**Internship Site Visit Evaluation**

 **SEMESTER:** \_\_\_

**Student:** \_\_\_

Student Phone: Student Email: \_\_\_ \_\_\_

**Employer:** \_\_\_

Employer Address: \_\_\_

**Employer Supervisor:** Title: \_\_\_

Supervisor Phone: Supervisor Email: \_\_\_

**Faculty Advisor:** \_\_\_

**Date/Time of Visit:**

Met with: Supervisor Student Individually Together

1. **Assessment of Student’s Work Habits and Attitude:** (Normally conducted with supervisor; student may be present)

Questions to Pose

Was the student on time regularly?

Was the student receptive to feedback/suggestions?

Was work completed to expectation levels or better?

Was the amount of work completed satisfactory or better?

Was the student’s attitude positive and pleasant or not?

Was the student a self-starter?

Did the student contribute to the group/team?

Did the student work well with others?

Was the student professional in his/her interactions with those internal and external to the organization?

Faculty Comments

 Overall, it appeared the student’s work habits were:

 Excellent Good Satisfactory Poor

Overall, it appeared the student’s attitude was:

 Excellent Good Satisfactory Poor

1. **Assessment of Student’s Work Product(s):** (Normally conducted with student and supervisor)

Questions to Pose

What did the student accomplish this semester?

Were the tasks/assignments appropriate for the student’s discipline?

Were the tasks/assignments appropriate for a student in an internship?

Would you classify the work as “busywork”? (Look for continuity in projects vs. unrelated odd jobs, or look for steady exposure to new methods and/or tools vs. repetitive use of small number of tools and methods.)

Were the student’s projects group/team-level, department-level, corporate-level and/or external customer /client-level?

 Faculty Comments

My assessment of the level of work assignments in terms of appropriateness for an internship:

 Extremely High Level High Level Satisfactory Level Low level

Overall, this has been a beneficial learning experience for the student in terms of working as an engineer or computer scientist:

 Strongly Agree Agree Disagree Strongly Disagree

1. **Assessment of Student’s Preparation:** (Normally conducted with supervisor; student may be present)

Questions to Pose

Was the student academically prepared?

Was the student prepared to function in the work environment (technically/hands-on, professionally)?

Are there any areas in which our curriculum could be strengthened or improved?

How does the student’s preparation compare to that of other students from WSU? From other institutions?

 Faculty Comments

 Overall, the student was prepared for the design/development work assigned in this internship.

 Strongly Agree Agree Disagree Strongly Disagree

Overall, the student was prepared for the technical/“hands-on” elements of his or her assignment.

 Strongly Agree Agree Disagree Strongly Disagree

1. **Assessment of Supervision and the Work Environment:** (Normally conducted with student; supervisor may be present)

Questions to Pose

Is there evidence of a “mentor” type of relationship?

Is this an environment in which the student could ask questions freely?

Does it seem that the student has been assimilated into the company culture? If not, why not?

Was the student given challenging work?

Did the student get more responsible assignments as the semester progressed, or was the student doing the same thing from beginning of semester to end?

Faculty Comments

 Overall, my assessment of this supervisor is:

 Very Good Good Average Below Average Unacceptable

Overall, my assessment of this work environment is:

 Very Good Good Average Below Average Unacceptable

1. **Future Interest in Program Participation:**

Is the company interested in offering internships to other WSU students?

 Yes No