Employer Evaluation of Experience

English Program – Department of Liberal Arts and Education

Instructor Contact Information			
Instructor:		**Email Address:**	
Work Phone:		**Fax Number:**	
Office Location:			
Office Hours:			

Due Date: Monday of the last week of classes for the semester.

Please send the completed form to your Internship Coordinator, by using one of the following options:

1. Complete electronically and email the form.
2. Complete by hand, scan as PDF file and email the form.
3. Complete by hand and fax the form (addressed to the Coordinator, using the fax number listed in the "Instructor Contact Information" (above)).

The purpose of this evaluation is to make students aware of their areas of strength and improvement in regard to their performance during the internship. This evaluation will also enable the Internship Coordinator to assess the student for academic credit.

Directions: *Please include the Intern's name as well as the requested "Evaluator Information" below.*

Student Intern Information
Name: _____

Evaluator Information	
Name:	_____
Position:	_____
Organization:	_____
Date:	_____

Directions for Parts I, II, and III: *Based on the internship expectations established at the beginning of the internship, determine the intern's performance on each of the following tasks or performance attributes as either below expectations, met expectations or exceeded expectations. Place an "X" in the appropriate column. Space is also provided to allow employers the opportunity to share additional comments.*

PART I: Traits

Traits	Below Expectations	Met Expectations	Above Expectations
Appropriate Professional Attire and Appearance			
Attendance			
Punctuality			
Cooperation			
Sincerity and Dependability			
Interest and Attitude			
Courtesy and Tact			
Self-Confidence			
Enthusiasm for the Job			
Judgment			
Initiative			
Self-Discipline			
Accountability			

Additional Comments Regarding Traits:

<u>PART II:</u> Work Habits and Abilities

Work Habits and Abilities	Below Expectations	Met Expectations	Above Expectations
Following Directions			
Works with Minimum Supervision			
Welcomes Feedback			
General Knowledge of Work Procedures and Policies			
Quantity of Work Completed			
Speed of Work Completion			
Completion of Work			
Accuracy of Work			
Neatness of Work			
Consistency of Work			
Attention to Detail			
Technology Skills			
Dealing with Customers			
On-Time Completion of Work (Deadlines)			
Problem-Solving			
Adaptable to Change			
Organization			
Planning Insight			
Moving Ideas Forward			

Additional Comments Regarding Work Habits and Abilities:

PART III: English Skills

English Skills	Below Expectations	Met Expectations	Above Expectations
Mastery of Grammar and Usage			
Use of Concise and/or Creative Writing Techniques			
Appropriate Writing Skills for Assigned Tasks			
Ability to Revise Written Material and Ideas			
Ability to Listen to, Discuss, and Incorporate Diverse Points of View			
Appropriate Critical Thinking Skills			
Ability to Articulate Innovative Ideas			

Additional Comments Regarding English Skills:

PART IV: Strengths, Areas for Improvement, Additional Comments

Directions: *For each item below, write your comments regarding the intern's performance.*

1. What were the student intern's strengths during the internship?

2. What work habits or abilities of the student intern need improvement?

3. In what respects did the student intern shown improvement over the course of the internship?

4. What are the gap areas that exist between entry-level employees' knowledge, skills, and work habits and those of the student intern? *This information may be helpful for the student and UMC's English Program in preparing the student for a successful career upon graduation.*

5. Additional Comments: