

Internship Performance Appraisal Form - Building Trades

Part I - Core Learning Outcomes Assessment

Student _____ **Date** _____

Place of Employment _____

	Outstanding	Very Good	Average	Marginal	Unsat.	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						
Serves Clients and Customers						
Exercises Leadership						
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

Building Trades

Student _____

Date _____

Place of Employment _____

Supervisor _____

Title _____

Employer: Please evaluate your Internship Education student based on the Program Learning Objectives for the Building Trades Career Program.

	Outstanding	Very Good	Average	Marginal	Unsatisfactory	N/A	Comments
Program Learning Objectives							
Program Learning Objective 1 Safely perform tasks.							
Program Learning Objective 2 Identify and use the proper hand and power tools.							
Program Learning Objective 3 Read and understand blueprints and other documentation.							
Program Learning Objective 4 Identify proper materials and methods to use on a variety of jobs.							
Program Learning Objective 5 Use appropriate technology for the field of study.							
Program Learning Objective 6 Troubleshoot issues that occur on the job and determine a proper course of action.							
Program Learning Objective 7 Communicate with others in the building trades to successfully complete joint projects.							

Part III - Assessment of Student's Personal Learning Objectives

Building Trades

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 Coordinator at 301-624-2724 or kwaters@frederick.edu.

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?