Department of Information Technology
Internship
Evaluation Process

Effective Summer 2007 students enrolled in IT 4790 – IT Internships – earn 3 hours credit and a regular grade. The following describes the method by which interns will be evaluated.

There are two primary sources of assessment weighted as follows:

1. Supervisor evaluations:
   a. Midterm 25%
   b. Final 25%

2. Instructor of record assessments:
   a. Final Report 25%
   b. Daily or weekly log* 25%

   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 log may be more abbreviated and weekly. 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 log should be more detailed with documentation of more specific activities and related learning outcomes and experiences which might be less evident. In this latter case the intern might want to consider a daily log instead of a weekly log to summarize work activities.
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 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. Daily or weekly log
      Include date(s), hours worked and list activities

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