

SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

INTERNSHIP LEARNING OBJECTIVES

Student Name: Internship Site: Internship Supervisor:		
Please identify two competent placement) from the ACPA/N in which you hope to advanc	ASPA Professiona	•
1		
2		
Based on the criteria provided Competency manual, please competency areas (circle on	rate your skill-lev	
Competency #1: Beginner	Intermediate	Advanced
Competency #2: Beginner	Intermediate	Advanced
Please identify two learning ol work on these goals) for each	-	
Competency #1 Learning o 1.	BJECTIVES:	

COMPETENCY #2 LEARNING OBJECTIVES:

1.

2.

Form B



SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

INTERNSHIP AGREEMENT FORM

<u>EMPLOYER</u>	<u>STUDENT</u>			
Internship Site: Supervisor's Name: Supervisor's Title:	Student Intern:Student Address:			
Dept.Address:	Student Phone:Student Email:			
Supervisor's Phone:Supervisor's Email:	Faculty Advisor: Advisor's Phone:			
A. CONDITIONS OF INTERNSHIP				
The internship will be weel hours per week.	ks in duration with an average of			
2. The internship will begin on (c	(day/month/year) and will day/month/year).			
3. The student will intern at the site on the following days and times (please note your schedule):				
•	isor will decide on work assignments g student's learning objectives: (based			
B				

B. RESPONSIBILITIES OF STUDENT INTERN

- 1. The student intern is to be present at the internship site on the days and times specified above.
- 2. If the student intern is ill or for other reasons cannot be present at the site, he or she should inform the site supervisor of the absence as soon as possible.
- 3. The student intern is expected to behave and dress professionally.
- 4. The student intern is expected to complete work assignments and projects in a professional and timely fashion.

C. RESPONSIBILITIES OF THE SITE SUPERVISOR

- 1. The site supervisor should provide adequate training or informal assistance when necessary.
- 2. The site supervisor should provide adequate feedback on the student intern's performance.
- 3. The site supervisor is should help the student intern gain professional skills and knowledge.

The Student Intern and Site Supervisor agree to the above conditions and responsibilities of the Internship.

Signature of Student Intern: .	
Date:	
Signature of Site Supervisor:	
Date:	

Return form to:

Dr. Karen Myers Saint Louis University 3500 Lindell Boulevard Fitzgerald Hall St. Louis, MO 63103

Office use only:			
Reviewed:	/	/	



SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

STUDENT INTERN SELF-EVALUATION

Student Name:	Dates of Internship:							
Student Phone:								
Student Email:		_ Supe	ervisor	Name	:			
Please take a few mine site. Please evaluate y interns/employees.	ourself in cor	mpariso	on to c	other st	tudent		ernship	
PART ONE: PERRFORMANCE REVIEW Please rate your performance by checking the box that corresponds with your assessment of your performance in the current internship.								
	<u>Rat</u>	ing Sc	ale:					
Excellent =5 Above Average = 4 Average = 3 Improvement Needed = 2 Unsatisfactory = 1 Not Applicable =NA	Performance significantly above proficiency level Performance above proficiency level Proficient performance Performance below proficiency level Performance requires considerable improvement Not applicable in this internship experience							
,	work relate	D PERF	ORMA	NCE				
		5	4	3	2	1	NA	
1. Work attitude								
2. Academic preparat	aration							
3. Problem-solving abil	ity							

4. Adaptability						
5. Overall attendance						
6. Progress towards learning goals						
ORGANIZA	TIONA	AL SKILI	LS			
7. Time management skills	5	4	3	2	1	NA
8. Planning skills						
RELATIONSHIPS WITH OTHERS						
9. Willingness to cooperate						
10. Ability to work with supervisor						
11. Accepts constructive comments	6					
12. Ability to take direction						
COMMUNIC	CATIO	NS SKIL	.LS			
13. Oral communication skills						
14. Written communication skills						
15. Listening skills						
OVERALL RATING						

PART TWO: ACCOMPLISHMENTS

Please provide the following information about your internship experience. If additional space is needed, please attach an additional page to this evaluation.

