

(INSERT FACULTY NAME) INTERNSHIP PROGRAM

Student Name:		Student Number:	
Company:		Location:	
Job Title:			
Internship Period:	/ / to / /	Length in months:	4 8 12 16
Supervisor Name:		Phone Number:	
		Email:	

Congratulations on completing your internship with the (insert faculty name) Internship Program at Western University. The purpose of this self-assessment form is to help you reflect on your internship experience. Reflection helps students connect academic learning with experience, and facilitates a deeper understanding of classroom learning.

The feedback you provide will also help to guide the future of the internship program. Any feedback you share will be kept in confidence and will not be shared with the internship site.

WORKPLACE ENVIRONMENT

Please provide honest and accurate responses to each of the following statements. Use the following scale to rate the quality, and provide additional comments where possible.

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree nor Disagree
- 4 = Agree
- 5 = Strongly Agree

Evaluation Items	1	2	3	4	5
1. Orientation/Onboarding: The Internship Supervisor provided a formal introduction to the workplace environment (e.g., introduction to policies/procedures).					
Comments:					
2. Development of Learning Outcomes: The Internship Supervisor helped me to develop learning outcomes (following S.M.A.R.T. framework).					
Comments:					

Evaluation Items	1	2	3	4	5
3. Workplace Atmosphere/Office Culture: I had opportunities to network and/or collaborate with co-workers.					
Comments:					
4. Formal Training: The Internship Supervisor provided formal training at the start of the internship (e.g., onboarding manual, specific systems/technical training, job shadowing, etc.).					
Comments:					
5. Work Assignments/Level of Responsibility: The work assigned enabled me to make a meaningful contribution to the organization (e.g., increased level of responsibility throughout the duration of the experience).					
Comments:					
6. Supervision Received: The Internship Supervisor provided active and continuous supervision (i.e. was available to help with questions or concerns) throughout the experience. If not, please provide an explanation as to your rating in the comments below.					
Comments:					
7. Feedback on Work Performance and/or Mentorship: The Internship Supervisor provided frequent feedback and mentorship (where possible).					
Comments:					
8. Learning Opportunities: The experience provided opportunities to connect theory and practice, specific to my degree program.					
Comments:					
9. Overall Organizational Environment: The workplace environment, as experienced throughout the duration of the internship, facilitated both academic and personal growth.					
Comments:					

LEARNING OUTCOMES

Recall the Learning Outcomes you established at the start of your internship placement. Reflect on the measures of success identified in relation to your learning outcomes. To what degree do you believe that you were successful in achieving that outcome during the internship? Provide additional context to your ratings (see ratings scale below) in the comments field for each learning outcome.

- 1 = Very Unsuccessful
- 2 = Somewhat Unsuccessful
- 3 = Neither Unsuccessful or Successful
- 4 = Somewhat Successful
- 5 = Very Successful

Learning Outcome	1	2	3	4	5
1.					
Comments:					
2.					
Comments:					
3.					
Comments:					
4.					
Comments:					

ACCOMPLISHMENT STATEMENTS

The use of accomplishment statements in your resume can help you to stand out from other applicants. Highlighting your accomplishments will capture the reader's attention, showing what you are capable of and demonstrate that you can bring value to the organization.

An accomplishment statement is an action you took (review a list of [skill action verbs here](#)), and the result/impact of that action. To organize your experiences into accomplishment statements, use the acronym CAR:

C – What was the **challenge** you faced? Or, what was the task/project you were given?

A – What was the **action** that you took?

R – What were the **results** of your actions? What was the benefit of your actions? They can be qualitative (e.g., increased awareness of the event) or quantitative (increased event participation by 50%).

Think about a challenge or task you were given during your internship that relates to one or more of your learning outcomes. How did you approach this challenge, and what was the result?

For example, perhaps you were asked to assist with event planning, and one of your learning outcomes identified in Check-In #1 was to work on interacting and collaborating with others.

Challenge: Company XYZ relies on donor support to assist with operating costs

Action: Coordinated a dinner, dance and silent auction event

Result: Raised \$10,000 by securing donations for the silent auction

Accomplishment Statement:
Coordinated the organization's annual dinner, dance, and silent auction fundraising event, raising over \$10,000 through items donated and one-time donations, which will assist with 2018-19 operating costs.

Now it is your turn! Pick two or three learning outcomes, consider a challenge associated with the isolated learning outcome, and identify the action and result associated with that challenge.

Challenge:

Action:

Result:

Accomplishment Statement #1:

Challenge:

Action:

Result:

Accomplishment Statement #2:

SUMMARY

Please provide honest and accurate responses to each of the following questions regarding the quality of the internship experience.

1. Indicate the overall extent to which Western University and the Liberal Arts Summer Internship Program helped you to prepare for your internship experience:

- Excellent Preparation
- Good Preparation
- Fair Preparation
- Inadequate Preparation

2. Rate the overall extent to which the experience has helped you to develop your skills:

- Significant Contribution
- Adequate Contribution
- Little Contribution
- No Contribution

3. Rate the overall extent to which the experience has helped you to identify career paths:

- Significant Contribution
- Adequate Contribution
- Little Contribution
- No Contribution

4. Rate the overall extent to which the experience met your expectations:

- Far Exceeded Expectations
- Exceeded Expectations
- Met Minimum Expectations
- Did Not Meet Expectations

5. What were you most satisfied with? Least?

6. Would you recommend the site to other students? Why or why not?

Please sign and date to acknowledge your agreement below, and submit your completed document to the Internship Coordinator either in-person or via email at (insert email address).

	Signature	Date
Student:		