

Oregon State University Department of Women, Gender and Sexuality Studies

Internship Approval and Learning Agreement

PLACEMENT BEGINS \_\_\_\_\_ ENDS \_\_\_\_\_

A. STUDENT To be completed by student.

STUDENT'S LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
STREET CITY STATE ZIP

SOCIAL SECURITY NO. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ MAJOR \_\_\_\_\_

CLASS STANDING [CHECK ONE] FRESHMAN \_\_\_\_\_ SOPHOMORE \_\_\_\_\_ JUNIOR \_\_\_\_\_ SENIOR \_\_\_\_\_ GRAD \_\_\_\_\_

B. INTERNSHIP PLACEMENT: To be completed by student and agency supervisor (Faculty supervisor may also contribute).

COMPANY/AGENCY: \_\_\_\_\_ STUDENT'S JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_  
STREET CITY STATE ZIP

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

C. UNIVERSITY: To be completed by student and faculty supervisor (agency supervisor may also contribute)

FACULTY SUPERVISOR \_\_\_\_\_ DEPT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NON-CREDIT: YES \_\_\_\_\_ NO \_\_\_\_\_ IF FOR CREDIT, COURSE NUMBER \_\_\_\_\_ CRN# \_\_\_\_\_ NUMBER OF CREDITS \_\_\_\_\_

D. STUDENT LEARNING OBJECTIVES: To be completed by the student.

List what you want to be able to do by the end of the term. Example: By the end of the term I want to improve my teaching skills.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

RESPONSIBILITIES INCLUDE:

Responsibilities of student to employer and faculty supervisor (readings, log, reports, due dates, etc)

Employer responsibilities to student and faculty (conditions, opportunities, supervision, etc.)

E. Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

## Internship Evaluation Form

Please comment on and rate the following characteristics as they relate to the student's professional performance.  
 Circle one: 1 = Outstanding , 2 = Very Good, 3 = Good, 4 = Needs Improvement

1. Knowledge of Job: Consider extent of intern's knowledge of present job. Does the intern know what to do and why? Is the intern on the alert to increase his/her knowledge?	1	2	3	4
2. QUALITY OF WORK: Consider ability to turn out work which meets high quality standards. Consider accuracy and neatness of work, regardless of volume.	1	2	3	4
3. QUANTITY OF WORK: Consider the volume of work produced under normal conditions. Is the required volume produced on each task? Have quantity standards for the job been met?	1	2	3	4
4. ATTENDANCE AND PUNCTUALITY: Consider frequency of absences as well as tardiness.	1	2	3	4
5. ATTITUDE: Consider attitude toward work, company, associates, and willingness to work for and with others. Does the intern 'pitch in' when needed? Work smoothly with others? Make an effort to understand and observe company policies?	1	2	3	4
6. JUDGEMENT: Consider ability to make decisions and to utilize working time to best advantage. Does the intern plan logically to get work done in the best possible manner? Does the intern obtain facts before making decisions? Does the Intern know when to seek advice?	1	2	3	4
7. RELIABILITY: Consider the ability to get work out under pressure and follow through to completion. Can the intern be depended upon to complete assignments satisfactorily and on schedule? Dig in to meet peak loads? Retain composure under pressure?	1	2	3	4
8. FLEXIBILITY AND ADAPTABILITY: Consider the speed with which the intern learns and the amount of instruction required to teach new duties. Is the intern able to adapt to easily to new conditions? Learn fast, be confident of his/her ability to learn and willing to try new ideas?	1	2	3	4
9. PERSONAL CHARACTERISTICS: Consider appearance, personality and integrity. Is the intern's honesty and integrity beyond reproach? Demonstrate ability to properly represent the company over the telephone or directly with the public? Give a general impression of neatness and cleanliness? Keep work area orderly?	1	2	3	4
10. PROFESSIONAL GROWTH: Consider amount of growth during work experience and recommendations for areas of future growth.	1	2	3	4
11. PREVIOUS EXPERIENCE: Suitability of prior experiences or coursework to current position.	1	2	3	4

COMPOSITE RATING: Intern's Overall Performance level (*check one of the following spaces*)

Outstanding \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Needs Improvement \_\_\_\_\_ Not Acceptable \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_