



STAMFORD INTERNATIONAL UNIVERSITY

## FINAL INTERNSHIP FORM

### EMPLOYER'S EVALUATION FORM

#### Introduction and purpose

First of all, we would like to **thank you** for accepting our student as an intern in your company. The input given to our student body by the industry, in general, and by your organization, in particular, is crucial in the educational development and we are very grateful for that. We hope that together many of your corporate objectives were accomplished and the contributions made by our intern were valuable for your institution.

We would love to take this opportunity to **wish you all the best in your future endeavors**. We will always be here in case we could be of any help and we hope to work with you again soon.

#### General instructions

We would really appreciate if you, as the intern's supervisor, could answer all the questions of this form in an **accurate and honest** way. The student's internship grade is partially based on this evaluation; **it represents 40% of the final grade**. We will take every answer, comment and suggestion into rigorous account, not only to grade our student, but also to prepare others better and to fully understand what the industry is looking for in fresh graduates.

We encourage you to give full detailed answers so we can completely understand your and our intern's experiences. All the information provided in this form is **confidential** and will not be disclosed with third parties.

#### Sections

1. General information
2. Internship Performance
3. Learning outcomes (Major and concentration)
4. Summary evaluation and further comments

**SECTION 1: General information**

**Name of the intern:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City, State or Province:** \_\_\_\_\_

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

**Telephone number of the company:** \_\_\_\_\_

**Supervisor's name:** \_\_\_\_\_

**Supervisor's position:** \_\_\_\_\_

**Supervisor's email address:** \_\_\_\_\_

**Supervisor's phone number:** \_\_\_\_\_

**Duration** of your internship: from \_\_\_\_\_ until \_\_\_\_\_

Internship **responsibilities** (please mention at least 5):

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

**Date** of completion of this form: \_\_\_\_\_

## SECTION 2: Internship performance

This section is focused on the intern's working experience and more specifically on the job duties. We would like to know more about how the intern performed in all the responsibilities given and also how the work environment was. Please mark with an (X) the option that better describes the internship experience.

| Evaluation Item  | N/A<br>(Not-applicable)<br>(No point) | Not at all<br>(1 point) | Only what<br>was asked<br>for<br>(2 points) | Good at it<br>(3 points) | Exceeded<br>expectations<br>(4 points) |
|--|---------------------------------------|-------------------------|---|--------------------------|--|
| <b>Hard-working</b> (The intern submitted all the responsibilities on time and the quality of them was great).   |                                       |                         |   |                          |  |
| Comments:  |                                       |                         |   |                          |  |
| <b>Eager to learn</b> (The intern took every opportunity to learn new things, even when making mistakes)   |                                       |                         |   |                          |  |
| Comments:  |                                       |                         |   |                          |  |
| <b>Team player</b> (The intern listened to and worked with me and other colleagues actively and respectfully)  |                                       |                         |   |                          |  |
| Comments:  |                                       |                         |   |                          |  |
| <b>Creative and critical thinker</b> (The intern was able to contribute to the team with own ideas and analyzed the tasks in a critical way to understand their causes and consequences) |                                       |                         |   |                          |  |
| Comments:  |                                       |                         |   |                          |  |
| <b>Accountable</b> (The intern was an honest and respectful person. Me and my colleagues knew we could count on him/her)   |                                       |                         |   |                          |  |
| Comments:  |                                       |                         |   |                          |  |

**Responsible** (The intern did, not only what was assigned to, well and on time, but also extra work to help others reach deadlines and objectives)

Comments:

**Respectful and empathetic** (The intern was able to place himself/herself in other people's shoes to understand our points of views. The intern respected other opinions and also expressed his/hers in a polite way)

Comments:

**Total points:** \_\_\_\_\_/28

### SECTION 3: Learning outcomes

Section 3 has the aim to analyze how much of what the intern learned at Stamford was put into practice during the internship. We would like to know if the preparation we gave to our student was helpful and useful for the organization and for the student's educational and professional development. The first section corresponds to the general business topics. The second one asks precise questions about the intern's major's requirements **in communication arts**. Please mark with an (X) the option that better describes the internship experience.

