**Appendix G**

**TECH 4390 Internship Self‐Evaluation ‐ Midterm Report**

# CONFIDENTIAL

**(To be Used by Engineering Technology Office Only)**

**Directions:** Complete the following evaluation form and return to your internship advisor by the end of the fifth week of the summer session.

Student’s Name:

Employing Firm – Name:

# PART I

Address:

It is important that the internship coordinator know your feelings about the position you are now holding, the extent to which you were prepared for that position (both by your employer and the Department of Engineering Technology), and your relationship with your supervisor. We want to be aware of any problems that may affect the experiential value of your internship assignment.

Complete the form by the middle of your internship, and return it to your internship faculty supervisor.

1. Describe your work assignment:
2. When in doubt, did you ask questions of your supervisor or colleagues? Always Occasionally After work hours Never

1. Who gave you that assignment?

Member of Personnel Department (Name: ) An Operating Manager (Name: )

Your Supervisor (Name: )

Other (Name: )

1. How and when did he make that assignment?

At the beginning of work assignment In writing

On a day‐to‐day basis Verbally

1. How do you feel about the demands of the assignment?

Too heavy or advanced At your level Challenges you to work beyond skill level Below your level

1. To what extent has your supervisor been helpful to you? Excellent Very Good Good Fair Poor
2. If your answer to #5 is "Fair" or "Poor," have you asked for guidance or clarification? Yes No

If "No," why not?

1. What do you expect to gain from this assignment?
2. Do you feel that your supervisor knows enough about your internship? Yes No

If "No," why not?

1. Is your relationship with your co‐workers:

Excellent Very Good Good Fair Poor

If "Poor," why?

1. Your relationship with your supervisor is:

Excellent Very Good Good Fair Poor

If "Poor," explain:

Any Additional Comments:

Signature

Date\_