



**Host Institution Evaluation - CONFIDENTIAL**  
**(To be completed by the Student Intern)**

Intern \_\_\_\_\_ Site \_\_\_\_\_

Dates of Internship \_\_\_\_\_ Supervisor \_\_\_\_\_

Prior to receiving the final grade for the internship, each student is required to complete an evaluation of the Host Institution and internship experience. This report must be completed and returned to the Chair of the student's Advisory Committee.

Please rate the following. (Check the appropriate box)

- |                     |  |
|---------------------|--|
| 1 EXCELLENT         | Consistently exceeded expectations       |
| 2 SATISFACTORY      | Consistently met expectations            |
| 3 NEEDS IMPROVEMENT | Did not consistently meet expectations   |
| 4 UNSATISFACTORY    | Consistently failed to meet expectations |

<b>Planning</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Was the project(s) clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the goals realistic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the time required to complete the task(s) sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the space provided adequate to the task(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the necessary materials provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Orientation Materials</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Were a map or floor plan and guide to the institution provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a staff handbook provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a staff list provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Orientation</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Was a formal tour of the facilities organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a formal introduction to staff and volunteers organized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was information on pay schedules and benefits provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were institution policies and procedures for holiday, sick, or annual leave described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were evaluation procedures described?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>The Internship</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Were you given timely feedback on your performance?				
Were your strengths and weaknesses identified?				
Were you given recognition of your work?				
Were you provided professional challenges?				
Were you provided oversight and direction?				
Did the internship adhere to the stated purpose and goals?				
<b>Evaluation</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Were regular progress review sessions held?				
Was a formal mid-internship evaluation held?				
Were you given an exit interview?				
<b>Overall</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
Was the internship a worthwhile experience?				
Was there an opportunity to make meaningful contributions?				
Were concerns satisfactorily answered in a timely manner?				
Should interns be encouraged to apply to the institution?				

Please comment on any of the above.

#### H. Strengths of the internship

I. Weakness of the internship

J. Recommendations:

Signed \_\_\_\_\_ Date \_\_\_\_\_