**FACULTY MENTOR EVALUATION OF INTERN**

***FORM 4.1****: Faculty Mentor* *Evaluation of Intern*

To be completed by Faculty supervisor after an interview with Industry supervisor about student’s performance and progress.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Faculty supervisor:**  |  |
| **Title:** |  | **Email:** |  |
| **College:** |  |
| **Student’s name:** |  | **ID:** |  |
| **Type of internship:** | [ ]  5in5 [ ]  Summer [ ]  Work placement [ ]  Other:………………………  |
| **Credit:**  | [ ]  Non Credit-bearing [ ]  Credit-bearing:……………………………………credit  |
| **Internship time:** | From to |
| **Internship position:** |  |
| **Host Company:** |  |
| **Industry supervisor:**  |  |
| **Title:** |  | **Phone:** |  |
| **Department:** |  |

**EVALUATION**

Please assess the student performance during the internship so far based on the following evaluation criteria on a scale of 1 to 5 and make specific comments in each category.

*1-Unsatisfactory performance; 2-Below expectation; 3-Average performance; 4- Good performance; 5- Excellent performance*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| 1. The student has maintained professionalism during the internship (professional presence, punctuality, dressing, greeting, etc.) |  |  |  |  |  | Key internship requirements |
| 2. The student has understood core concepts, operation models and standards in relevant to the position |  |  |  |  |  | Key internship requirements |
| 3. The student has been able to complete given tasks with timeliness, accuracy, quality and efficiency. |  |  |  |  |  | Key internship requirements |
| 4. The student has demonstrated analytical thinking, critical thinking, and problem-solving skills while completing given tasks. |  |  |  |  |  | Exceptional ability PLG1 |
| 5. The student has proposed new ideas, creative initiatives and/or applied innovative methods/ways to complete given tasks |  |  |  |  |  | CreativityPLG2 |
| 6. The student has demonstrated effective communication and collaboration with colleagues and customers (listen sincerely, be willing to help, be trusted, etc.) |  |  |  |  |  | EMPATHY PLG3 |

# Compared to other interns that you have had before; how would you rate the performance of this student?

 [ ]  Far inferior

[ ]  Inferior

[ ]  Similar

[ ]  Superior

[ ]  Far superior

# The main strengths of the student

# Areas for improvements

# Advice and recommendations for the students

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYER EVALUATION OF INTERN**

***FORM 4.2****: Employer Evaluation of Intern*

To be completed by Industry supervisor at the end of the internship.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Industry supervisor:**  |  |
| **Title:** |  | **Phone:** |  |
| **Department:** |  |
| **Host Company:** |  |
| **Student’s name:** |  | **Email:** |  |
| **Internship time:** | From to |
| **Internship position:** |  |

**EVALUATION**

Please assess the student performance during the internship based on the following evaluation criteria on a scale of 1 to 5 and make specific comments in each category.

*1-Unsatisfactory performance; 2-Below expectation; 3-Average performance; 4- Good performance; 5- Excellent performance*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| 1. The student has maintained professionalism during the internship (professional presence, punctuality,dressing, greeting, etc.) |  |  |  |  |  | Key internship requirements |
| 2. The student has understood core concepts, operation models and standards in relevant to the position. |  |  |  |  |  | Key internship requirements |
| 3. The student has been able to complete given tasks with timeliness, accuracy, quality andefficiency. |  |  |  |  |  | Key internship requirements |
| 4. The student has demonstrated analytical thinking, critical thinking, and problem-solving skills whilecompleting given tasks. |  |  |  |  |  | Exceptional ability PLG1 |
| 5. The student has proposed new ideas,creative initiatives and/or applied innovative methods/ways tocomplete given tasks |  |  |  |  |  | CreativityPLG2 |
| 6. The student has demonstrated effective communication and collaboration with colleagues and customers (listen sincerely, be willing to help, be trusted, etc.) |  |  |  |  |  | Empathy PLG3 |

# Compared to other interns that you have had before; how would you rate the performance of this student?

 [ ]  Far inferior

[ ]  Inferior

[ ]  Similar

[ ]  Superior

[ ]  Far superior

# What are the main strengths of this student?

# What are the main areas of improvement for this student?

# What are your advice and recommendations for this student’s personal development and career planning (e.g., suitable jobs, career pathway, necessary training, etc.)?

# Would you hire this student again as an intern and/or staff?

# [ ]  Yes [ ]  No

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tỉtle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_**

 **STUDENT EVALUATION OF INTERNSHIP EXPERIENCE**

***FORM 4.3****: Student Evaluation of Internship experience*

To be completed by student at the end of the internship. The questions below are intended to help the university determine if student gained practical experience, knowledge, and/or skills from his/her recent internship experience and if student would recommend this internship experience to other students.

**GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in full:** |  | **Student ID:** |  |
| **Email:**  |  | **Intake:** |  |
| **College:** |  |
| **Type of internship:** | [ ]  5in5 [ ]  Summer [ ]  Work placement [ ]  Other:………………………  |
| **Credit:**  | [ ]  Non Credit-bearing [ ]  Credit-bearing:………………………………………credit  |
| **Course Code:**  |  |
| **Host Company:** |  |
| **Internship position:** |  |
| **Industry supervisor:** |  |
| **Title:** |  | **Phone:** |  |
| **Department:** |  |
| **Faculty supervisor:** |  |
| **Title:** |  | **Email:** |  |

**EVALUATION OF INTERNSHIP EXPERIENCE**

# What resources did you use to find your internship? (Check all that apply)

# [ ]  Career Services Office [ ]  Faculty [ ]  Family/Friend

[ ]  Previous Employer  [ ]  General Internet Sites: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please rate the following questions about your internship using the following scale**

*1-Strongly disagree; 2-Disagree; 3-Neutral; 4- Agree; 5- Strongly Agree*

| **Statement**  | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- |
| This experience gave me a realistic preview of my field of interest. |  |  |  |  |  |
| As a result of my internship, I have a better understanding of concepts, theories, and skills in my course of study  |  |  |  |  |  |
| I was given adequate training |  |  |  |  |  |
| I had regular meetings with my supervisor and received constructive, on-going feedback |  |  |  |  |  |
| I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased |  |  |  |  |  |
| My supervisor was available and accessible when I had questions/concerns |  |  |  |  |  |
| The work I performed was challenging and stimulating |  |  |  |  |  |
| I was treated on the same level as other employees |  |  |  |  |  |
| I had a good working relationship with my coworkers |  |  |  |  |  |
| There were ample opportunities for learning |  |  |  |  |  |
| I feel that I am better prepared to enter the world of work after this experience |  |  |  |  |  |
| **Through this internship I had the opportunity to use and develop my:** |
| Interpersonal/human relations skills |  |  |  |  |  |
| Oral Communication/presentation skills |  |  |  |  |  |
| Creativity |  |  |  |  |  |
| Problem Solving abilities |  |  |  |  |  |
| Critical thinking skills |  |  |  |  |  |
| Writing skills |  |  |  |  |  |

# Overall, how would you rate this internship?

# [ ]  Excellent learning experience

# [ ]  Good learning experience

# [ ]  Average learning experience

# [ ]  Below Average learning experience

# [ ]  Poor learning experience

Additional Comments (if any):

# Would you recommend this internship to other students?

# [ ]  Highly recommend

# [ ]  Recommend

# [ ]  Recommend with reservations

# [ ]  Would not recommend

Additional Comments (if any):

# Please provide suggestions you may have to improve your internship experience.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**