



**CAREER SERVICES**  
**INTERNSHIP LEARNING CONTRACT**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

Intern Supervisor name and title \_\_\_\_\_ Email \_\_\_\_\_

Company or internship site \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_

Course \_\_\_\_\_ Credit Hours \_\_\_\_\_  
(Title) (Course Number)

**WORK DESCRIPTION:** Using a series of phrases, describe the tasks you will be performing for the duration of this work experience.

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Intern Title: \_\_\_\_\_

**LEARNING PLAN:** Work performed within King University's Internship Program is purposefully educational. What you are learning academically can enhance your understanding, performance, and personal growth in work situations. Work, in turn, can have a reciprocal positive influence on your continuing personal growth through academic learning.

The purpose of this plan is to help you identify in advance: (A) Some of what you want to learn in this internship experience, (B) What you can do to increase your likelihood of learning it, and (C) What you can do along the way and at the end to evaluate your progress.

A. Learning Objectives: What are some of the specific capabilities (knowledge, skill, commitment) I want to develop?

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

B. Strategies: What are some specific actions I can take on the job to achieve my objectives?

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

Reading Assignments:

Written Assignments:

(C) Evaluation: What are some specific ways to assess my progress and success in achieving my objectives?

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

III. **LEARNING CONTRACT AGREEMENT**

- |  |            |
|--|------------|
| 1. Student _____                       | Date _____ |
| 2. Intern Site Supervisor _____        | Date _____ |
| 3. Internship Faculty Supervisor _____ | Date _____ |
| 4. Director Career Services _____      | Date _____ |

Your signature indicates your agreement to fulfill this contract. This agreement may be terminated by the student or the employer upon receipt of two weeks written notice by either party. All signatures are required for the Learning Contract to be valid and in force. RETURN ALL COPIES OF COMPLETED CONTRACT TO [THE OFFICE OF CAREER SERVICES](#), Maclellan 28



**CAREER SERVICES  
 INTERNSHIP SITE SUPERVISOR EVALUATION OF STUDENT**

Student's Name \_\_\_\_\_

Intern Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Intern Supervisor \_\_\_\_\_

Advisor \_\_\_\_\_

Intern Supervisor email \_\_\_\_\_

Please express your candid opinion of this intern student as a worker in your business/organization. This information will be utilized in the guidance, counseling, and evaluation of the student.

Have the terms of the Learning Contract been fulfilled? If not, why?

What are the most beneficial contributions the intern student has made to your organization?

What commendable skills and abilities has the intern student demonstrated?

Please circle the number which most closely corresponds with your opinion.

The Intern Student:

1 = Low Agreement

5 = High Agreement

1. adapted well to the position, demonstrated growth and understanding of the assignment	1	2	3	4	5
2. effectively communicates both orally and in writing.	1	2	3	4	5
3. demonstrates a capacity for critical thinking (careful judgment and insight).	1	2	3	4	5
4. shows an ability to work and plan with others	1	2	3	4	5

The Intern Student:

1 = Low Agreement

5 = High Agreement

5. demonstrates application of his/her academic background.	1	2	3	4	5
6. is prompt and shows a concern about the use of time	1	2	3	4	5
7. is sensitive to the ethical implications of the work involved.	1	2	3	4	5
8. Reflects a high level of self-confidence, is constructively assertive.	1	2	3	4	5

**OVERALL PERFORMANCE**  outstanding  very good  average  marginal  unsatisfactory

General comments concerning student's strengths and/or weaknesses as observed on the job:

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Please list specific skills the student has learned on the job:

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Would you recommend this student for future employment in your own or another firm?  Yes  No

Why?

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Has this report been discussed with the student?  Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_

Internship Site Supervisor's signature

Please email to [Finley Green](mailto:flgreen@king.edu), Director of Career Services or fax to 423 652-6307.

Thank you!

[flgreen@king.edu](mailto:flgreen@king.edu)

**SP 16 final evaluation forms due on Thursday, April 21, 2016**



**CAREER SERVICES**

**STUDENT EVALUATION OF INTERNSHIP EXPERIENCE AND PROGRAM**

Name \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

Company/Organization \_\_\_\_\_ Intern Supervisor \_\_\_\_\_

Please complete this evaluation and exit information and return it to the Office of Career Services by the deadline above. Your evaluation will help us develop and maintain the best learning experiences for our interns. This evaluation must be submitted before you will be awarded a grade (Pass/Fail) and academic credit.

