

STUDENT FEEDBACK

This form is designed to help you reflect on your internship experiences and provide feedback to your employer. Feel free to use additional pages for further comments.

NAME OF INTERN _____ DATE _____

NAME OF INTERN SUPERVISOR _____

NAME OF INTERN MENTOR _____

To what degree did your skills improve as a result of this Internship experience?

0 NO CHANGE **1** SMALL IMPROVEMENT **2** MODERATE IMPROVEMENT **3** LARGE IMPROVEMENT

- Written communication
- Oral communication
- Problem solving
- Decision-making
- Interpersonal/teamwork
- Self-management
- Initiative
- Leadership
- General knowledge of business
- Specific job/industry knowledge
- Other office skills (filing, photocopying, etc.)
- Other

Evaluate the Internship

1. Detail the learning objectives from the job description and list how you feel the internship helped you accomplish them:
2. What feedback do you have about this internship that will help to improve the experience for future students?
3. In your own words, how did this internship experience help you?

STUDENT FEEDBACK (CONTINUED)

On a scale of 1 to 5, please evaluate your performance in each of the following areas.

1 LACKING THIS SKILL **2** LIMITED/MINIMAL SKILL LEVEL **3** ADEQUATE/AVERAGE SKILL LEVEL
4 ABOVE AVERAGE SKILL LEVEL **5** EXCEPTIONAL SKILL LEVEL **N/A** NOT APPLICABLE

1. Communication skills

- Demonstrate oral communication skills required for the job
- Write clearly and concisely
- Willing to speak up, communicate information and ask questions
- Listen to feedback and work to improve

2. Problem-solving/decision-making skills

- Analyze situations and take appropriate action
- Offer creative solutions to problems
- Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe
- Resolve problems in an appropriate timeframe

3. Teamwork

- Establish rapport and credibility with team members
- Share information and resources with others
- Assist and cooperate with coworkers
- Demonstrate willingness to put forth extra time and effort
- Assume appropriate leadership role(s)

4. Self-management

- Produce high-quality, accurate work
- Seek new strategies when current approach is ineffective
- Display good judgment and establish priorities
- Use time efficiently
- Demonstrate ethical behavior
- Arrive on time and maintain agreed-upon hours

5. Initiative

- Seek opportunities to learn
- Take initiative to get a job done, even if not specifically told to do so
- Act decisively on critical issues
- Overcome obstacles and problems
- Set and communicate goals; follow up with results

6. Technical skills

- Possess the technical skills required for this position
- Willing to learn new skills and enhance existing technical skills
- Use appropriate technology for tasks
- Use technology to perform effectively