

**LYNCHBURG COLLEGE
INTERNSHIP PROGRAM**



STUDENT'S FINAL SELF-EVALUATION

Student's Name _____ Date _____
 Major _____ Semester/Year _____
 Supervisor's Name/Title _____
 Location _____

INSTRUCTIONS: This instrument is designed for the intern to evaluate his/her overall performance as an intern. The evaluation should be shared with the site supervisor after completion and before it is returned to the Career Development Center. If you feel that you cannot discuss this evaluation with the site supervisor, please contact your faculty supervisor immediately to discuss the situation. Circle one item in each section that best describes yourself.

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
1. I demonstrate a positive attitude on the job. Comments:	1	2	3	4	5
2. I follow through on work assignments. Comments:	1	2	3	4	5
3. I produce high quality work. Comments:	1	2	3	4	5
4. I exemplify confidence and self-assurance. Comments:	1	2	3	4	5

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
5. I am capable of making independent judgments and decisions. Comments:	1	2	3	4	5
6. I demonstrate the ability to learn new skills and tasks. Comments:	1	2	3	4	5
7. I take initiative and work independently. Comments:	1	2	3	4	5
8. I build effective work relationships with other personnel. Comments:	1	2	3	4	5
9. I produce the expected quantity of work. Comments:	1	2	3	4	5
10. My attendance and punctuality meet the prescribed standards. Comments:	1	2	3	4	5
11. I pay attention to personal grooming and neatness of appearance. Comments:	1	2	3	4	5

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
12. I respond positively to supervision. Comments:	1	2	3	4	5
13. I communicate effectively. Comments:	1	2	3	4	5
14. I react appropriately when under stress. Comments:	1	2	3	4	5
15. Overall, my performance meets the expected standards, which have been explained to me. Comments:	1	2	3	4	5

1. How would you rate your overall internship experience?

- Excellent
- Good
- Fair
- Poor

2. How would rate the helpfulness of your faculty supervisor during your internship?

Very Helpful Moderately Helpful No Helpful

3. How would you rate the helpfulness of your site supervisor during your internship?

Very Helpful Moderately Helpful No Helpful

4. How would you rate the helpfulness of the Career Development Center Staff during your internship?

Very Helpful Moderately Helpful No Helpful

5. Were the internship procedures made clear to you by the Career Development Center Staff?

___ Yes

___ No

6. How did you locate your internship?

___ Career Development Center

___ Faculty Supervisor

___ I found site on my own

___ Other

(please explain): _____

7. What academic requirements did your faculty supervisor assign during the internship?

___ Final paper

___ Keeping a journal

___ Special project

___ Meeting in a group with other interns

___ Other (please describe:) _____

8. How many visits did your faculty supervisor make to your internship site? _____

9. Did you experience any difficulties with your internship? ___ Yes ___ No

(If yes, please explain difficulties): _____

10. What role did your internship play in relation to your career?

___ My internship led to a part-time/full-time job at the internship site.

(circle one)

___ My internship led to a part-time/full-time job at a different site.

(circle one)

___ My internship assisted me in making contacts with companies/organizations where I am interested in becoming employed.

___ My internship did not lead to a job, but I believe that it has helped me to become more prepared for full-time work after college.

___ My internship was not helpful in relation to my career.

Comments/Suggestions regarding the Internship Program:

Student Signature

Please return a copy of this form to the Career Development Center. A copy will be sent to your faculty supervisor.

Revised: 3/23/03