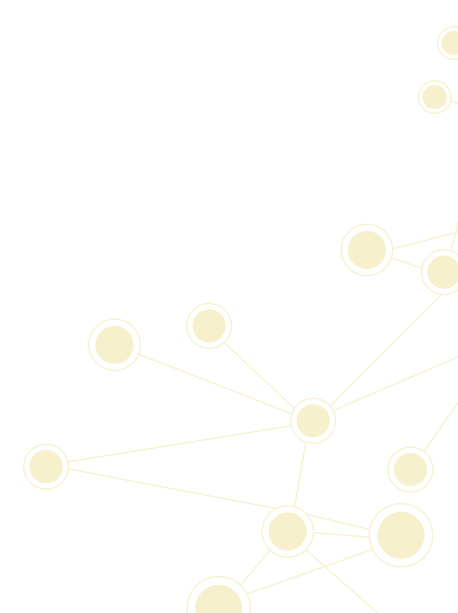


Educational Appendix E

Sample Forms





Best Practices for Internship Supervision

While many people will undoubtedly work with and contribute to the intern’s experience, it is best to assign one employee as the intern’s supervisor.

Sample timeline for a 12 week internship (modify and adapt to internship requirements and length):

Week	Actions
Pre internship	Finalize paperwork needed: <ul style="list-style-type: none"> • Scope of work • Direct deposit information • Security clearance, NDAs, etc.
Ongoing	Provide professional development opportunities. Consider: <ul style="list-style-type: none"> • Introducing a colleague with whom the intern can set up an informational interview. • Including the intern in trainings, conferences, and other events
Week 1	<ul style="list-style-type: none"> • Onboarding to teams, company culture, and systems • Discuss and document performance goals for internship. See outline below
Week 2	Schedule a regular standing meeting time
Week 6	Mid-point check-in: <ul style="list-style-type: none"> • Opportunity to reflect on progress and make changes as needed • Provide feedback and ask questions • Review any deliverables due at this time in more detail
Week 11	<ul style="list-style-type: none"> • Check-in on final deliverables • Student presentation on project findings and conclusions
Week 12	<ul style="list-style-type: none"> • Complete Final evaluation and provide feedback • Opportunity for an exit interview between HR & intern

Performance Goals: Creating and agreeing on performance goals at the start of the internship is a great practice. Performance goals are different from a project deliverable in that they focus on the intern’s learning and personal/professional development throughout an internship.

Mid-point & Final Evaluations: The forms below suggest a few points to include in the evaluation and discussion of an intern’s performance. The topics covered during the mid-point evaluation should be consistent with the topics in the final evaluation, to provide enough time for an intern to address any concerns before the end of the internship. You may ask the intern to complete this form as a self-assessment prior to meeting.

Setting and agreeing on performance goals

Together with your intern, discuss and document three to five “SMART” performance goals that the intern will focus on during their internship. These goals should advance company objectives while also allowing the intern to learn and practice new skills. For Example:

- Prepare and deliver a presentation to a client or C-suite personnel
- Demonstrate proficiency in a particular software program
- Analyze data and develop an ability to tell compelling stories with that data
- Develop an understanding of career paths in your company or industry based on the skills and interest of the intern

Performance Goal	How can this be measured	Opportunities to work on this goal

Mid-point Evaluation

Point of evaluation	Rating (1-5)
The intern:	
Has made progress towards the deliverables outlined in the scope of work	
Is meeting expectations for the quality of work on the deliverables	
Is making progress towards the performance goals outlined	
Is exhibiting company values and culture	
Other:	

1- strongly disagree, 2- disagree, 3- neither agree, nor disagree, 4- agree, 5- strongly agree

Notes of progress needed towards deliverables:

Notes of additional development needed towards performance goals:

Additional notes or concerns:

Final Evaluation

Points of Evaluation	Rating (1-5)
The intern:	
Has submitted deliverable(s) that meet the expectations outlined in the scope of work	
Has met the expectations outlined in the performance goals	
Has exhibited the company values and culture	
Other:	

1- strongly disagree, 2- disagree, 3- neither agree, nor disagree, 4- agree, 5- strongly agree

What are the intern's areas of strength? Provide specific examples when possible.

What are areas in which the intern would benefit from further development?
Provide specific examples when possible.

Additional notes: