

Student Internship Evaluation

All student Internship participants are required to submit a self-evaluation in regards to their internship performance and degree of learning. This activity affords each student the opportunity to reflect on their internship experiences and allows GFCB the opportunity to document the professional development our students are enjoying through our Internship Program Partners. *Please submit this form to Monica Duvall, GFCB Internship Coordinator.*

Student Name:	Company Name:
Company Address:	Phone:
City, State, Zip:	Internship Dates:
Supervisor's Name:	Supervisor's Email:

Internship Responsibilities: List your 3 primary responsibilities during your internship

Did you feel comfortable handling your assigned responsibilities?

Did your internship roles and assignments make you feel like an integral and valued part of the work environment?

Do you feel that you observed and/or participated in a full range of organizational operations and learning opportunities?

List your top three insights gained from this internship

List important skills acquired and/or enhanced during your internship

Using the scale provided, honestly respond to each statement regarding your internship experience.

SA – Strongly Agree A – Agree N-Neutral D – Disagree SD – Strongly Disagree

Student Internship Experience	Score
My initial learning objectives were achieved	
I was able to apply classroom knowledge to the internship setting effectively	
I was able to respond well to supervision and constructive criticism	
I was given the opportunity to be a self-sufficient, independent worker	
I was given the opportunity to work as a team player	
I feel I exhibited a professional attitude and behaved ethically	
I learned the effectiveness of adapting in changing circumstances	
I feel as if I made progress throughout the internship	
I was able to complete a sufficient quantity of quality work	
I feel I am aware of my strengths and weaknesses	
I was provided with a sufficient orientation to the employers mission, purpose, culture, policies and practices	
The work environment was stimulating and I was able to provide feedback and input on work in which I was engaged in	
The employer provided me with access and insight into a variety of important and useful professional situations and activities	
My supervisor was conscious of my needs and made tasks and responsibilities clear	
My supervisor provided me with regular assistance and was willing to answer questions about the work setting and specific tasks	
My supervisor functioned as a true mentor, teaching me new knowledge and skills and demonstrating appropriate professional behaviors and values	
I feel the College’s Internship Program Process is self-explanatory	
I feel academic coursework prepared me with the professional knowledge and skills to be successful in the internship	
I feel the internship coordinator was helpful in helping me identify and choose an appropriate internship to apply for that suited my identified needs and interests	
I feel the internship coordinator was helpful in answering questions and dealing with questions/concerns during my internship	
I would recommend internship program participation to other GFCB students	

Program Evaluation

- In what ways do you feel your GFCB education prepared you for your internship?

- What, if anything, do you feel was lacking in your education preparation for your success as an intern?

- Do you feel that your internship experiences will be of help to you in pursuing professional opportunities after college? Please explain. *(If you were offered a full time position, please mention that here)*

- Do you have any recommendations to improve the college’s undergraduate internship program?

Submit to: Monica Duvall, *Internship Coordinator Gordon Ford College of Business, Western Kentucky University*

Office Phone - 270-745-4136

Fax – 270-745-3893

Email – monica.duvall@wku.edu Grise Hall 222