#### 1 – Faculty of Communication Arts's learning outcomes

| Evaluation Item  | N/A<br>(Not-applicable)<br>(No point) | Not completed<br>(1 point) | Fairly completed<br>(2 points) | Performed well<br>(3 points) | Mastered it<br>(4 points) |
|--|---------------------------------------|----------------------------|--------------------------------|------------------------------|---------------------------|
| <b>The intern was able to apply the theory and practice to analyze problems and challenges in the organization</b> |                                       |                            |                                |                              |                           |
| Comments:  |                                       |                            |                                |                              |                           |
| <b>The intern evaluated some legal and ethical principles in some of his/her responsibilities</b>                  |                                       |                            |                                |                              |                           |
| Comments:  |                                       |                            |                                |                              |                           |
| <b>The intern applied communication related technical skills in the job duties</b>                                 |                                       |                            |                                |                              |                           |
| Comments:  |                                       |                            |                                |                              |                           |
| <b>The intern worked effectively with other colleagues</b>   |                                       |                            |                                |                              |                           |
| Comments:  |                                       |                            |                                |                              |                           |
| <b>The intern communicated in a professional way at a written, verbal and non-verbal levels</b>                    |                                       |                            |                                |                              |                           |
| Comments:  |                                       |                            |                                |                              |                           |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>The intern performed well in a multi-cultural context</b>   |  |  |  |  |  |
| Comments:  |  |  |  |  |  |
| <b>The intern was able to apply and acquire new skills that will be useful for his/her future career</b> |  |  |  |  |  |
| Comments:  |  |  |  |  |  |

**Total points: \_\_\_\_\_/28**

**2 – Major in Communication Art's learning outcomes**

| <b>Evaluation Item</b>   | <b>N/A</b><br>(Not-applicable)<br>(No point) | <b>Not completed</b><br>(1 point) | <b>Fairly completed</b><br>(2 points) | <b>Performed well</b><br>(3 points) | <b>Mastered it</b><br>(4 points) |
|--|--|-----------------------------------|---------------------------------------|-------------------------------------|----------------------------------|
| <b>The intern understood the company's situation in relation to the social and cultural environment of the country</b> |  |                                   |                                       |                                     |                                  |
| Comments:  |  |                                   |                                       |                                     |                                  |
| <b>The intern contributed to the international and /or local objectives of the company</b>                             |  |                                   |                                       |                                     |                                  |
| Comments:  |  |                                   |                                       |                                     |                                  |
| <b>The intern applied some innovative and creative skills that contributed to the company</b>                          |  |                                   |                                       |                                     |                                  |
| Comments:  |  |                                   |                                       |                                     |                                  |
| <b>The intern performed well in an intercultural / teamwork environment</b>  |  |                                   |                                       |                                     |                                  |
| Comments:  |  |                                   |                                       |                                     |                                  |

**Total points: \_\_\_\_\_ /16**

## SECTION 4: Summary of evaluation and further comments

In this last section we would like to know your opinion about the intern's experience, in particular, and the internship coordination from the university side, in general.

### **About the intern's overall performance:**

- a) How was the overall internship performance of the student? Please mark with an (X) the option that better describes the intern's performance.

|   |  |  |   |
|---|--|--|---|
| I was not satisfied with the intern's work<br>(1 point) | The intern performed just fine<br>(2 points) | The intern's job was very good<br>(3 points) | The intern exceeded my expectations<br>(4 points) |
|   |  |  |   |

**Total points:** \_\_\_\_\_/4

- b) What was the best characteristic / performed task of the intern?

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- c) Was there any issue with the intern we should know about?

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- d) Would you like to share any further comments about the intern or the internship experience with us?

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### **About Stamford Internship Program:**

- e) What is your opinion of the internship program at Stamford International University? Please mark with an (X) the option that better describes the internship program.

|                             |                            |                         |                           |
|-----------------------------|----------------------------|-------------------------|---------------------------|
| Unsatisfactory<br>(1 point) | Satisfactory<br>(2 points) | Very good<br>(3 points) | Outstanding<br>(4 points) |
|                             |                            |                         |                           |

**Total points:** \_\_\_\_\_/4

f) How likely would it be to hire the intern as an employee in your company? Why?

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g) Would you accept another student from Stamford as an intern in your company? Why?

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h) What did you like the most about the internship experience? Why?

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i) What would you change about the internship experience? Why?

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j) What could we have done better in terms of preparation of our students?

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Please sum all the sections up and let us know your **total score** \_\_\_\_\_ **out of 80**

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\*Thank you very much for having completed this evaluation form. We will carefully read it and take your comments into consideration to make Stamford International University a better place and give the best experience to its students.

Once again, we wish you the best of luck in your future.