**Student Internship - Employer or Academic Institution Planning & Feedback**

**Students**: Please return this completed form to Mrs. Flores [pflores@aischool.org](mailto:pflores@aischool.org) in August 2019.

**Onsite Support Frequently Asked Questions**

**Should we assign an onsite supervisor?**

Yes. Prior to the beginning of the internship, the intern’s supervisor will discuss with the student working hours, professional standards, health and safety, workplace culture and any other relevant expectations. They should provide productive feedback to enhance the student’s experiential learning throughout the placement. They should structure the student’s two weeks. Who will they shadow and when? What tasks will they be asked to perform? How will they obtain feedback on their experience?

**What about insurance?**

You should not accept a student to work onsite unless you have verified that they are covered by your employer's insurance and will be subject to the same health and safety policies of regular paid employees. In some instances, it may be appropriate for a parent or guardian to sign a release agreeing that personal medical insurance will serve in place of workers’ comp, as long as the student is confirmed to be covered by the general liability policy at the work site.

**AIS Anti-Discrimination Statement**

Atlanta International School practices a full non-discriminatory policy in all school-administered programs and will not discriminate on the basis of race, color, gender, national and ethnic origin, age, disability, religion, sexual orientation or gender preference in all of its admissions, educational and employment policies, programs, and practices.

**Placement Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** |  | | | |
| **Employer or Academic Institution** |  | | | |
| **Dates of Internship** |  | | | |
| **Supervisor Name** |  | | | |
| **Position with Organization** |  | | | |
| **Supervisor Signature** |  | | | |

**Student Goals**

These should be set with the student’s supervisor at the start of the two week period.

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**Student Assessment**

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| **Assessment of student** | Excellent | Above Average | Average | Unsatisfactory |
| 1. Ability to capitalize on learning opportunities |  |  |  |  |
| 1. Work ethic |  |  |  |  |
| 1. Work quality |  |  |  |  |
| 1. Ability to work independently |  |  |  |  |
| 1. Interest and motivation |  |  |  |  |
| 1. Reliably completes tasks assigned |  |  |  |  |
| 1. Relationships with coworkers |  |  |  |  |
| 1. Success against personal goals |  |  |  |  |
| 1. Appearance |  |  |  |  |
| 1. Timeliness/Punctuality |  |  |  |  |

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| **Commendations from Employer** |
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| **Recommendations from Employer** |
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| **Student Reflection** |
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