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## Internship: Student Evaluation Form

8/29/2014

Permissions

## FOR OFFICE USE ONLY

Name: \_\_\_\_\_

Last

First

M.I.

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Semester: F \_\_\_\_\_ Sp \_\_\_\_\_ Su \_\_\_\_\_  
2 \_\_\_\_\_

Grade: Cr Cu

Remarks:

Major: \_\_\_\_\_

Check one: Fresh \_\_\_\_\_ Soph \_\_\_\_\_ Jr. \_\_\_\_\_ Sr. \_\_\_\_\_ Other \_\_\_\_\_

Semester: F \_\_\_\_\_ Sp \_\_\_\_\_ Su \_\_\_\_\_ Year \_\_\_\_\_

Employer: \_\_\_\_\_

I plan to work-study/internship again:

Yes \_\_\_\_\_ No \_\_\_\_\_

Employer Approval \_\_\_\_\_

(See number 6 below)

If yes:

Work-study/Internship

F \_\_\_\_\_ Sp \_\_\_\_\_ Su \_\_\_\_\_

Coordinator: \_\_\_\_\_ 2 \_\_\_\_\_

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**Instructions:**

Enclosed with this Instruction Sheet, as part of the Work-study/Internship Evaluation Report Packet, is one blank copy of the Employer's Evaluation Form, Student Evaluation Form, and Job Description Form. To complete this report follow these procedures:

1. Complete all required data on this Instruction Sheet.
2. Complete Part A of the Internship Evaluation Form.
3. Attach the completed Job Description Form appropriate for your position.
4. Complete Part B of the Internship Evaluation Form.
5. Return your Internship Evaluation Form, Parts A and B and the Job Description Form, NO LATER THAN \_\_\_\_\_.

**PART A**

This evaluation will be very important in determining the value of your work experience, both for yourself and for students who may wish to follow you in the same situation. The evaluation should be honest and indicate problems as well as your progress during the period. Please address your evaluative remarks so that your Coordinator can discuss them with the organization to improve and maintain the program.

1. In what ways did your classes and campus activities prepare you for your internship?

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2. What other campus activities, courses and/or work experience do you think would have helped you with this internship?

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3. What was the most helpful thing your supervisor did to make you feel comfortable as a temporary staff member?

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4. In what manner has this assignment contributed to your professional development?

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5. Prior to beginning your job, did the company give you adequate information to start your project?

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6. Do you consider the Work-study/ Internship Program relevant and meaningful to your short/long term career interests?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

7. List three things you plan to do differently as a result of this program.

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8. Circle the statement which best describes your answer.

a. What kind of impact has this program had on you?

1. Provided me with a better understanding of my career goals.
2. Increased my skills and knowledge in performing a particular activity.
3. Changed my attitudes or feelings about myself and other people.
4. Provided me with the opportunity to apply theoretical concepts to the actual work environment.

Comments: \_\_\_\_\_

b. How would you rate the educational value of your internship?

1. Exceptional opportunity.
2. Worthwhile experience.
3. Generally not too useful, but might help some.
4. Probably of no value (please comment).

Comments: \_\_\_\_\_

c. How was the experience related to your major field or career goals?

1. Very closely related.
2. Related through occasional assignments.
3. No relationship exists.
4. Not applicable (please comment).

Comments: \_\_\_\_\_

d. To what degree do you feel other employees in your department supported the internship program?

1. Atmosphere was openly supportive.
2. Accepted, but not openly supportive.
3. Generally not accepted or understood.
4. Non-supportive and potentially hostile.
5. Does not apply (please comment).

Comments: \_\_\_\_\_

e. How would you rate your salary in relation to requirements of position, your experience, and your academic level?

1. Position well paid.
2. Position paid comparably to full-time employees.
3. Definitely underpaid for service expected.
4. Does not apply (please comment).

Comments: \_\_\_\_\_

f. Were the actual duties of the position commensurate with the job description?

