



**Rosemarie Sena Center**

## **Internship Outline**

The “Internship” is a way for students to apply the knowledge and skills gained in classes and through co-curricular activities to an actual work setting. Students utilize internships to explore and gain experience in their chosen career field. The internship program at MBC is an academic program, and faculty supervisors agree to work with each student intern.

### **Intent of the Experience:**

The student, supervising professor, and employer should collaborate to gain an understanding of the objectives and expectations of the internship experience. The student will outline specific objectives and expectations on the Internship Application, which is completed prior to beginning the internship. The signatures required at the bottom of the application indicate that the employer, supervising professor, student, and the career planning center at MBC have approved the learning objectives, methods of evaluation, and actual work content of the internship experience.

### **Academic Credit:**

The actual award of credit is decided by the supervising professor, and is dependent upon the presentation of a paper, a journal, or some other evidence of what was learned. A faculty member who agrees to supervise the student does so with enough knowledge in the general field to question the student and evaluate the student’s presentation.

### **Evaluation:**

This is an experience for the student as an individual, and the employer’s communication with the student is very important. Our office has a two-sided evaluation form. We ask that the employer review the student’s performance verbally with the student and forward the evaluation to our office. An addressed envelope is provided.

### **Termination:**

On rare occasions, conditions may change during the internship and the arrangement may cease to be productive. Should this occur, either party, or both, should telephone the Career Development Center at (540) 887-7221. We can assist, or terminate the internship at that time if necessary.

Other questions may be discussed as the employer, supervising professor, or the student feel appropriate. The objective is to establish good communications at the outset, and to continue them throughout the experience. Regular meetings are advisable. The internship period is completed in a comparatively short time, and a student may need frequent review to accomplish mutually determined objectives.

Thank you for taking the time to prepare for a productive internship which will be of exceptional value to the student’s career development.

**Diane Kent  
Dean of Student Life and Career Development  
Rosemarie Sena Center**



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## **Employer Evaluation of Student During Internship**

Dear Employer:

Thank you for taking time to complete this evaluation. It is helpful for us to receive your opinions regarding this student's internship experience. Your comments will be very beneficial for the student and the program.

As you compose your comments, please refer to your copy of the student's Internship Application to determine whether or not the objectives / purposes have been completed.

Other areas of interest which would be helpful to include are: attitude and application to work, quality of work, dependability, judgment, communicative ability, rapport with other people, ability to follow directions, and initiative.

**Name of Student:** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

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

**\*Please complete the Evaluation of the Internship Program on the back**

# Employer Evaluation of Internship Program

1. Did you feel informed about Mary Baldwin College's Internship Program? \_\_\_\_ Yes \_\_\_\_ No  
If not, what would have been helpful to you? \_\_\_\_\_  
\_\_\_\_\_
2. Did you have any contact with the supervising professor?      Yes      No  
Please describe the nature of your contact(s) \_\_\_\_\_  
\_\_\_\_\_
3. Was the student prepared for the internship?      Yes      No  
If not, what preparation did she/he need? \_\_\_\_\_  
\_\_\_\_\_
4. Would you host Mary Baldwin College interns in the future?      Yes      No  
If not, why? \_\_\_\_\_  
\_\_\_\_\_
5. Would you consider hiring this student upon graduation?      Yes      No  
If not, why? \_\_\_\_\_  
\_\_\_\_\_
6. How would you rate the overall Internship Program?      Excellent      Good      Poor
7. Please include any additional comments/suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Student:** \_\_\_\_\_  
**Name of Employer:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Thank you very much. Please return this form in the envelope provided.**