### Roanoke College Student Internship Evaluation Form

Please return this form to: Professor Sharon Gibbs via email at sgibbs@roanoke.edu, by fax at 540-375-2577, or directly to office West Hall 101.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of the Student Assessment of Internship is to provide the internship director substantive feedback regarding the student perception of the overall quality and value of the internship experience. This evaluation focuses on the adequacy of the internship site, the quality of the work and learning environment created by the site supervisor and/or co-workers, and the overall value you believe the internship provided for your professional development and learning.

***Please respond to the following questions regarding your internship experience and site.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internship Site** | N/A | Needs Improvement | **Satisfactory** | AboveAverage | Exceptional |
| The physical environment was clean. |  |  |  |  |  |
| The physical environment was safe. |  |  |  |  |  |
| An orientation to the job and organization was provided. |  |  |  |  |  |
| Necessary training was provided. |  |  |  |  |  |
| Adequate resources were available to accomplish projects. |  |  |  |  |  |
| Co-workers were accepting and helpful. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Experience** | Strongly Disagree | Disagree | **Neither Agree nor Disagree** | Agree | Strongly Agree |
| The internship provided work experience related to my academic discipline and/or career goals. |  |  |  |  |  |
| Most of the work assigned was meaningful and educational. |  |  |  |  |  |
| This internship has improved my ability to work in groups or teams. |  |  |  |  |  |
| This internship has improved my ability to use information technology. |  |  |  |  |  |
| This internship has improved my ethical reasoning skills. |  |  |  |  |  |
| This internship has improved my written communication skills. |  |  |  |  |  |
| This internship has improved my oral communication skills. |  |  |  |  |  |
| This internship has improved my critical thinking skills. |  |  |  |  |  |
| Opportunities were provided to help me better understand organizational structure and behavior.  |  |  |  |  |  |
| Opportunities were provided to help me understand customs, practices, and behavior in this field. |  |  |  |  |  |
| This experience has provided me a realistic perspective of my probable workplace. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisors and Coworkers** | N/A | Needs Improvement | **Satisfactory** | AboveAverage | Exceptional |
| Provided a clear job description. |  |  |  |  |  |
| Seemed to value my contributions and opinions. |  |  |  |  |  |
| Were respectful of diversity.  |  |  |  |  |  |
| Provided regular constructive feedback on my progress. |  |  |  |  |  |
| Made the internship a learning experience for me. |  |  |  |  |  |
| Assigned me levels of responsibility consistent with my abilities. |  |  |  |  |  |
| Were supportive and helpful in arranging mutually agreed-upon work schedule. |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Assessment** | **Yes** | Maybe | No |
| Would you work for this supervisor again? |  |  |  |
| Would you work for this organization again? |  |  |  |
| Would you recommend this organization to other students? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OVERALL RATING OF THIS INTERNSHIP** | Needs Improvement | Satisfactory | AboveAverage | Exceptional |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please rate the relevance of your internship in terms of your education** | Very Irrelevant | Irrelevant | Somewhat Irrelevant | Neutral | Somewhat Relevant | Relevant | Very Relevant |
| **Please rate your satisfaction with your internship** | Very Dissatisfied | Dissatisfied | Somewhat Dissatisfied | Neutral | Somewhat Satisfied | Satisfied | Very Satisfied |

**The internship focused mostly in (please check):**

€ Accounting € Finance € Management Science € Information Systems € Marketing € Management

DOCUMENT OF REFLECTION

*Please attach a document of reflection describing your perception of the overall quality and value of this internship experience. This reflection paper should comment on your entire experience including your personal strengths and weaknesses that became visible during the experience, the specific elements of coursework that related to this experience, how and what you learned, and in what ways you will use this learning in the future. Be as candid as possible by including how the experience made you feel. The reflection paper should be approximately two to three pages (Times New Roman, 12 pt. font, 1” margins).*

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_