1. Experience closely matches that offered.
2. Experience mostly matches that offered.
3. Little relationship exists.
4. Extremely unsatisfactory (please comment).

Comments: \_\_\_\_\_

g. How did your technical skills apply to the position?

1. Were more than required.
2. Were adequate.
3. Were less than they should have been.

Comments: \_\_\_\_\_

h. Did you receive a proper job orientation?

1. Complete, accurate.

2. Somewhat related.
3. Had no meaning.
4. Does not apply.

Comments: \_\_\_\_\_

i. Evaluate your supervisor's willingness and capability of answering questions?

1. Exceeded expectations.
2. Met expectations.
3. Less than expected.

Comments: \_\_\_\_\_

j. Evaluate your supervisor's availability when needed for questions, etc.?

1. Exceeded expectations.
2. Met expectations.
3. Less than expected.

Comments: \_\_\_\_\_

k. Evaluate your supervisor's receptiveness to new ideas you might have had?

1. Exceeded expectations.
2. Met expectations.
3. Less than expected.

Comments: \_\_\_\_\_

l. How would you rate your relationship with supervisor?

1. Exceeded expectations.
2. Met expectations.
3. Less than expected.

Comments: \_\_\_\_\_

9. What changes, if any, would you recommend in your internship?

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10. What other areas of experience would you like to acquire through an additional internship?

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**OVERALL RATING:**

EXCELLENT\_\_\_\_ VERY GOOD\_\_\_\_ AVERAGE\_\_\_\_ MARGINAL\_\_\_\_ UNSATISFACTORY\_\_\_\_

**PART B**

The second part of the evaluation requires a narrative evaluation of the work that was done during the internship. Depending on the type of job and the organization, the narrative can include topics such as the following:

- a. The history of the company or organization and its place in industry, business or government.
- b. Relationship of the position to the organization's structure.
- c. Work of the department in which the intern worked.
- d. Any special projects with which the student-intern had worked.
- e. Problem-solving techniques used.
- f. Communication skills used.
- g. Leadership skills used.
- h. Supervisory skills used.
- i. Administrative decision-making.
- j. Financial resources employed.
- k. Success and failure experienced.
- l. Human resources and their role in the program.

The content of the narrative within the work report is up to the student intern, but it must be their own work. The report should be unacceptable, however, if its tone is predominately cynical or unduly critical of the employer or of those with whom the student intern worked.

The student intern must be certain that the material included is really theirs to use; if there is any doubt on this point, the student intern should consult their employer. If by chance the work is confidential or highly classified, arrangements should be made to have the employer evaluate the report.

Illustrations, drawings, photos, forms, samples, etc. are especially helpful in making a report. Whenever possible they should be placed on the page where they are talked about in the text. The student intern should be very careful to indicate properly the source of all such material.

The narrative should be read and graded by the Faculty Coordinator. The employer should also receive a final copy of the narrative.

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
Permissions**RELATED CONTENT**  

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## SHRM Resources

(/TemplatesTools/AssessmentResources/SHRMTestingCenter/Pages/index.aspx)

## Qualification Levels

(/TemplatesTools/AssessmentResources/SHRMTestingCenter/Pages/qualifications.aspx)

FAQs (/TemplatesTools/AssessmentResources/SHRMTestingCenter/Pages/faqs.aspx)

## Contacts & Support

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## About

(/TemplatesTools/AssessmentResources/SHRMTestingCenter/Pages/administrator.aspx)

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## TOP PICKS: HR BY THE NUMBERS

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### Customized Benchmarking Service

5; /sessionplanner(/https://www.shrm.org/research/benchmarking/articles/pages/default.aspx)multimedia/wel

More than 500  
benchmarks in human  
capital, health care,  
retirement, benefits  
prevalence, and paid  
leave .



### Webcast: Talent Analytics

IBM's Jackie Ryan on  
getting data needed to  
grow HR's impact on  
your organization.

June 11, 2 p.m. ET



