

Internship Performance Appraisal Form – Graphic Design
Part I - Core Learning Outcomes Assessment

Student

Date

Place of Employment

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

Part II - Program Learning Objectives Assessment
Graphic Design

Student

Date

Place of Employment

Supervisor

Title

Employer: Please evaluate your *Internship Education Student* based on the Program Learning Objectives for the Graphic Design Program.

Program Learning Objectives	Outstanding	Very Good	Average	Marginal	Unsatisfactory	N/A	Comments
Program Learning Objective 1 Prepare graduates for entry level positions as print graphic designers							
Program Learning Objective 2 Advance careers of students already working in communications design related fields							

Part III - Assessment of Student's Personal Learning Objectives
Graphic Design

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
Objective 1:					
Objective 2:					
Objective 3:					
Objective 4:					
STUDENT'S OVERALL PERFORMANCE:					

 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	N/A
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?**