2 3 4 5

Teamwork Characteristics: The student intern consistently demonstrates personal characteristics (e.g., enthusiasm, motivation, reliability, cooperation, and dependability) that facilitate working cooperatively as a member of a team or office group.

1 2 3 4 5

Ability for Self-Appraisal: The student intern shows the ability to analyze his or her work performance and identify and make constructive efforts to improve.

1 2 3 4 5

Time and Attendance: The student intern meets and maintains agreed upon work hours and schedules.

1 2 3 4 5

6. Discuss any other factors relevant to your evaluation of the student intern's performance that you feel deserve comment that have not been elsewhere addressed.

7. Check the one performance descriptor that you feel best describes the student intern's overall performance to date:

- Excellent (i.e., performs well in all aspects of the position)
- Good (i.e., performs well in most aspects of the position)
- Satisfactory (i.e., performs adequately in most aspects of the position)
- Poor (i.e., performs poorly in most aspects of the position)
- Failing (i.e., performs poorly in all aspects of the position)

(field supervisor's signature)

(date)

(student intern's signature)

(date)

Field Supervisor's Final Evaluation

Student Intern's Name: _____

Sponsoring Company's Name: _____

Internship Field Supervisor's Name: _____

1. Evaluate the student intern on each of the following performance elements by circling the number that best corresponds with your assessment, where "1" indicates "strongly disagree" and "5" indicates "strongly agree".

Job Knowledge: The student intern demonstrates knowledge of his or her assignment, including an understanding of the organizational, administrative, and technical roles of the office to which her or she is assigned.

1 2 3 4 5

Work Accomplishment: The student intern demonstrates an ability to follow directions and established policies and procedures, complies with the performance standards required for assigned tasks, and willingly works through assignments to completion.

1 2 3 4 5

Initiative: The student intern sees beyond the immediate job assignment and applies new ideas, methods and techniques to improve work quality or to initiate other projects or activities when necessary and as appropriate.

1 2 3 4 5

Organizational Skills: The student intern effectively organizes assigned work tasks to maximize the use of time and energy.

1 2 3 4 5

Communication Skills: The student intern consistently demonstrates effective verbal and written communication skills.

1 2 3 4 5

Teamwork Characteristics: The student intern consistently demonstrates personal characteristics (e.g., enthusiasm, motivation, reliability, cooperation, and dependability) that facilitate working cooperatively as a member of a team or office group.

1 2 3 4 5

Ability for Self-Appraisal: The student intern shows the ability to analyze his or her work performance and identify and make constructive efforts to improve.

1 2 3 4 5

Time and Attendance: The student intern meets and maintains agreed upon work hours and schedules.

1 2 3 4 5

2. Comment on the student intern's performance since the last evaluation and discuss any factors relevant to your evaluation of the student intern's performance that you feel deserve comment that have not been elsewhere addressed.

3. Check the one performance indicator that you feel best describes the student intern's overall performance to date:

- Excellent (i.e., performs well in all aspects of the position)
- Good (i.e., performs well in most aspects of the position)
- Satisfactory (i.e., performs adequately in most aspects of the position)
- Poor (i.e., performs poorly in most aspects of the position)
- Failing (i.e., performs poorly in all aspects of the position)

(field supervisor's signature)

(date)

(student intern's signature)

(date)