The student will be evaluated based on his/her performance in the job situation. The sources of evaluation are the intern’s immediate supervisor in the job environment and the intern’s faculty sponsor. A weight of 60% will be assigned to the evaluation submitted by the immediate supervisor, and a weight of 40% will be assigned to the evaluation done by the faculty sponsor, or internship coordinator. Grading is on a Pass-Fail basis.

The student should submit a 1-3 page typewritten report every other week to report on his/her internship. The report must describe, in detail, the work done, the progress made, and the problems encountered. The reports must also provide insights on the value (or non-value) of the particular internship assignment. The report must be sent or delivered to the faculty sponsor. Faculty sponsors may vary requirements as they choose, for example, by either meeting with the students bi-weekly, and/or having the student keep daily logs which are reviewed periodically by the faculty sponsor. It is not necessary to have the on-site supervisor review and sign these reports.

The student must also submit a 5-10 page typewritten paper prior to the end of the final examination period. This paper should summarize the learning experience provided by the internship. Additionally, it should address, specifically, the area of assignment for the internship. A critical analysis of the significance of that area of responsibility as it relates to the sponsoring department and organization in general should be provided. Management styles encountered and/or observed as well as organizational behavior and interpersonal communications experiences should be addressed. Again, the faculty sponsor may alter this requirement.

The student is required to complete a final evaluation of the internship and forward it to the internship coordinator.

The immediate supervisor from the sponsoring organization is required to complete a final evaluation and forward it to the faculty sponsor or internship coordinator.

The faculty sponsor should visit the local internship site to meet with the immediate supervisor (or communicate electronically with long-distances sites) between mid-term and the end of the semester. Areas of concern can be discussed and measures to improve the intern’s performance should be prescribed and agreed upon.