**Internship Program Evaluations**

Here are customizable program evaluation form templates to gather feedback from the student and employer for assessing the internship program, facilitating continuous improvement, and ensuring the program meets its objectives. Each form includes key evaluation criteria and space for comments.

**Program Evaluation Form for Students**

Intern Name:

Intern Position:

Business Name:

Internship Duration (Start Date and End Date):

Evaluation Criteria:

Rating Scale: (3) Exceeds Expectations (2) Meets Expectations (1) Needs Improvement

|  |  |  |
| --- | --- | --- |
| Criteria | Rating 1-3 | Comments |
| **Relevance of Tasks**   * Did the tasks align with your academic and career goals? |  |  |
| **Support and Guidance from Supervisor**   * How effective was your supervisor in providing feedback and support? |  |  |
| **Skill Development**   * Did you gain new skills or enhance existing ones? |  |  |
| **Work Environment**   * Was the work environment welcoming and inclusive? |  |  |
| **Opportunities for Learning**   * Were there opportunities for professional development? |  |  |
| **Overall Experience**   * How would you rate your overall internship experience? |  |  |

Additional Feedback:

* Strengths of the Internship Program:
* Areas for Improvement:
* Would you recommend this internship to other students? Why or why not?

**Program Evaluation Form for Employers**

Business Name:

Evaluator Name:

Internship Duration (Start Date and End Date):

Intern Name:

Intern Position:

Evaluation Criteria:

Rating Scale: (3) Exceeds Expectations (2) Meets Expectations (1) Needs Improvement

|  |  |  |
| --- | --- | --- |
| Criteria | Rating 1-3 | Comments |
| **Relevance of Tasks**   * The internship provided meaningful work that had a real impact on your organization. |  |  |
| **Internship Structure**   * The internship was designed to facilitate a valuable learning experience for the intern. |  |  |
| **Skill Development**   * The internship contributed to the interns’ readiness for future employment in their field. |  |  |
| **Work Environment**   * The work environment was welcoming and inclusive for the intern. |  |  |
| **Opportunities for Learning**   * The internship provided the right amount and type of professional development opportunities (e.g., cross-departmental exposure or networking events). |  |  |
| **Overall Experience**   * Rate the overall internship experience for your organization. |  |  |

Additional Feedback:

* Strengths of the Internship Program:
* Areas for Improvement:
* Would you offer this internship to other students? Why or why not?