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**INTERNSHIP SELF-EVALUATION FORM**

The College requires all internship students to submit a self-evaluation form in which they honestly assess their internship performance and degree of learning. This activity affords you the opportunity to reflect on your internship experiences holistically and to have faculty analyze your performance, learning, and professional development. *You must submit the completed self-evaluation form to your College internship supervisor before a final grade will be issued.*

<b>Name:</b>		<b>Date:</b>
<b>Name of Internship Site:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Dates of Internship:</b>		

**PART I INTERNSHIP ROLES AND RESPONSIBILITIES:** List your five primary work assignments during the internship.

1	
2	
3	
4	
5	

**Please explain each response below. Attach additional sheets as needed.**

To what degree did these activities contribute to the achievement of your original learning objectives?



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**INTERNSHIP SELF-EVALUATION FORM (continued)**

Did you feel comfortable handling all assigned responsibilities?
Did your internship roles and assignments make you feel like an integral and valued part of the work environment?
Do you think you observed and/or participated in a full range of organizational operations and learning opportunities?

**PART II LEARNING**

Identify the five most important insights you gained from this internship (add additional sheets as necessary).

1	
2	
3	
4	
5	

List important skills acquired and/or enhanced during this internship

1	
2	
3	
4	
5	



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**INTERNSHIP SELF-EVALUATION FORM (continued)**

List skills used/improved during this internship

1	
2	
3	
4	
5	

**PART III PERFORMANCE** Using the scale provided, respond honestly to the following statement about your internship performance.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Item	The student	Score
1	Achieved my internship learning objectives	
2	Demonstrated necessary writing and speaking skills	
3	Was able to apply classroom knowledge to the internship setting effectively	
4	Demonstrated critical thinking and problem-solving skills	
5	Demonstrated initiative and the ability to learn	
6	Responded well to supervision and constructive criticism	
7	Showed the capacity to be a self-sufficient, independent worker	
8	Worked effectively with others on team projects	
9	Exhibited a sense of responsibility and dependability	
10	Exhibited a positive attitude toward work and co-workers	
11	Showed creativity and originality	
12	Exhibited a professional attitude	
13	Behaved ethically	
14	Sensitive to diversity in the workplace	
15	Adapted well to changing circumstances	
16	Presented an appropriate professional appearance	
17	Made progress throughout the internship	
18	Completed a sufficient quantity of work	
19	Produced quality work	
20	Demonstrated awareness of strengths/weaknesses	



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**INTERNSHIP SELF-EVALUATION FORM** (continued)

**PART IV GENERAL REFLECTIONS:** Please provide thoughtful and specific responses to the following questions:

1. To what degree, if any, did the actual internship experience differ from your expectations?

2. To what degree did your actual performance match up with your expectations going in to the internship?

3. Has the internship clarified or changed your educational and career goals?

4. Has the internship enhanced your self-understanding and professional development in important ways?

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

January 2010

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



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**STUDENT EVALUATION OF INTERNSHIP PROGRAM**

The College requests your completion of this internship program evaluation form. The College will use your constructive comments to strengthen its overall internship program. Aggregate results will be shared with appropriate individual faculty coordinators/evaluators. Individual responses are anonymous and confidential. Submit your completed form to the Office of Academic Affairs.

Name/number/semester of internship course:			
Name of college supervisor:			
Academic status (circle choice below):			
Freshman	Sophomore	Junior	Senior

**PART I ACADEMIC PREPARATION AND LEARNING**

		Strongly Disagree	Agree	Strongly Agree
1	The College's general internship orientation program was valuable in preparing me to succeed in my first internship.			
2	The <i>Internship Handbook</i> is a useful and helpful resource.			
3	My degree program's internship orientation was valuable in preparing me for a successful internship experience.			
4	My academic coursework in the major prepared me with the professional knowledge and skills to be successful in my internships.			
5	My classes outside the major prepared me to demonstrate the general intellectual abilities necessary to succeed in internships such as to write, give oral presentations, think critically and creatively, analyze and use numbers and data, solve problems, and make decisions.			
6	The regular seminar meetings with other internship students in my program facilitated my skill as a reflective practitioner, fostered my learning from experience, and enhanced my professional development in the field. [Skip if not applicable.]			
7	I understood and effectively used the Kolb Model of Experiential Learning in my internship.			
8	I found the Student Internship Learning Plan an effective planning and learning tool.			
9	I found the field journal, analytical paper, and special forms of documentation useful and valuable reflective learning tools.			



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**STUDENT EVALUATION OF INTERNSHIP PROGRAM (continued)**

**PART II INTERNSHIP COORDINATOR/EVALUATOR: My college internship supervisor**

		Strongly Disagree	Agree	Strongly Agree
1	Was helpful in identifying and choosing an appropriate internship site suited to academic development and my needs and interests.			
2	Was helpful in developing useful learning goals and objectives and determining on-site learning activities aligned with them.			
3	Was concerned about my internship learning and followed up with me and my site supervisor to review my performance.			
4	Was helpful in answering my questions and dealing with internship site concerns.			
5	Was conscientious and insightful in evaluating my internship performance			
6	Helped me to integrate my internship experiences with prior learning.			
7	I would recommend this internship supervisor to other students.			

**PART III PROGRAM EVALUATION**

1. In what ways do you feel your Medaille education prepared you for internships?

2. What, if anything, do you feel was lacking in your Medaille education to prepare you to succeed as an intern?

3. Do you feel that your internship experiences will be of help to you in pursuing professional opportunities after college? Explain.

4. What recommendations do you have to improve the College's undergraduate internship program?



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**INTERNSHIP SITE EVALUATION FORM**

The College requires all internship students to submit an evaluation of their internship site. This information helps us to assess the quality and effectiveness of host organizations and to improve internship opportunities in the future. *You must submit the completed form to your internship supervisor before a final grade will be issued.*

<b>Name:</b>		<b>Date:</b>
<b>Name of Internship Site:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Dates of Internship:</b>		

**PART I EVALUATION OF ORGANIZATION AND SITE SUPERVISOR:** Use the scale provided below to respond honestly to the following statements.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Organizational Environment and Practices		
1	The organization provided me with a sufficient orientation to its mission, purpose, culture, policies, and practices	
2	The work environment was stimulating	
3	The organization invited me to provide feedback and input on the work in which I was engaged and to discuss organizational matters	
4	The work was challenging	
5	My internship tasks and experiences helped me to meet my learning goals and objectives	
6	The organization provided me with access and insight into a variety of important and useful professional situations and activities that contributed to my learning.	
Site Supervisor		
1	Was conscious of my needs as an intern	
2	Made clear my tasks and responsibilities	
3	Assigned an appropriate amount of work	
4	Discussed ways with me that I could achieve my learning objectives	
5	Provided regular assistance and was willing to answer my questions about the work setting and my specific tasks	
6	Remained in contact with my internship supervisor/faculty evaluator	
7	Provided regular and helpful assessment of my performance and how to enhance it	
8	Functioned as a true mentor, teaching me new knowledge and skills and demonstrating appropriate professional behaviors and values.	