

# Southern Adventist University

## School of Business

### Bachelor of Business Administration (BBA/BS) Programs

#### Student Self-Evaluation of Internship Form

Due 1 week before semester ends

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##### **Introduction and Purpose:**

Congratulations on completing your internship! We hope that you had a positive, productive, and successful experience. The purpose of this evaluation is to provide you with an opportunity to (i) reflect on your internship activities and (ii) offer candid and honest assessments of your performance and degree of learning during the internship and the overall quality of the internship experience. This evaluation is an important tool in our program of continuous improvement, and it provides valuable data and information that will be used to identify areas where changes and improvements are needed and to help us improve the educational experiences for future students.

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##### **Evaluation Composition:**

The evaluation is composed of the following parts:

Part I: General Informational Items

Part II: Demographic Information

Part III: Your Evaluation of the Organizational Environment of the Internship Site

Part IV: Evaluation of Your Internship Performance

Part V: Summary Evaluation and Other Comments

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##### **General Instructions:**

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
  2. For each evaluation item, please also provide specific comments and suggestions for changes and improvements.
  3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the School of Management.
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**PART I: GENERAL INFORMATIONAL ITEMS**

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Your Name: \_\_\_\_\_

Host Company/Organization: \_\_\_\_\_

Company Mailing Address: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_

Zip or Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Supervisor Position/Title: \_\_\_\_\_

Supervisor Contact Information: Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Duration of Internship: Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours worked per week \_\_\_\_\_

Date of Self-Evaluation: \_\_\_\_\_

**How did you obtain your internship?**

- \*\* Personal Networking
- \*\* Advertisements or Job Postings
- \*\* Career/Job Fairs (Meet the Firms)
- \*\* Career Services Websites
- \*\* Faculty Member
- \*\* Contacts at Work
- \*\* Friends/Relatives
- \*\* Other (please specify): \_\_\_\_\_

List duties not checked on the following pages:

Please check ALL the tasks that were part of your job responsibilities during the internship:

**Accounting**

- Reconciling accounts
- Auditing accounts
- Accounts Receivables
- Accounts Payable
- Bank Statements
- Petty Cash
- Expense Reports
- Maintaining and updating Financial Reports
- Attending meetings
- Presenting to groups
- Training others
- Tax documents
- Compile (calculate) financial statements/data
- Using Governmental regulations
- Systems/Assets Audits
- Managing public funding accounts
- Tracking deliverables
- Budget development/management

**Economics**

- Collecting data
- Analyzing data
- Reporting trends
- Conducting statistical programming
- Plan & execute concrete goals
- Project Manage
- Collaborate with team
- Economics research
- Preparing reports
- Presenting findings
- Advising others

**Finance**

- Assessing financial reports
- Records management
- Supporting Data Entry Process
- Monitor Assets

**Finance continued**

- Arranging meetings and creating presentations for clients
- Developing and nurturing relationships with clients
- Developing Financial models
- Composing recommendations for managers & executives
- Identifying trends and variances in data
- Third-party financial management
- Debt Management
- Identify research high-return investments
- Regulatory Research
- Helping customers choose financial products
- Managing customer complaints
- Collecting data for financial analysis
- Solving problems

**HSSL**

- Assist with outreach campaigns and fundraising
- Help create social media or websites for facilities
- Engage with residents
- Assist with training
- Plan resident activities
- Assist with Human Resources, accounting, or payroll
- Review budget or accounting protocols
- Review state and federal regulations for compliance
- Review resident case files
- Coordinate treatment plans with healthcare professionals
- Oversee implementation of policies
- Develop Staffing schedules

**Human Capital Management**

- Initiating background checks
- Recruitment Support
- Filing and archiving documents
- Creating job alerts
- Screening applicants
- Scheduling interviews
- Gathering payroll data
- Screen resumes
- Filing reports
- Address employee queries
- Distribute or train company policy
- Employee Data Management
- Policy & Procedure Documentation
- Employee Relations
- Training & Development
- Performance Management Support
- Benefits Administration
- Employee Survey & Feedback
- Workforce Analytics
- Compliance Assistance
- Talent Acquisition Strategies
- Health & Safety Programs
- Employee Events & Recognition
- Exit Interviews

**Marketing**

- Research market: trends, competitors, audience
- Social Media campaigns or followers' engagement
- Writing content
- Event planning
- Collecting data, Analyzing data
- Search Engine Optimization
- Analytics and Reporting
- Advertising Campaigns
- Customer Relations

**Marketing continued**

- Partnership Development
- Brand development, support, monitoring
- Materials creation: brochures, flyers, presentations

