

# English 294: Internship in English

## Student's Evaluation of Internship

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Part I and Part II of this form may be shared with other students who are considering internships. Do NOT write anything on Part I and II that you would not willingly share with other students.

Organization: \_\_\_\_\_

Organization City: \_\_\_\_\_ Organization State: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Internship Date: \_\_\_\_\_

### I. Internship Assessment

A. Did the tasks assigned you principally involve: (check more than one if appropriate)

- duties similar to those of regular personnel of the agency?
- routine clerical tasks?
- research?
- writing, editing, or communications?
- frequent contact with personnel throughout the organization?
- frequent contact outside the organization?
- duties for which you possess adequate skills and knowledge?

B. Did the person(s) who supervised your work: (check more than one if appropriate)

- adequately describe the tasks you were asked to perform?
- provide adequate supervision?
- expect you to assume independent responsibilities?
- offer assistance and guidance when requested?
- take an interest in your internship?
- show a willingness to provide additional information?

C. Opportunities for learning (circle Y = Yes, N = No, or ? = No Answer, Maybe)

Were you given adequate opportunity to learn through observation? Y N ?

Were you given adequate opportunity to learn through doing? Y N ?

Were you given adequate opportunity to learn through discussions with supervisors and others? Y N ?

D. Estimate the % of your time spent in work versus observation: (check one)

- 100% work  75% work  50% work  25% work  0% work

E. What is your evaluation of your internship as an educational opportunity? (check one)

- Excellent  Very Good  Good  Fair  Poor

F. Would you recommend other students be placed with this organization in future? (check one)

- Yes  No  Maybe  No Answer

**II. General Reflection (please provide thoughtful and specific responses)**

A. To what degree have the things you learned in college and in the English major (e.g., writing, reading, communications, critical thinking, group work) prepared you for this job? What skills have you learned on the job?

B. What did you find most valuable about the internship experience? What, if anything, could be improved?

C. What did you find most valuable about the academic component of the internship program (the modules on Canvas for ENG 294)? What, if anything, could be improved?

D. To what extent did the internship assist you in clarifying your self-understanding, professional development, and career goals?

E. To what extent did the academic component of the internship program (the modules on Canvas for ENG 294) assist you in clarifying your self-understanding, professional development, and career goals?

### III. Self-Assessment

A. Please check the box that best describes your own performance in the work-related experience of the internship:

	Excellent	Good	Fair	Poor	Unable to Determine
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing and speaking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and ability to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-sufficient, independent worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete tasks on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude and effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of growth/improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produced sufficient quantity of quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Please check the box that best describes your performance in the academic components of the internship:

	Excellent	Good	Fair	Poor	Unable to Determine
Ability to complete tasks on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude, initiative, and effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of growth/improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking and self-reflection skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking, writing, and editing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produced sufficient quantity of quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### C. Overall Performance:

Based on both sections above, please rate your overall performance in the course:

Excellent  Good  Fair  Poor  Unable to Determine

\_\_\_\_\_  
Please print name of student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date