



# **Internship**

## **Bachelor of Applied Information Systems Technology**

### **Information Systems Development Major**

#### ***Employer Student Evaluation Pamphlet***

Addison Babcock  
Name

BAIS4991 – Internship I       BAIS4992 – Internship II

Delivery Date: **December 11, 2015 @4:30 pm**  
**April 15, 2016**  
**August 19, 2016**

Please scan and upload to Moodle or e-mail this document to:

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The BAIST Program certainly welcomes the support of employers in the “applied” portion of the Applied Degree student. Please note this pamphlet is to be completed for each four-month period.

Please evaluate the learning taken place relative to the individual’s background and skills during the past three months. This information is kept strictly confidential and is only held by the BAIST Internship Coordinator.

***Remember:***

Marks are deducted for each day late!

Name of Student: Addison Babcock

Company or Department Name: Servus Credit Union

Name and Title of Supervisor: Garth May

Manager Banking Systems Applications

Internship Work Term:

Start Date Jan 7 2013 End Date N/A

Garth May

Supervisor's Signature

Aug 17, 2014

Date

Addison

Student's Signature

Aug 16 2016

Date

Please use the following rating system:

Highly Skilled	4	Can perform this task extremely satisfactorily, without assistance or supervision.
Skilled	3	Can perform this task satisfactorily without assistance or supervision.
Moderately Skilled	2	Can perform this task satisfactorily but requires extra time, periodic assistance or supervision.
Minimally Skilled	1	Can perform this task satisfactorily but requires excessive time, assistance and supervision.

- Student can complete the document first as a self-assessment then the Supervisor in consultation with the student to finish the evaluation.
- Please check N/A for those rows that are not applicable.
- If necessary please make changes to the wording of the competencies.

COMPETENCIES	SKILL LEVEL				COMMENTS	
Feel free to make changes to wording of competencies to reflect your requirements.	Low 1	2	3	Hi 4	N/A	
<b>Effective Verbal and Written Communication</b>						
Use effective verbal and written communication				✓		
Use effective verbal communication on a daily basis on the job					✓	
Use effective written communication when documenting tasks completed on the job		✓				
Use appropriate technology to communicate				✓		
Inform manager of project status	✓					Inform Manager when you need more work.
Develop active listening skills		✓				
Conduct and document research				✓		
Write a project proposal				✓		
Present an IT topic to other professionals				✓		
Prepare IT documentation	✓					
<b>IT Business Requirements</b>						
Gather, document and analyze IT business requirements					✓	
Collect and verify business requirements from clients					✓	
Document business requirements in a way that clients can understand					✓	
Review and analyze the business requirements to determine possible technology solutions					✓	
Perform strategic IT planning techniques					✓	
Identify and mitigate IT project risks					✓	
<b>IT Project Management Principles</b>						
Apply IT Project Management principles as a team member to new and existing projects					✓	
Use the employer's standards for recording IT project tasks		✓				

<b>COMPETENCIES</b>		<b>SKILL LEVEL</b>				<b>COMMENTS</b>	
		Low 1	2	3	Hi 4	N/A	
<b>Feel free to make changes to wording of competencies to reflect your requirements.</b>							
Develop a Project Plan for an IT project						✓	
Prioritize tasks				✓			
Apply estimating techniques			✓				
Establish task priorities				✓			
Manage a Project Plan						✓	
Perform a risk analysis for a project and mitigate the risks						✓	
<b>Team member contribution and effectiveness</b>							
Work effectively as a member of a team				✓			
Conform to overall mission, vision and goals				✓			
Communicate with other team members				✓			
Participate in all team activities			✓				
Resolve conflicts						✓	
Focus on results				✓			
Manage time effectively		✓					Try to use unassigned time more productively.
<b>IT professional and ethical standards and practices</b>							
Adhere to IT professional and ethical standards and practices				✓			
Review the Canadian Information Processing Society's ethical principles <a href="http://www.cips.ca/ethics">www.cips.ca/ethics</a>				✓			
Review any ethical standards and practices that the employer may have				✓			
Maintain a positive and realistic attitude				✓			
Show personal initiative and motivation		✓					
Adhere to company or department value system				✓			
Deal effectively with conflict and negotiation on the job						✓	
Use effective time and stress management and organizational skills				✓			

COMPETENCIES		SKILL LEVEL				COMMENTS	
		Low 1	2	3	Hi 4	N/A	
Feel free to make changes to wording of competencies to reflect your requirements.							
<b>Solutions to technical problems</b>							
Identify solutions to technical problems through effective research, critical thinking and documentation				/			
Research technologies that could be implemented in an organization					/		
Select the best technology for a business need					/		
Use critical thinking skills			/				
Review internal and external documentation to identify possible solutions to problems			/				
<b>Currency in the IT field</b>							
Maintain currency in the IT field through research and professional development				/			
Seek possible training from employer or other sources				/			
Select a research topic that is appropriate to your development needs and employer's needs			/				
Research new emerging technologies			/				
<b>Design, implement and support software solutions</b>							
Design, implement and support software solutions using current development tools			/				
Review current development tools that are appropriate for an organization					/		
Establish requirements or business rules and behaviors		/					
Evaluate and research system requirements			/				
Select and implement best software solution			/				
Follow version control procedures			/				
Support a software solution			/				
Implement and document the steps in a business process within an ERP system					/		