1) Identify the most important learning goals, in relation to your chosen professional competency areas, you had set for yourself when beginning the internship.
2) How well do you feel you accomplished these goals in this internship?
3) List the activities that allowed you to accomplish your goals.
4) Identify any specific knowledge or skills gained during this internship that have enhanced your chosen professional competency areas.
5) Describe any noteworthy accomplishments you achieved during this internship.
Student Signature:
Date:/
Return form to: Dr. Karen Myers Saint Louis University 3500 Lindell Boulevard Fitzgerald Hall St. Louis, MO 63103 Dr. Karen Myers Saint Louis University Office use only: Reviewed: / /

Form D



SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

STUDENT EVALUATION OF INTERNSHIP

Student Phone:	Dates of Internship: Internship Site: Supervisor Name:
evaluation will <u>not</u> be shared with evaluation is to assist in the coordination	ional space is needed, please attach an
1) How would you rate this internsh gain professional skills and knowled	nip experience in terms of helping you dge?
Excellent Very Good	Good Requires Improvement
2) How well did the work assignme competency learning goals?	ents/projects meet your professional
3) Did your supervisor provide ade	equate training or informal assistance?
4) Did your supervisor provide ade	equate feedback on your performance?

5) Did your co-work	ers help you get acclim	ated to the site?
6) Did your co-work	ers display a willingness	to work with you?
7) List any positive a	aspects of interning at th	is site.
8) List any negative	aspects of interning at t	this site.
9) Would you recor	mmend this internship site	e to another student?
Yes [No	
-Why or why not?		
10) Overall, my inte	rnship experience was:	
Extremely Valua Not Very Valuab	ble	Valuable
Student Signature:_ Date://		
Please Return form	to: Dr. Karen Myers	
3 F	Saint Louis University B500 Lindell Boulevard Fitzgerald Hall St. Louis, MO 63103	Office use only: Reviewed:/



SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

SUPERVISOR EVALUATION OF STUDENT PERFORMANCE

Student Name:							
Student Phone: Student Email:	Internship Site: Supervisor Name:						
otacin Email:	_ 000	31 11301	ramo	•			
Please take a few minutes to evaluate the student intern's performance at your site. Once completed, please review your assessment with the student intern. The intern should be evaluated in comparison to other student interns/employees.							
PART ONE: PERR	FORM	ANCE I	REVIEW	1			
Please rate the student intern's performance corresponds with your assessment of		_		_			
Ratin	ng Sca	<u>le:</u>					
Excellent =5 Performance	_		•	•		cy level	
Above Average = 4 Performand		•		cy lev	el		
Average = 3 Proficient p Improvement Needed = 2 Perfor	perrorm mance			iciono	v lovol		
Unsatisfactory = 1 Performance			•		•		
Not Applicable = NA Not applic					•		
WORK RELATED PERFORMANCE							
	5	4	3	2	1	NA	
1. Work attitude							
2. Academic preparation							
3. Problem-solving ability							

4. Adaptability						
5. Overall attendance						
6. Progress towards learning goals						
ORGANIZA	ATIONA	AL SKILI	LS			
	5	4	3	2	1	NA
7. Time management skills						
8. Planning skills						
RELATIONSHIPS WITH OTHERS						
9. Willingness to cooperate						
10. Ability to work with supervisor						
11. Accepts constructive comment	s 🗌					
12. Ability to take direction						
COMMUNIC	CATIOI	NS SKII	LS			
13. Oral communication skills						
14. Written communication skills						
15. Listening skills						
OVERALL RATING						

PART TWO: ACCOMPLISHMENTS

intern has comple		r accomplishments the student (If additional space is needed, on.)
_	OVERALL EVALUA our overall evaluation of t please attach additiona	he student intern. (If additional
Site Supervisor's Si	gnature:	Date://
Dloggo roturn form	to Dr. Karon Myore	
riease retuin toini	to: Dr. Karen Myers Saint Louis University	
	3500 Lindell Boulevard Fitzgerald Hall St. Louis, MO 63013	Office use only: Reviewed:/