



STAMFORD INTERNATIONAL UNIVERSITY

## FINAL INTERNSHIP FORM - STUDENT SELF- APPRAISAL FORM

### Communication Arts Major

#### Introduction and purpose

First of all, we would like to **congratulate you for** having completed the last part of your degree: **your internship**. We hope you have not only put into practice what you learned at Stamford International University, but also enjoyed and created life time memories that will, certainly, help you in your future career. The purpose of this form is to learn a bit more about what you think of your internship and help you analyze the last three months of your degree with us.

We would love to take this opportunity to **wish you all the best in your future endeavors**. We will always be here in case you need anything and it would be great if you could share your life experiences with us from time to time.

#### General instructions

Please answer all the questions of this form in an **accurate and honest** way. Please remember that this is not graded but taken into account to know more about our student body and to be able to improve our internship department, in particular, and the university, in general.

We encourage you to give detailed answers so we can completely understand your experience.

All the information provided in this form is **confidential** and will not be disclosed with third parties. Thus, please do not worry about giving honest answers.

#### Sections

1. General information
  2. Organizational culture
  3. Internship Performance
  4. Learning outcomes (Major and concentration)
  5. Summary evaluation and further comments
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## SECTION 1: General information

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

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Nationality: \_\_\_\_\_

Female

Male

Email address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Company where you interned: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

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

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

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

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

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

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

How did you **find your internship**?

On your own

Employer's relation department at Stamford

Search engines (if so, please state webpage):

Friends / Relatives

Others (please specify): \_\_\_\_\_

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## SECTION 1: General information

In this section we would like to know more about the atmosphere you worked at, your supervisor, your colleagues, the way they worked, how you felt within the team, etc. We would love to read your honest opinion. Please feel free to give suggestions and recommendations to future students if you feel like it. Please mark with an (X) the option that better describes your internship experience.

Evaluation Item	N/A (Not-applicable)	Very poor	Poor	Good	Very good
<b>Orientation and training</b>					
Comments:					
<b>Attention from the supervisor</b>					
Comments:					
<b>Relationship with colleagues</b>					
Comments:					
<b>Work responsibilities</b>					
Comments:					
<b>Learning opportunities</b>					
Comments:					
<b>Participation within the department and/or others</b>					
Comments:					
<b>Overall company's environments</b>					
Comments:					

### SECTION 3: Your internship performance

This section is focused on your working experience and more specifically on your job duties. Please be honest and accurate. Your internship grade does not depend on what you answer here. Take this section as a self-evaluation of your work not only to help you become better in the future but also to analyze the kind of career you would like to pursue. Please mark with an (X) the option that better describes your internship experience. Answer based upon how much you agree with the following statements:

Evaluation Item	Strongly disagree (1 points)	Disagree (2 points)	Agree (3 points)	Strongly agree (4 points)
<b>Hard-working</b> (I submitted all my responsibilities on time and the quality of them was great).				
<b>Eager to learn</b> (I took every opportunity I had to learn new things, even when I made mistakes)				
<b>Team player</b> (I listened to and worked with my colleagues and supervisor actively and respectfully)				
<b>Creative and critical thinker</b> (I was able to contribute to the team with my own ideas and I analyzed the tasks in a critical way to understand their causes and consequences)				
<b>Accountable</b> (I was an honest and respectful intern. My colleagues and supervisor knew they could count on me)				
<b>Responsible</b> (I did, not only what I was assigned to, well and on time, but also extra work to help others reach deadlines and objectives)				
<b>Respectful and empathetic</b> (I was able to place myself in my colleagues and supervisor's shoes so I could understand their points of views. I respected other opinions and I also expressed mine in a polite way)				

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

**SECTION 4: Learning outcomes**

Section 4 has the aim to analyze how much of what you learned at Stamford was put into practice during your internship. Please mark with an (X) the option that better describes your internship experience. Answer based upon how much you agree with the following statements:

**1 – Faculty of Communication Arts**

Evaluation Item	N/A (Not-applicable) (No points)	Strongly disagree (1 points)	Disagree (2 points)	Agree (3 points)	Strongly agree (4 points)
<b>I have been able to apply the theory and practice I learned at Stamford to analyze problems and challenges in the organization</b>					
Comments:					
<b>I have evaluated some legal and ethical principles in some of my responsibilities</b>					
Comments:					
<b>I have applied Knowledge in my job duties</b>					
Comments:					
<b>I have worked effectively with my colleagues</b>					
Comments:					
<b>I have communicated in a professional way at a written, verbal and non-verbal levels</b>					
Comments:					

<b>I have performed well in a multi-cultural context</b>					
Comments:					
<b>I have been able to apply and acquire new skills that will be useful for my future career</b>					
Comments:					

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

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

<b>Evaluation Item</b>	<b>N/A (Not-applicable) (No points)</b>	<b>Strongly disagree (1 points)</b>	<b>Disagree (2 points)</b>	<b>Agree (3 points)</b>	<b>Strongly agree (4 points)</b>
<b>I understood the company's situation in relation to the social, economic and cultural environment of the country</b>					
Comments:					
<b>I contributed to the international and/or local objectives of the company</b>					
Comments:					
<b>I applied some innovative and creative skills that contributed to the company</b>					
Comments:					
<b>I performed well in an intercultural /team work environment</b>					
Comments:					

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

## SECTION 5: Summary of evaluation and further comments

We have reached the final section! Here we would like to know your opinion about your experience at Stamford International University, in general, and about your internship, in particular. Please remember to be honest; sincerity will help you and will help us grow.

### **About Stamford International University:**

- a) How would you describe your time at Stamford in terms of preparation and knowledge for your career? Please mark with an (X) the option that better describes your experience.

I am not satisfied with the preparation I received (1 point)	The preparation was enough (2 points)	It prepared me very well (3 points)	It exceed my expectations (4 points)

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

- b) What could we have done better in terms of classes, subjects, professors, etc.?

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- c) What are the aspects of our university you are more satisfied with?

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### **About the Faculty of Communication Arts**

- d) Did the faculty provide you with the enough support to pursue your career and/or entrepreneurial ideas?

No, they did not (1 point)	Sometimes (2 points)	They were helpful (3 points)	They exceeded my expectations (4 points)

- e) How many industry projects have you completed over your studies at Stamford ?

Between 0 -2 (1 point)	Between 3 -5 (2 points)	Between 6 -8 (3 points)	Between 9-10 (4 points)

f) Did your teachers have diverse cultural backgrounds ?

Not at all (1 point)	Fair (2 points)	Diverse (3 points)	Very diverse (4 points)

g) Did your teachers promote intercultural understanding among your classmates and encourage you to get involved with students from other countries?

Not at all (1 point)	Fair (2 points)	A lot (3 points)	Always (4 points)

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

### About your internship:

h) Do you think your internship has helped you for your future career? Please mark with an (X) the option that better describes your experience.

I felt I wasted my time (1 point)	It taught me enough (2 points)	It has helped me a lot for my future (3 points)	I got a job in the same company! (4 points)

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

i) How was the internship coordination from the Stamford side? Did you receive enough information and help from your coordinator and adviser?

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j) Would you recommend the company you interned at to Stamford's students? Why?

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k) What did you like the most about your internship? Why?

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l) What would you change about your internship experience? Why?

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m) Do you have any further comments about your internship (company, manager, colleagues, etc.) that you would like to share with us?

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Please sum all the sections up and let us know your **total score** \_\_\_\_\_ **out of 96**

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Student's signature

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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.