COMPETENCIES	SKILL LEVEL					COMMENTS
	Low 1	2	3	Hi 4	N/A	
Feel free to make changes to wording of competencies to reflect your requirements.						
Design and implement an ERP web-based interface for business data input						/
Design and generate reports for end-users using a web-based ERP interface						/
Perform and implement a database design			/			
Deliver business intelligence by using current technologies for a business problem						/
Perform online analytical processing and data mining with business intelligence structures by using current technologies for a business problem						/
<b>Design, implement and support Information Systems Solutions</b>						
Design, implement and support Information Systems solutions for business problems using current software development methodologies				/		
Follow a software development methodology			/			
Develop or follow a process model			/			
Develop or follow a data model			/			
Develop software following specifications			/			
Test developed software			/			work to improve unit testing
Develop and implement a software implementation plan						/
Troubleshoot client requests			/			
Write applications using a variety of internet protocols						/
Develop and implement secure applications			/			
Design security policies that follow industry best practices						/
Develop Internet-based software applications						/
Develop and implement Database and Data Warehouse/Business Intelligence (BI) structures						/

COMPETENCIES	SKILL LEVEL				COMMENTS	
	Low 1	2	3	Hi 4	N/A	
Feel free to make changes to wording of competencies to reflect your requirements.						
<b>Systems Integration</b>						
Assist in complex Systems Integration					✓	
Research system components					✓	
Document data and process relationships between system components					✓	
Document and obtain approval for system integration plan					✓	
Develop and use database architecture for application				✓		
Demonstrate specific software technologies as components of an overall solution			✓			
Implement system integration plan					✓	
Perform a system test using a Quality Assurance methodology			✓			
Perform post implementation review					✓	

### OVERALL COMMENTS

In what single task did this person show the **MOST** improvement during the past four months?

Addison has been assigned some fairly complex work and has completed the tasks within a reasonable timeframe. His technical skills are good. Second most improvement or learning experience? Had a good mentor to help testing member consolidation work order so I believe he gained some unit test knowledge on that project.

What area or task should this person concentrate on for improvement in the future even if not continuing employment?

Unit testing and attention to detail, work to ~~first~~ use unassigned time more effectively, look at other developers work or continue testing of own work.

Where or how did this person demonstrate or show leadership on the job? Not in a leadership role so hard to assess. Addison is very quiet and could try to engage other team members more as he has good skills to share.

Is this person continuing employment with your company or department?

- (full time defined as being 30 or more hours per week)
- Yes, full time       Yes, part time or short term  
 Under review depending on budget and need     Unsure at this time     Not continuing

If Applicable, state Last Day of Work: \_\_\_\_\_

*If possible please provide individual with a brief written reference for the future.*

### **STUDENT COMMENTS**

What did you learn MOST on the job? List technologies and/or soft skills learned.

*I've mostly learned about how statements are generated and how service fees are charged. I've also learned about how photo deposit capture works.*

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As a result of Internship, what will you be doing different in the future? Any change in direction?

*I like where I'm at.*

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### **EMPLOYER, TEAM LEAD or SUPERVISOR COMMENTS**

Did the individual: (choose one)

- Exceed Expectations     Meet Expectations     Below Expectations

In what way? *Addison has great potential and I feel I can assign him complex work and he will get it done.*

How else could the individual improve his or her learning experience and leadership skills? \_\_\_\_\_

*Continue to work on unit test skills and learning more about all areas of the banking system. Try to engage more in team meetings and discussions.* <sup>8</sup>

Which of the following did the individual have access to for training? Check all those that apply:  
reading industry magazines, technical textbooks, webinars,  seminars, conferences, mentorship, certification prep sessions, or certification exams.

Was or is there any other training available that the individual could take?

The development language is proprietary so most of the training is on the job and through mentors.

Was the individual able to: (choose only one)

- work independently all of the time. Never had to review his or her work.
- work independently most of the time. Rarely needed to review his or her work.
- work with some support. Occasionally needed to review his or her work.
- work with a lot of support. Frequently needed to review his or her work.
- work with a lot of support and guidance. Most of the time needed to review his or her work.

Any comments, concerns, issues or appreciation you may have?

Our process is to review all code written by our developers, so we have seen much of Addison's code and it ~~does~~ consistently meets our expectations. We struggle to keep Addison busy enough so at times he seems to get distracted but could use that spare time more productively.

