



California State University,
Sacramento

EEE 195 Internship - Student Evaluation Form

(To be completed by the student at the end of the semester; due by finals week)

Work Period (semester): _____ ☐ Full-Time Internship ☐ Part-Time Internship

Name: _____ Phone: (____) _____

Email Address: _____

Employer: _____ Address: _____

Immediate Supervisor: _____ Email: _____

Supervisor's Phone: (____) _____ Date Internship Started: _____ Date Ended: _____

Job Title: _____ Salary/month: _____ Location: _____

Supervisor's Name: _____ Email: _____ Phone: (____) _____

Please answer the questions below:

What were your Internship duties? (Describe all basic duties)

What did you learn from this experience?

What did you like best about your Internship experience?

What did you like least about your Internship experience?

In what ways could your Internship employer have made your Internship experience more successful?

After careful consideration, do you feel that this experience had educational/training value? ☐Yes ☐No
Why or why not?

Given the opportunity, would you apply for another Internship? Explain. ☐Yes ☐No

What would you tell other students about your Internship experience?

Do you have any suggestions for improvements/changes to the Internship Program? Do you have any other comments?

In your opinion, has this experience opened up future employment possibilities for you? ☐Yes ☐No

Have you been asked to continue working in a current student position for another semester/period of time?

☐ Yes ☐ No If yes: _____ part time _____ full time

If yes, please explain.

Has your Internship employer offered you full-time employment upon graduation? If you answered "yes," please provide the following information:

☐ Yes ☐ No

Assessment of Academic Internships -- to be completed by Student Academic Interns

Please circle the number that corresponds most closely to your thoughts on the following questions:

At my internship:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My supervisor cared about my opinions.	1	2	3	4	5
My supervisor really cared about my well-being.	1	2	3	4	5
My supervisor strongly considered my goals and values.	1	2	3	4	5
My supervisor showed very little concern for me.	1	2	3	4	5

Please circle the number that corresponds most closely to your thoughts on this second set of questions:

The work I did for my internship:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Was related to the information I learned for my major.	1	2	3	4	5
Was related to a job I hope to get following graduation.	1	2	3	4	5
Met my expectations regarding what I was told would be my tasks and responsibilities.	1	2	3	4	5
Met my expectations regarding what I hoped to learn.	1	2	3	4	5

Again, please circle the number that corresponds most closely to your thoughts on the following questions:

At my internship:	Very False	Moderately False	Slightly False	Neutral	Slightly True	Moderately True	Very True
I felt certain about how much authority I had.	1	2	3	4	5	6	7
I had clear, planned goals and objectives for my work activities.	1	2	3	4	5	6	7
I knew that I divided my time properly.	1	2	3	4	5	6	7
I knew what my responsibilities were.	1	2	3	4	5	6	7
I knew exactly what was expected of me.	1	2	3	4	5	6	7
Explanations were clear of what had to be done.	1	2	3	4	5	6	7

Finally, please respond to the following questions with a few sentences describing your thoughts.

1.What was the most important thing you learned from your Internship experience?

2. Would you recommend this Internship site to future students? Why or why not?

3. Is there anything else you'd like to add that your department should know about regarding your Internship experience?



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Employer Evaluation of EEE Student Intern

Name: _____ Work Period (semester): _____

Employer: _____ Location: _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONSHIP WITH OTHERS

- ☐ Exceptionally well accepted
- ☐ Works well with others
- ☐ Gets along satisfactorily
- ☐ Has some difficulty working with others
- ☐ Works poorly with others

ATTITUDE - APPLICATION TO WORK

- ☐ Outstanding in enthusiasm
- ☐ Very interested and industrious
- ☐ Average in diligence and interest
- ☐ Somewhat indifferent
- ☐ Definitely not interested

ABILITY TO LEARN

- ☐ Learns quickly
- ☐ Learns readily
- ☐ Average in learning
- ☐ Rather slow to learn
- ☐ Very slow to learn

JUDGEMENT

- ☐ Exceptionally mature
- ☐ Above average in making decisions
- ☐ Usually makes the right decision
- ☐ Often uses poor judgement
- ☐ Consistently uses bad judgement

DEPENDABILITY

- ☐ Completely dependable
- ☐ Above average in dependability
- ☐ Usually dependable
- ☐ Sometimes neglectful or careless
- ☐ Unreliable

QUALITY OF WORK

- ☐ Excellent
- ☐ Very good
- ☐ Average
- ☐ Below average
- ☐ Very poor

ABILITY TO COMMUNICATE

WRITTEN

- ☐ Clear, concise
- ☐ Usually satisfactory
- ☐ Understandable
- ☐ Needs improvement

ORAL

- ☐ Clear, concise
- ☐ Usually satisfactory
- ☐ Understandable
- ☐ Lacks ability

ATTENDANCE: ☐ Regular ☐ Irregular

PUNCTUALITY: ☐ Regular ☐ Irregular

OVERALL PERFORMANCE

- ☐ OUTSTANDING
- ☐ VERY GOOD
- ☐ AVERAGE
- ☐ MARGINAL
- ☐ UNSATISFACTORY

What traits may help or hinder the student's advancement? (Use back side of paper if necessary)

Remarks about the benefits of having an Intern: (Use back side of paper if necessary)

This evaluation has been discussed with student: __Yes __No **The student may use this evaluation as a reference** __Yes __No

Supervisor's Name: _____ Title: _____ Phone: (____) _____

Supervisor's Signature: _____ Email: _____

Thank you for completing this form. Please submit it to your department.