

Simpson Career Services

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INTERNSHIP Employer Feedback & Student Evaluation Form

Purpose: It is common practice for those in full-time employment to receive regular feedback from their employers in order to improve productivity and performance. This process will allow you to experience this as an intern for your development. It is your responsibility to arrange an informal meeting with your on-site internship supervisor to discuss the questions below. Once the meeting is completed, take some time on your own to answer the reflection questions about your experience. Bring this form to the required reflection session in order to receive academic credit for your experience. The form will be signed by a member of the SCS staff and forwarded to your faculty sponsor.

Discuss the following questions with your internship supervisor. Attach a separate sheet if necessary. (note: if you did not work directly with your supervisor, meet with the person who is most familiar with your work during the internship)

- 1. Did the student show any evidence of the following workplace strengths? (Initiative, oral and written ability, interpersonal, specialized knowledge, etc.)**

- 2. What is the potential of the student intern for positive professional behavior such as attendance and dependability, quality and timeliness of work completed, teamwork?**

- 3. Are there any other noteworthy qualities or potential areas of growth for the student**

I have met and discussed these questions with the student personally.

Site Supervisor: _____

Student: _____

INTERNSHIP SELF-EVALUATION

Student: _____ Term: _____

Company: _____

Faculty Sponsor: _____

1. How did this internship help you to further clarify your career goals or vocation?

2. Identify and comment on any new skills you learned during the internship. Such as:

_____ Written communication skills	_____ Supervision skills
_____ Verbal communication skills	_____ Research skills
_____ Leadership skills	_____ Problem-solving skills
_____ Technology skills	_____ Organizational skills

List any other skills you think you have developed

3. Briefly comment on any positive or negative (if applicable) highlights of your internship.

4. Would you recommend this internship site in the future?

_____ yes _____ no Why or why not?

Required Signatures:

Faculty Sponsor: _____

Career Services: _____