

Department of Information Technology
IT 4790 - IT Internship
Intern Evaluation Process

The following describes the method by which IT4790 interns will be evaluated.

There are two primary sources of assessment weighted as follows:

- | | |
|--------------------------------------|------------|
| 1. Supervisor evaluations: | |
| a. Midterm | 20% |
| b. Final | 20% |
| 2. Instructor of record assessments: | |
| a. Final Report | 30% |
| b. Summary and weekly work logs | <u>30%</u> |
| | |
| Total: | 100% |

If the internship involves the development of a tangible product like a piece of software, website, or a physical network that can be easily documented with copies of code, screen shots or pictures, the final report may be more detailed and the weekly work log may be more abbreviated. But if the internship does not involve a tangible product because it is more service oriented, like ongoing troubleshooting hardware or software issues, help desk, or other IT infrastructure support, then the weekly work log should be more detailed with documentation of more specific activities and related learning outcomes and experiences which might be less evident.

1. Supervisor evaluations:

- a. Part I of the evaluation forms (midterm and final) provide a rating of the following 7 items on a 5-point scale, for a maximum of 70 possible points:
 - i. Relations with others
 - ii. Attitude
 - iii. Judgment
 - iv. Dependability
 - v. Ability to learn
 - vi. Quality of work
 - vii. Attendance & Punctuality

2. Final report and log:

- a. Final Report (to include the following)
 - i. Company and division overview
 - ii. Internship description (duties or objective)
 - iii. Description of accomplishments
Include documentation of work completed here
(Copies of code, screen shots, pictures, etc.*)
 - iv. Reflect on the internship work completed
 1. Positive aspects
 2. Negative aspects
 - v. Internship Evaluation
 1. In what manner did the internship contribute to your professional development?
 2. Suggestions or recommendations for improving the IT internship program
- b. Summary work log
Include date(s), hours worked and list activities on a weekly basis

* Be sure to obtain approval from employer to include anything that might be confidential in nature.