



# Internship Program Objectives and Evaluation Form

Summer 20XX

Section A is to be completed by the Intern several weeks prior to the start of the internship period.  
Sections B and C of this document will be completed at the end of the internship period.

Name:	
Phone #:	
School:	
Mentor:	
Business Unit Leader:	
Project:	

## Intern Learning Objectives

**Section A Instructions:** Identify five learning objectives that you plan to accomplish during your internship. The objectives should indicate skills and knowledge you will gain because of your internship experience and should be specific, measurable, realistic, and achievable. Together you and supervisor will create an action plan to achieve each objective.

Learning Objective 1:  Action Plan:
Learning Objective 2:  Action Plan:
Learning Objective 3:  Action Plan:
Learning Objective 4:  Action Plan:
Learning Objective 5:  Action Plan:

# Intern Evaluation: Survey

**Section B Instructions:** Please provide us with your feedback on your internship experience.

## Supervision

1. Was assistance from your supervisor available to you?  
 Frequently     Seldom     Never     If Needed
2. Did your supervisor clearly define his/her expectations of you?  
 Yes     No     Sometimes
3. Did your supervisor clearly define your duties and responsibilities?  
 Yes     No     Sometimes
4. How often did your supervisor discuss your job performance with you?  
 Weekly     Monthly     Never

## Professional Development

1. Do you feel that the work you performed was valuable?  
 Always     Frequently     Sometimes     Seldom     Never
2. Do you feel that your intern experience was valuable to Hourigan?     Yes     No
3. Were you prepared academically for this internship?     Yes     No
4. Did your assignments meet your expectations?     Yes  
 No
5. Would you consider Hourigan for permanent employment?     Yes  
 No
6. What is your overall evaluation of the internship in relation to your career goals?  
 Excellent     Good     Fair     Poor

## Summary

1. What else did you learn from this experience?
2. How could your internship have been improved?
3. Would you recommend a Hourigan internship to someone else?
4. Additional feedback:

# Intern Evaluation: Learning Objective Summary

**Section C:** Take a critical look at each of the learning objectives you established at the beginning of your internship. Use the following scale to rate your level of achievement on each objective.

**3**  
Achieved Objective

**2**  
Partially Achieved Objective

**1**  
Did Not Achieve Objective

If you were unable to accomplish an objective, why? Was there a barrier? Unforeseen deterrent?  
Change in job description? Other priorities?

Learning Objective 1:	
Intern Self-Assessment Rating:	Supervisor Rating:
Learning Objective 2:	
Intern Self-Assessment Rating:	Supervisor Rating:
Learning Objective 3:	
Intern Self-Assessment Rating:	Supervisor Rating:
Learning Objective 4:	
Intern Self-Assessment Rating:	Supervisor Rating:
Learning Objective 5:	
Intern Self-Assessment Rating:	Supervisor Rating:

Areas of strength:
Areas of opportunity/continued improvement:
Overall Performance Summary:

