

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
College of Arts and Letters

DEPARTMENT OF ART
Visual Arts Building, Room 105

INTERNSHIP SELF-EVALUATION (FORM B)
Art 575

Student Intern

Name: _____ Coyote ID#: _____

Major: _____ Concentration: _____

Name of Sponsoring Business

Organization: _____

Job/Position: _____

Work Period From: _____ Work Period To: _____

INSTRUCTIONS: One object of the Internship Program is to provide students with meaningful work assignments in a professional career field. With this in mind, use the following rating scale to evaluate your work experience assigning a weight of 1-5 for each item.

1-Unsatisfactory 2-Marginal 3-Average 4-Above Average 5-Outstanding

Clarity of directions from employer	1	2	3	4	5
Quality of Work Assignments	1	2	3	4	5
Quantity of Work Assignments	1	2	3	4	5
Communication with Supervisor	1	2	3	4	5
Acceptance by co-workers	1	2	3	4	5
Career Preparation	1	2	3	4	5
Overall Rating of Internship Experience	1	2	3	4	5

Do you plan to change your education curriculum (major or electives) as a result of your work experience?

Yes () No () Please Explain:

Would you recommend this activity to potential intern students?

Yes () No () Uncertain ()

If no or uncertain, please explain:

Comments and suggestions for internship program improvements:

How did you find your job?

() Very Challenging () Challenging
() Marginally Challenging () Not Challenging

2. To what extent do you feel you were being utilized in your in your work assignment?

Student Signature: _____

Date: _____

Please deliver or mail this Internship Self-Evaluation
(Form B)
to your faculty internship advisor.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
College of Arts and Letters

DEPARTMENT OF ART
Visual Arts Building, Room 105

INTERNSHIP SUPERVISOR EVALUATION (FORM C)
Art-575

To Be Completed By Supervisor after Student Finished Internship

Name of Student Intern: _____
Internship Supervisor: _____
Telephone Number: _____
Name of Sponsoring Business
Organization: _____
Job/Position: _____
Dates of Internship:
Work Period From: _____ Work Period To: _____
Hours Per Week: _____

INSTRUCTIONS: In evaluating the student intern's performance under the various quality factors, weights from one to five should be assigned;
For YES or NO questions, check the appropriate space;
For open-ended questions, respond as you see fit or leave blank.

	1-Unsatisfactory	2-Marginal	3-Average	4-Above Average	5- Outstanding			
Promptness in reporting for work				1	2	3	4	5
Intern's overall interest in assigned work				1	2	3	4	5
Ability to follow instructions				1	2	3	4	5
Appreciation and acceptance of professional Assistance or guidance from supervisor or Co-workers				1	2	3	4	5
Effectiveness of relationships with supervisor And co-workers				1	2	3	4	5
Understanding of the technical aspects of their Field				1	2	3	4	5
Ability to formulate and advance new plans, ideas, projects				1	2	3	4	5

1-Unsatisfactory	2-Marginal	3-Average	4- Above Average	5-Outstanding
Ability to relate technical knowledge to job			1 2 3 4 5	
Ability to analyze problems and resolve them			1 2 3 4 5	
Plans and coordinates work within time limits			1 2 3 4 5	
Works steadily in absence of direct supervision			1 2 3 4 5	
Ability to communicate orally			1 2 3 4 5	
Ability to communicate in writing			1 2 3 4 5	
Overall rating on a 1-5 scale of this student Intern's performance			1 2 3 4	

1. Has your organization previously used student interns from California State University, San Bernardino?
YES() NO()
2. Did the student complete the required number of internship hours?
YES() NO()
3. Would you be interested in hiring other interns in the future?
YES() NO()
4. Would you be interested in hiring this intern on a full or part-time basis?
YES() NO()
5. Any additional comments?

Supervisor's Signature

Date

Your participation in our Internship Program in Art (Art 575) is greatly appreciated. Please mail this completed Intern Evaluation Report (Form C) to:

Department of Art
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407