**Business Admin**

- Administrative Support
- Learning and Training
- Data Entry and Record-Keeping
- Calendar Management
- Communication
- Customer Service
- Financial support, invoicing, expense tracking, reports
- Human Resource Support
- Project Assistance
- Office Technology
- Event Planning
- Research and Analysis
- Travel Arrangements
- Cross-Functional Collaboration
- Policy & Procedure documentation

**Business Admin-PR**

- Media Monitoring
- Press Release drafting
- Media Relations
- Content Creation
- Event Support
- Social Media Management
- Crisis Communication
- Marketing Research
- Interview Coordination
- Publicity Tracking & Reporting
- Photography & Videography
- Award Submissions
- Community Relations
- Brand Messaging

**PART II: DEMOGRAPHIC INFORMATION**

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**Gender:**            " Female       " Male

**Age:**             " Under 20     " 20           " 21           " 22  
                      " 23             " 24           " 25-30       " Over 30

**Enrollment Status:**   " Full-Time     " Part-Time

**Residence:**         " On-Campus    " Off-Campus

**Other Majors:**

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

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Student Signature

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Date

**PART III: YOUR EVALUATION OF THE ORGANIZATIONAL ENVIRONMENT OF THE INTERNSHIP SITE**

For each of the following aspects of the organizational environment of your internship site, please mark the box in the rating scale that most closely corresponds to your evaluation of the quality of that environmental aspect. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

	1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent
<b>Evaluation Items</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. Orientation to Policies and Practices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>2. Work Atmosphere</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>3. Formal Training Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>4. Informal Training Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>5. Supervision Received</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>6. Roles and Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>7. Work Assignments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>8. Feedback on Work Performed</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>9. Participation in Organizational Operations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>10. Interaction with Co-workers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>11. Opportunities to Use My Abilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>12. Learning Opportunities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
<b>13. Overall Organizational Environment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

## PART IV: EVALUATION OF YOUR INTERNSHIP PERFORMANCE

For each of the following internship dimensions, please mark the box in the rating scale that most closely corresponds to your evaluation of your performance on that dimension during the internship. Please also feel free to offer comments and suggestions for changes and improvements in the spaces provided.

		1 = Poor	2 = Below Average	3 = Fair	4 = Good	5 = Excellent	
Evaluation Items							Give an example
1.	<b>Quality of Work:</b> The degree to which your work was thorough, accurate, and completed on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
2.	<b>Ability to Learn:</b> The extent to which you asked relevant questions; sought out additional information from appropriate sources; understood new concepts, ideas, and work assignments; and were willing to make needed changes and improvements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
3.	<b>Initiative and Creativity:</b> The degree to which you were self-motivated; sought out challenges and/or more work; approached and solved problems on your own; and developed innovative and creative ideas, solutions, and/or options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
4.	<b>Character Traits:</b> The extent to which you demonstrated a confident and positive attitude; exhibited honesty and integrity on the job; were aware of and sensitive to ethical and diversity issues; and behaved in an ethical and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							

							Give an example
5.	<b>Dependability:</b> The degree to which you were reliable; followed instructions and appropriate procedures; were attentive to detail; and required supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
6.	<b>Attendance and Punctuality:</b> The degree to which you reported to work as scheduled and on-time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
7.	<b>Organizational Fit:</b> The extent to which you understood and supported the organization's mission, vision, and goals; adapted to organizational norms, expectations, and culture; and functioned within appropriate authority and decision-making channels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							Give an example
8.	<b>Response to Supervision:</b> The degree to which you sought supervision when necessary; were receptive to constructive criticism and advice from your supervisor; implemented suggestions from your supervisor; and were willing to explore personal strengths and areas for improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:							



**PART V: SUMMARY EVALUATION AND OTHER COMMENTS**

1. Please indicate the overall extent to which the BS or BBA degree and the School of Business prepared you for your internship experience:

Excellent Preparation	Good Preparation	Fair Preparation	Inadequate Preparation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. Please indicate the overall extent to which your internship experience contributed to your professional and career development:

Significant Contribution	Some Contribution	Little Contribution	No Contribution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Please indicate the overall extent to which the internship experience met your expectations:

Exceeded My Expectations	Met All of My Expectations	Met Most of My Expectations	Met Some of My Expectations	Met None of My Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Please indicate your evaluation of the overall quality of your internship experience:

Excellent	Good	Fair	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**We would also very much appreciate your comments about the following items:**

**With what aspect(s) of your internship were you the most satisfied?**

Comments:

**With what aspect(s) of your internship were you the least satisfied?**

Comments:

**Would you recommend your internship site to other students?**

Comments:

**Do you have other comments and/or suggestions that you would like to share?**

Comments:

Please feel free to share any experiences that would help us improve our programs.