**“Hispanic Community Internship” Student Evaluation from Supervisors**

**(If the student completed 30 hours or more in the same internship/volunteer site.)**

Dear Supervisors of “Hispanic Community Interns,”

First, let me thank you for providing an important and unique internship position for my students this summer! As the professor assigning a grade to the student interns enrolled in the “Hispanic Community Internship” class at Georgia Tech, I need your help in assessing my students’ out-of-class performance this semester. Please complete this two-page student intern evaluation form and return it to me by email (kcomfort@gatech.edu) before August 1, 2024.

Many thanks,

Dr. Kelly Comfort

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Your name and position:

Melisa Nichols -- Health Education & Prevention Initiatives Sr. Program Manager

Email: mnichols@thelaa.org

Phone: 404-248-2236 (o) 585-284-6471( C )

Name of organization or agency: The Latin American Association

Name of Georgia Tech Student Intern(s): Aditi Venkatesh

***Note, if you had more than one intern this semester, please provide separate answers for each intern. You may choose to complete one form for multiple students or submit different forms.***

1.Please describe the intern’s roles, responsibilities, and contributions. Did the intern(s) complete the required 30 (or more) internship hours this semester?

Yes, she did. Aditi was very instrumental in the registration & enrollment phase of the program. She received access to the database from day one and was able to learn the system, understand the process for registering participants and creating their profile, as well as entering them into a cohort that meets their needs. She was able to have a conversation with the interested participant and get them registered for the program: Juntos Por Una Vida Saludable- our NDPP (Diabetes T2 -prevention program). The program is a lifestyle change cohort based 12-month program. She has participated in the classroom and has helped with the data tracking of the cohorts.

2. Please comment on the intern(s)’s use of Spanish throughout this internship. Did the intern(s) take advantage of opportunities to improve his/her Spanish? Did the intern(s) seek out conversations with native Spanish speakers? Did the intern(s) have an adequate level of Spanish to complete the tasks assigned? And if not, did he/she make efforts to remedy any shortcomings? Did the intern(s) demonstrate an interest in learning about LatinX cultures?

Yes, she did. Initially she was a bit nervous to have the dialogue with the clients because the conversations would be more organic (non-scripted) even though she did a well job creating a conversation script, and thinking ahead of possible questions or scenarios that she may need to answer of be prepared for in advance. This strategy was very helpful and boosted her confidence. She enrolled several participants and followed up with a call after the initial text introducing herself.

3. Please comment on the intern(s)’s overall initiative during the summer. Did he/she actively seek out tasks to complete? Was he/she complacent or passive in any way? How well did he/she take advantage of opportunities?

Aditi went above and beyond on her tasks- she originally was assigned to help with the pre-screening and enrolling the participants on the phone and to answer any questions they may have on phone or in classroom support. When we were in off season for registration, she helped in the classroom, helped with data tracking for the weigh-ins and also assisted with office support- like organizing copies of materials for the class. She also assisted in classroom set up and greeting participants.

4. Did the intern(s) meet your needs and expectations? Please comment on the ways in which having the intern(s) benefitted and/or hindered you and your organization. What were the positive aspects of having the student intern(s)? Were there the negative aspects?

Having Aditi was a huge help to the program. We are always in need of help with registration and pre-screening to take the interested candidates from a candidate to participant. This process can be time consuming for the staff since it’s a new program. Having her to assist gave us a bit of breathing room to focus on the logistics and facilitation.

5. What grade would you assign to the intern(s) on an A, B, C, D, and F scale? Please explain your answer.

I would give her an A+- she has been a pleasure to work with. She shows up ready to work, she goes above and beyond to help the coaches and students. She is a fast learner. The learning curve was swift and she hit the ground running doing an excellent job. She knows her way around technology and she is brilliant. The team is really pleased with her work this semester.

6. Do you have any additional comments that would aid me in evaluating the intern(s)?

I do not. She did a fantastic job, showed up for her assignment and is now a part of our HEPI family. I am excited to have her come back as a volunteer after her break. She enjoyed her time here and we certainly enjoyed having her. She is a kind hearted individual, with a strong work ethic with a passion for working with people.