

APPENDIX D

EMPLOYER INTERNSHIP EVALUATION

Student Name _____

Cooperating Employer _____

Department _____

	Excellent	Good	Fair	Poor
Ability				
Conduct				
Performance				
Attendance				
Appearance				

Please explain any fair or poor ratings below:

I would/I would not recommend this intern for permanent employment. (Please circle one.)

If "would not," please explain why: _____

(Date)

(Supervisor)

Note: Employers may substitute their own personnel evaluation form.

Please return this form to the following address at the conclusion of your internship.

Dru Wilson, Intern Coordinator
Dept. of Industrial and Engineering Technology
Central Michigan University
Mt. Pleasant, MI 48859

Phone: (989)774-6443
Fax: (989)774-4900

APPENDIX E

INTERN SELF EVALUATION

INSTRUCTIONS: The student should complete this portion of the report form and return with the completed final report.

Date_____

Name_____

(Last) (First) (Middle)

Employing Firm_____

Supervisor's Name_____ Title_____

Absenteeism: Times Late_____ Reason_____

Times Absent_____ Reason_____

In the space below, please write a candid evaluation of your intern experience. What were your major strengths? weaknesses?

Signed_____

APPENDIX F

INTERN COORDINATOR EVALUTAION

INSTRUCTIONS: Please complete and return this form to the following address at the conclusion of your internship. **This is CONFIDENTIAL, do NOT sign your name.**

Dept. of Industrial and Engineering Technology
Central Michigan University
Mt. Pleasant, MI 48859

1. Was the intern coordinator helpful in answering your internship questions?

Yes No Not Applicable

Please site an example: _____

2. Was the intern coordinator helpful in finding your internship position?

Yes No Not Applicable

3. Was the one-hour informational meeting about internships helpful?

Yes No Did Not Attend

4. During your internship, did the intern coordinator respond in a timely manner to your internship questions?

Yes No Not Applicable

5. During your internship, did the intern coordinator assist in locating technical support?

Yes No Not Applicable

6. During your internship, did the intern coordinator contact you (i.e., phone call, email, Fax, etc.)?

Yes No

7. During your internship, did the intern coordinator aid in conflict resolution between you and your employer/supervisor?

Yes No Not Applicable

8. Was the On-Campus seminar helpful?

Yes No Did Not Attend

Please site an example: _____

9. What suggestions do you have for improving the internship program?

10. How would you describe your internship experience as a whole?

Excellent Good Fair Poor

Please site an example: _____
