

**English 294: Internship in English ~ Student's Evaluation of Internship**

**Please complete Parts I, II, and III and return to the Director of Internships by the deadline.**

*Please note: Part II (Reflections and Analysis) may be completed in a separate document if desired. Parts I & II of this form may be shared with other students who are considering internships. Do NOT write anything on Parts I & II that you would not willingly share with other students.*

**Student's Name:** \_\_\_\_\_ **Internship Dates (beginning & ending):** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Organization City:** \_\_\_\_\_ **Organization State:** \_\_\_\_\_

**I. Internship Assessment**

**A. Did the tasks assigned you principally involve: (check or highlight more than one if appropriate)**

- duties similar to those of regular personnel of the agency?
- routine clerical tasks?
- research?
- writing, editing, or communications?
- frequent contact with personnel throughout the organization?
- frequent contact outside the organization?
- duties for which you possess adequate skills and knowledge?

**B. Did the person(s) who supervised your work: (check or highlight more than one if appropriate)**

- adequately describe the tasks you were asked to perform?
- provide adequate supervision?
- expect you to assume independent responsibilities?
- offer assistance and guidance when requested?
- take an interest in your internship?
- show a willingness to provide additional information?

**C. Opportunities for learning (circle or highlight Y = Yes, N = No, or ? = No Answer, Maybe)**

Were you given adequate opportunity to learn through observation?    Y    N    ?

Were you given adequate opportunity to learn through doing?    Y    N    ?

Were you given adequate opportunity to learn through discussions with supervisors and others?    Y    N    ?

**D. Estimate the % of your time spent in work versus observation: (check or highlight one)**

- 100% work       75% work       50% work       25% work       0% work

**E. What is your evaluation of your internship as an educational opportunity? (check or highlight one)**

- Excellent     Very Good       Good       Fair     Poor

**F. Would you recommend other students be placed with this organization in future? (check one)**

- Yes       No       Maybe       No Answer

**II. Reflections and Analysis:** Please provide thoughtful, specific, and well-written responses. Remember that the reflections you produce here can be repurposed for cover letters, job and graduate school applications, and interviews in the future.

**A.** To what degree have the things you have learned and practiced in the English major (e.g., close-reading, analysis, writing for different audiences, critical thinking, collaborative work, field-specific research, etc.) prepared you for this internship position? What skills have you learned, or continued to strengthen, in this job? Please describe precise examples.

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**B.** What did you find the most valuable about this particular internship experience? What, if anything, could be improved? Please give concrete examples in both cases.

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**C.** To what extent did the internship assist you in clarifying your self-understanding, professional development, and career goals? How do you see the skills and experiences you have gained in this process applying to your academic and future professional endeavors?

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**D.** Please include here any additional reflections or observations that you think are pertinent to your work and learning in English 294.

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**III. Self-Assessment**

**A.** Please check the box that best describes your own performance in the work-related experiences of the internship:

Skill	Excellent	Good	Fair	Poor	Unable to determine
Attendance and punctuality					
Writing and speaking skills					
Critical thinking skills					
Initiative and ability to learn					
Response to constructive criticism					
Self-sufficient, independent worker					
Ability to work with others					
Responsibility and dependability					
Organizational ability					
Creativity and originality					
Ability to complete tasks on schedule					
Attitude and effort					
Professionalism					
Level of growth/improvement					
Produced sufficient quantity of quality work					

**B. Total hours worked during internship period:** \_\_\_\_\_

**C. Overall Performance:**

Based on your answers in sections II and III of this Self-Evaluation, and your completion of the Weekly Reports on Canvas, please rate your overall performance in English 294:

Excellent       Good       Fair       Poor       Unable to Determine

\_\_\_\_\_  
Please Print Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of completion