

**Internship Performance Appraisal Form - Business Management**

**Part I - Core Learning Outcomes Assessment**

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**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Place of Employment** \_\_\_\_\_

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	<b>Outstanding</b>	<b>Very Good</b>	<b>Average</b>	<b>Marginal</b>	<b>Unsatisfactory</b>	<b>Comments</b>
<b>Personal Qualities</b>						
Responsibility						
Self-Management						
Punctuality						
Dependability						
Appropriate Professional Appearance						
Integrity and Honesty						
<b>Job Related Preparation</b>						
Ability to Relate Content Knowledge to Work Related Tasks						
<b>Interpersonal</b>						
Participates as a Team Member						
Teaches Others New Skills						
Serves Clients and Customers						
Exercises Leadership						
<b>Information</b>						
Acquires and Evaluates Information						
Interprets and Communicates Information						
Uses Computers to Process Information						
<b>Technology</b>						
Selects Technology						
Applies Technology to Tasks						
Maintains Equipment and Troubleshoots						
<b>Thinking Skills</b>						
Creative Thinking						
Decision Making						
Problem Solving						
Knowing How to Learn						

## Part II - Program Learning Objectives Assessment

### Business Management

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**Student**

**Date**

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**Place of Employment**

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**Supervisor**

**Title**

**Employer: Please evaluate your Internship Education student based on the Program Learning Objectives for the Business Management Career Program.**

<b>Program Learning Objectives</b>	Outstanding	Very Good	Average	Marginal	Unsatisfactory	N/A	Comments
<b>Program Learning Objective 1</b> Students can apply written and verbal communications skills. They show the ability to use the computer as a communication tool.							
<b>Program Learning Objective 2</b> Students are able to demonstrate leadership skills, work in teams, and resolve workplace issues effectively.							
<b>Program Learning Objective 3</b> Students have the knowledge and ability to integrate concepts of other business disciplines (e.g., human relations, marketing, public relations, accounting principles and procedures) and function proficiently at an entry level or management trainee position.							

## Part III - Assessment of Student's Personal Learning Objectives

### Business Management

For each Student Specific Learning Objective, please write a statement regarding the student's achievement of that objective. The statement should focus on how the student demonstrated achievements of the objective. You may then rate the achievement of each objective, and the student's overall performance.

	Outstanding	Very Good	Average	Marginal	Unsatisfactory
<b>Objective 1:</b>					
<b>Objective 2:</b>					
<b>Objective 3:</b>					
<b>Objective 4:</b>					
<b>STUDENT'S OVERALL PERFORMANCE:</b>					

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## FCC Internship Employer Satisfaction Survey

Thank you for taking the time to complete the FCC Internship Employer Satisfaction Survey. All of the information gathered from this form will be kept confidential and will be used only for statistical purposes. This survey is intended to assist the FCC Internship Program with preparing students for the entry into the workplace and better serve the needs of internship employers in the future. If we can be of assistance, or if you have any questions, please contact the Internship & Apprenticeship Coordinator at 301-624-2724.

**Company/ Organization Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Name of the person completing this form:** \_\_\_\_\_

**Date of Internship:** \_\_\_\_\_

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

1. Have you hired this student intern for a full-time/ permanent position with your company/organization?  Yes  No
  
2. If you have not already done so, would you hire this student intern for a full-time/ permanent position with your company/organization?  Yes  No If not, please explain.

\_\_\_\_\_  
\_\_\_\_\_

3. Please check the box which best indicates your level of satisfaction with your intern's performance in the areas described below.

Internship Job Performance			
	Very Satisfied	Satisfied	Dissatisfied
1. Overall job performance			
2. Job Specific Skills			
3. Problem-solving skills			
4. Interpersonal skills			
5. Leadership skills			
6. Teamwork skills			

4. Would you consider hiring another FCC student intern in the future?  Yes  No  
Please explain why or why not.

5. Do you feel that the student intern was adequately prepared for his or her internship duties/tasks?  Yes  No Please explain why or why not.

6. Do you feel that you received the information and resources you needed during the internship process?  Yes  No If not, please explain.

7. What recommendations do you have for improving the FCC Internship Education Program?