Please circle the numeral which most closely corresponds with your opinion.

1 = Needs improvement 2 = Marginal 3 = Average 4 = Good 5 = Excellent

Orientation to the internship program	1	2	3	4	5
Assignment of tasks and activities	1	2	3	4	5
Supervision received/communication with work supervisor	1	2	3	4	5
Acceptance by co-workers	1	2	3	4	5
How highly would you recommend this placement for other students?	1	2	3	4	5
Availability/guidance/supervision from faculty supervisor	1	2	3	4	5
Quality of assistance received from Internship staff	1	2	3	4	5
Overall rating of internship experience	1	2	3	4	5

This internship experience has:

1 = Low Agreement 5 = High Agreement

1. made it possible for me to be more adaptable in new situations.	1	2	3	4	5
2. helped me communicate more effectively (both orally and in writing).	1	2	3	4	5
3. given me a chance to practice critical thinking (careful judgment and insight).	1	2	3	4	5
4. helped me learn more about how to work and plan with others.	1	2	3	4	5
5. helped me make use of my academic background (e.g., to apply theories)	1	2	3	4	5
6. helped me to use my time wisely.	1	2	3	4	5
7. expanded my sensitivity to the ethical implications of the work involved.	1	2	3	4	5
8. given me the chance to exercise leadership skills (i.e., influence others, develop ideas with others, stimulate decision-making and action).	1	2	3	4	5
9. confirmed my career plans as a result of the internship experience	1	2	3	4	5

**MY OVERALL PERFORMANCE**  outstanding  very good  average  marginal  unsatisfactory

General comments concerning yours strengths and/or weaknesses on the job:

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Please list specific skills you have learned on the job:

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Do you think your intern supervisor would recommend you for future employment in this or another firm?  Yes

No

Why? \_\_\_\_\_

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Has this report been discussed with your work supervisor?  Yes  No

Total Number of Hours Worked \_\_\_\_\_

Number of Credit Hours Earned \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please email to [Finley Green](mailto:flgreen@king.edu), Director of Career Services or fax to 423 652-6307.**

**Thank you!**

**[flgreen@king.edu](mailto:flgreen@king.edu)**

<C:/Users/finley/AppData/Local/Microsoft/AppData/Local/Microsoft/Windows/Temporary Internet>

<Files/Content.Outlook/1VOXSYJE/flgreen@king.edu>

**SP 16 final evaluation forms due on Thursday, April 21, 2016**



## CAREER SERVICES

### EXIT QUESTIONNAIRE

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Student's e-mail address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Intern Supervisor: \_\_\_\_\_

Please answer the following questions, providing substantive comments. Attach additional sheets, if necessary.

Describe your basic tasks and accomplishments during your internship.

1. Did you find your intern experience interesting in relation to your expectations?
2. What kinds of things did you learn about the organization where you were placed? (e.g., their organizational structure, mission, interpersonal relations....)
3. Was the workload reasonable? Comment
4. Were you satisfied with the amount of responsibility you were given on the job? Explain.
5. Were you offered the opportunity of incorporating your ideas into company policy or procedures? Give specific examples.
6. What did you particularly like about the internship?

7. What did you dislike about the internship?
  
8. What background (courses, skills, etc.) is essential for someone to adequately complete this internship?
  
9. Do you feel as if you have learned something on the job that you would not have learned in the classroom? Give specific examples.
  
10. In what ways did the internship contribute to your overall studies and study habits?
  
11. What curriculum changes could you suggest that would help you perform more effectively in your internship (i.e., course additions, course deletions, topics that should be included or stressed more in a particular course or major, etc.)?
  
12. Did the internship contribute anything toward your spiritual growth and Christian perspective? If so, in what ways?
  
13. What do you see as the greatest advantage of the internship program?
  
14. What do you see as the greatest disadvantage of the internship program?
  
15. How would you rate the Office of Career Services quality of the internship experience?

                                                                                      

1 = Needs improvement                      2 = Marginal                      3 = Average                      4 = Good                      5 = Excellent

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email to [Finley Green](mailto:Finley.Green), Director of Career Services or fax to 423 652-6307.**

**Thank you!**

**[flgreen@king.edu](mailto:flgreen@king.edu)**

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