



Center for Career & Professional Development

## Post Internship Evaluation & Reflection Form

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Whitworth ID #:</b>	
<b>Name of Internship Site:</b>	
<b>Internship Contract ID #:</b>	
<b>Academic Term:</b>	

This evaluation and reflection helps us evaluate and improve the academic internship program. It is also designed to promote deeper thinking and reflection on your internship experience. In order to give validity to your response, please allow 20-30 minutes to complete.

### Instructions to Complete Section 1:

For this section, please use "X" to mark your response to each of the prompts. A response to each of the prompts is required.

#### EXAMPLE

Why did you choose to participate in the internship program? Use "X" to select one (1) response.

To get a job in a field related to my major		
Participation is required by my major		
To gain experience in my major		
To explore an area of interest		
Other (please specify)	X	
		Participation required by my minor

Scroll to page 2 to begin Section 1.

## Section 1: Evaluation

Why did you choose to participate in the internship program? Use "X" to select one (1) response.

To get a job in a field related to my major		
Participation is required by my major		
To gain experience in my major		
To explore an area of interest		
Other (please specify)		

Please respond to the following statements as they relate to your **faculty internship advisor**.

	Poor	Fair	Good	Very Good	Excellent	N/A
Approachable/available to answer questions						
Guided you in formulating five learning goals						
Helpful in the development of the internship contract by providing all the academic information and requirements needed to successfully complete internship contract form						
Supported you in your efforts to achieve your learning goals						
Made the academic requirements clear						
Was reasonable and fair						

Please respond to the following statements as they relate to your **internship worksite supervisor**.

	Poor	Fair	Good	Very Good	Excellent	N/A
Approachable/available to answer questions						
Served as a professional role model						
Discussed your performance with you						
Supported you in your efforts to reach your goals						
Was reasonable and fair						

Describe the relationship between **your worksite supervisor and yourself**. Select all that apply.

Answered questions	
We met frequently	
Helpful and informative	
It was difficult to find time to meet	

Please respond to the following statements as they relate to the **internship office.**

	Poor	Fair	Good	Very Good	Excellent	N/A
Approachable/available to answer questions						
Explained the internship process with clear instructions						
Supported you in your efforts to find an internship						
Was reasonable and fair						

Please respond to the following statements as they relate to your **internship worksite.**

	Poor	Fair	Good	Very Good	Excellent	N/A
Work setting a pleasant one in which to work						
Provided information to clarify career goals						
Learning experience was challenging and meaningful						
Clear directions were provided when assigned a new task						
Assignments expanded my knowledge and skills						
Allowed me to apply classroom learning						
My work contributed to the overall department or company goals						
Overall, I am satisfied with the experience						

Was the work site prepared for your arrival?	No	Yes
Would you recommend this particular organization to other students?	No	Yes
Would you like to continue working with this organization?	No	Yes

Please respond to the following statements as they relate to your experience with **this internship**.

	Decreased	Remained the Same	Improved	N/A
Ability to apply theory and principles to the work environment				
Ability to communicate effectively in writing				
Ability to communicate effectively on an interpersonal level				
Recognition of the value of hands-on experience				
Understanding of office dynamics				

Would you recommend that other students do an internship (not necessarily at your worksite, but in general)?	No	Yes

<i>COMMENTS:</i>	
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Can we contact you in the future to help promote internships or to give a brief summary of your internship experience? If yes, please indicate how to contact you.	No	Yes

<i>IF YES, CONTACT INFORMATION</i>	
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Were the responsibilities of the internship similar to those described to you when you were interviewed and started the internship?	No	Yes	Somewhat

Did the organization extend an offer of employment?	No	Yes

If YES, did you accept an offer of employment with this organization?	No	Yes

## Section 2: Reflection

<b>1. What were your 3 primary responsibilities during your internship? Discuss your level of comfort in handling your assigned responsibilities and if and/or how your level of comfort changed over the course of the internship. What did you enjoy most or least about your responsibilities?</b>	
<b>RESPONSE</b>	
<b>2. What are 3 skills you gained or honed during the internship? How do you see these skills being utilized in your future career?</b>	
<b>RESPONSE</b>	
<b>3. What was difficult or challenging about the internship? Describe how you worked through the difficulty or challenge.</b>	
<b>RESPONSE</b>	
<b>4. In what ways do you feel your Whitworth education prepared you for your internship?</b>	
<b>RESPONSE</b>	
<b>5. What, if anything, do you feel was lacking in your education preparation for your success as an intern?</b>	
<b>RESPONSE</b>	
<b>6. How did the internship experience inform or direct your career goals? Please explain.</b>	
<b>RESPONSE</b>	

After you complete this form, please send it to [internships@whitworth.edu](mailto:internships@whitworth.edu).

Thank you for your input! We hope your internship will be a lasting experience in your academic journey at Whitworth.