



## Example of a Student Self-Evaluation of Internship Form



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**Scenario:** The School of Management at the International Academy of Commerce and Business Enterprise offers a Bachelor of Business Administration degree. The school has identified the following intended student learning outcomes (ISLOs) for the program:

1. Students will be able to identify the principal concepts, theories, and practices in the functional areas of business. (*Business Functional Areas*)
2. Students will be able to recognize the relevant theories and principles associated with the economic environment of business. (*Economic Environment*)
3. Students will be able to recognize legal and ethical principles in business and apply them to organizational decision making. (*Legal/Ethical Principles*)
4. Students will be able to evaluate the global dimensions of business. (*Global Dimensions*)
5. Students will be able to employ appropriate quantitative methods and use relevant information technology in support of business decision making. (*Technical Skills*)
6. Students will be able to construct coherent written forms of communication. (*Written Communication Skills*)
7. Students will be able to compose and present effective oral forms of communication. (*Oral Communication Skills*)
8. Students will be able to demonstrate analytical and critical-thinking skills in the context of organizational decision making. (*Analytical/Critical-Thinking Skills*)
9. Students will be able to demonstrate effective leadership abilities for the purpose of organizational growth and change. (*Leadership Abilities*)
10. Students will be able to demonstrate effective interpersonal skills and the ability to work successfully in teams of diverse composition. (*Interpersonal and Teamwork Skills*)

In addition, in order to evaluate its operational effectiveness, the School of Management has identified the following intended operational outcomes (IOOs):

1. The School of Management will be successful in placing its undergraduate students in appropriate entry-level positions or in graduate school on an annual basis. (*Placement Rate*)
2. Students in the School of Management will graduate in a timely manner. (*Graduation Rate*)
3. Faculty members in the School of Management will be highly-qualified in their teaching disciplines. (*Faculty Qualifications*)
4. Faculty members in the School of Management will be engaged in appropriate scholarly and professional activities on an annual basis. (*Scholarly and Professional Activities*)
5. The School of Management will deliver high-quality instruction to its students. (*Teaching Effectiveness*)
6. The School of Management will provide effective academic advising to its students. (*Academic Advising*)
7. The academic programs offered by the School of Management will be current, relevant, and meet the needs of both students and the business community. (*Curriculum*)

8. The School of Management will provide an effective learning environment in support of academic quality in its business programs. (*Learning Environment*)
9. The School of Management will be successful in contributing to the academic, professional, and personal development of its students. (*Student Development*)
10. The School of Management will offer significant co-curricular opportunities for students. (*Co-Curricular Opportunities*)

The self-evaluation form below is used by students to assess their own performance in the internship, and can be used as both an indirect measure of student learning and an operational assessment tool. The evaluation is used to assess (indirectly) all 10 intended student learning outcomes (Part IV) and to assess intended operational outcomes #9 and #10 (Part V).

In particular, in terms of student learning assessment, the 10 intended student learning outcomes are listed in Part IV: Section II of the form, and given the contribution provided by their internship experiences, students are asked to evaluate the extent to which they believe that they have been successful in achieving each of the outcomes.

In terms of operational assessment:

- ☐ Part V: Survey Items #1 and #2 → map to and assess IOO #9 (*Student Development*): The School of Management will be successful in contributing to the academic, professional, and personal development of its students.
- ☐ Part V: Survey Items #3 and #4 → map to and assess IOO #10 (*Co-Curricular Opportunities*): The School of Management will offer significant co-curricular opportunities for students.

**Notes:**

1. Depending on the type of internship, the learning objectives specified in the internship learning agreement (Part IV: Section I) can be designed to include some or all of the programmatic intended student learning outcomes.
2. The school is also using other operational assessment metrics to measure intended operational outcomes #1-#10.

# International Academy of Commerce and Business Enterprise

## School of Management

### Bachelor of Business Administration (BBA) Program

#### Student Self-Evaluation of Internship Form

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##### **Introduction and Purpose:**

Congratulations on completing your internship! We hope that you had a positive, productive, and successful experience. The purpose of this evaluation is to provide you with an opportunity to (i) reflect on your internship activities and (ii) offer your candid and honest assessments of your performance and degree of learning during the internship, and the overall quality of the internship experience. This evaluation is an important tool in our program of continuous improvement, and it provides valuable data and information that will be used to identify areas where changes and improvements are needed and to help us improve the educational experiences for future students.

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##### **Evaluation Composition:**

The evaluation is composed of the following parts:

Part I: General Informational Items

Part II: Your Evaluation of the Organizational Environment of the Internship Site

Part III: Evaluation of Your Internship Performance

Part IV: Evaluation of Your Degree of Learning

Part V: Summary Evaluation and Other Comments

Part VI: Demographic Information

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##### **General Instructions:**

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
  2. For each evaluation item, please also provide specific comments and suggestions for changes and improvements.
  3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the School of Management.
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## PART I: GENERAL INFORMATIONAL ITEMS

Your Name: \_\_\_\_\_

Host Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_

Zip or Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Your Position/Role: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Supervisor Position/Title: \_\_\_\_\_

Supervisor Contact Information: Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Duration of Internship: Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Date of Self-Evaluation: \_\_\_\_\_

### How did you obtain your internship site?

- ☐ On My Own
- ☐ Career Planning Office
- ☐ Career/Job Fairs
- ☐ Career Services Websites
- ☐ Faculty Member
- ☐ Contacts at Work
- ☐ Friends/Relatives
- ☐ Other (please specify): \_\_\_\_\_

### Please provide a brief description of your job responsibilities during the internship:

## PART II: YOUR EVALUATION OF THE ORGANIZATIONAL ENVIRONMENT OF THE INTERNSHIP SITE

For each of the following aspects of the organizational environment of your internship site, please mark the box in the rating scale that most closely corresponds to your evaluation of the quality of that environmental aspect. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
<b>Evaluation Items</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. Orientation to Policies and Practices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>2. Work Atmosphere</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>3. Formal Training Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>4. Informal Training Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>5. Supervision Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>6. Roles and Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>7. Work Assignments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>8. Feedback on Work Performed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>9. Participation in Organizational Operations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>10. Interaction with Co-workers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>11. Opportunities to Use My Abilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>12. Learning Opportunities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>13. Overall Organizational Environment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

### PART III: EVALUATION OF YOUR INTERNSHIP PERFORMANCE

For each of the following internship dimensions, please mark the box in the rating scale that most closely corresponds to your evaluation of your performance on that dimension during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
Evaluation Items	1	2	3	4	5
<b>1. Quality of Work:</b> The degree to which your work was thorough, accurate, and completed in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>2. Ability to Learn:</b> The extent to which you asked relevant questions; sought out additional information from appropriate sources; understood new concepts, ideas, and work assignments; and were willing to make needed changes and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>3. Initiative and Creativity:</b> The degree to which you were self-motivated; sought out challenges and/or more work; approached and solved problems on your own; and developed innovative and creative ideas, solutions, and/or options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>4. Character Traits:</b> The extent to which you demonstrated a confident and positive attitude; exhibited honesty and integrity on the job; were aware of and sensitive to ethical and diversity issues; and behaved in an ethical and professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>5. Dependability:</b> The degree to which you were reliable; followed instructions and appropriate procedures; were attentive to detail; and required supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>6. Attendance and Punctuality:</b> The degree to which you reported to work as scheduled and on-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
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Evaluation Items	1	2	3	4	5
<b>7. Organizational Fit:</b> The extent to which you understood and supported the organization's mission, vision, and goals; adapted to organizational norms, expectations, and culture; and functioned within appropriate authority and decision-making channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>8. Response to Supervision:</b> The degree to which you sought supervision when necessary; were receptive to constructive criticism and advice from your supervisor; implemented suggestions from your supervisor; and were willing to explore personal strengths and areas for improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					



## PART IV: EVALUATION OF YOUR DEGREE OF LEARNING

**Section I:** Please list the internship learning objectives as specified in your internship learning agreement and, for each learning objective, please mark the box in the rating scale that most closely corresponds to your assessment of the degree to which you believe that you were successful in achieving that objective during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Very Unsuccessful	2 = Unsuccessful	3 = Successful	4 = Very Successful
Learning Objectives				
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

**Section II:** The School of Management has identified several intended student learning outcomes that it expects students to have achieved upon completion of the Bachelor of Business Administration. Considering the contribution to your learning provided by your internship experience, mark the box in the rating scale for each of the following intended learning outcomes that most closely corresponds to your assessment of the degree to which you believe that you have been successful in achieving that outcome. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Very Unsuccessful	2 = Unsuccessful	3 = Successful	4 = Very Successful
<b>Intended Student Learning Outcomes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1. Students will be able to identify the principal concepts, theories, and practices in the functional areas of business.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>2. Students will be able to recognize the relevant theories and principles associated with the economic environment of business.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>3. Students will be able to recognize legal and ethical principles in business and apply them to organizational decision making.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>4. Students will be able to evaluate the global dimensions of business.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>5. Students will be able to employ appropriate quantitative methods and use relevant information technology in support of business decision making.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>6. Students will be able to construct coherent written forms of communication.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>7. Students will be able to compose and present effective oral forms of communication.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>8. Students will be able to demonstrate analytical and critical-thinking skills in the context of organizational decision making.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

1 = Very Unsuccessful

2 = Unsuccessful

3 = Successful

4 = Very Successful

Intended Student Learning Outcomes	1	2	3	4
<b>9. Students will be able to demonstrate effective leadership abilities for the purpose of organizational growth and change.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>10. Students will be able to demonstrate effective interpersonal skills and the ability to work successfully in teams of diverse composition.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

## PART V: SUMMARY EVALUATION AND OTHER COMMENTS

1. Please indicate the overall extent to which the BBA and the School of Management prepared you for your internship experience:

Excellent Preparation	Good Preparation	Fair Preparation	Inadequate Preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

2. Please indicate the overall extent to which your internship experience contributed to your professional and career development:

Significant Contribution	Some Contribution	Little Contribution	No Contribution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

3. Please indicate the overall extent to which the internship experience met your expectations:

Exceeded My Expectations	Met All of My Expectations	Met Most of My Expectations	Met Some of My Expectations	Met None of My Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

4. Please indicate your evaluation of the overall quality of your internship experience:

Excellent	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

We would also very much appreciate your comments pertaining to the following items:

With what aspect(s) of your internship were you the most satisfied?

Comments:

With what aspect(s) of your internship were you the least satisfied?

Comments:

Would you recommend your internship site to other students?

Comments:

Do you have other comments and/or suggestions that you would like to share?

Comments:

## PART VI: DEMOGRAPHIC INFORMATION

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**Gender:** ☐ Female ☐ Male

**Age:** ☐ Under 20 ☐ 20 ☐ 21 ☐ 22  
☐ 23 ☐ 24 ☐ 25-30 ☐ Over 30

**Enrollment Status:** ☐ Full-Time ☐ Part-Time

**Residence:** ☐ On-Campus ☐ Off-Campus

**Other Majors:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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Student Signature

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Date

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Thank you very much for your assistance in this important process of continuous improvement. The valuable input that you provided in this evaluation will help us to improve the School of Management at the International Academy of Commerce and Business Enterprise.

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