	Pamantasan ng Lungsod ng Valenzuela <b>STUDENT'S EVALUATION OF INTERNSHIP</b>	Document No.: CEIT-OJTF-011
		Number of Pages: 2
College:	College of Engineering and Information Technology	Revised: 03/10/2023

Name of Intern: \_\_\_\_\_
Course/Student No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Site Internship Supervisor: \_\_\_\_\_

OJT Coordinator: \_\_\_\_\_

Directions: Please evaluate **honestly** the following items described by encircling the appropriate rating. If any criteria are not applicable to the internship experience, please leave the response blank. Responses in this document will not be transmitted to the HTE and will be kept in respective Departments for record purposes only.

- 1 – Poor
Never demonstrates the experience/does not meet expectations.
- 2 – Fair
Sometimes demonstrates the experience/meets expectations.
- 3 – Good
Usually demonstrates the experience/sometimes exceeds expectations.
- 4 – Exceptional
Always demonstrates the experience/consistently exceeds expectations.

### Part I. HTE/Company Experience

#### A. Site Experience

1. The physical surroundings were secure.	1	2	3	4
2. The HTE conducted a session for orientation.	1	2	3	4
3. The projects assigned had access to enough resources necessary for successful completion.	1	2	3	4
4. Colleagues were supportive and accommodating.	1	2	3	4

#### B. OJT Supervisor Experience

1. A precise job description was given by the OJT Supervisor.	1	2	3	4
2. Consistent feedback was provided regarding my performance and skills.	1	2	3	4
3. Measures were taken to ensure that the OJT experience was a valuable learning experience.	1	2	3	4
4. The OJT Supervisor assigned duties that matched by competencies and abilities.	1	2	3	4
5. The OJT Supervisor was accommodating of the agreed-upon work schedule.	1	2	3	4

#### C. Learning Experience

1. The work experience aligned with my academic field and future career aspirations.	1	2	3	4
2. I was given chances to enhance my abilities in verbal communication and presentation.	1	2	3	4
3. I had opportunities to improve my skills in building relationships and interacting with others.	1	2	3	4
4. I was given opportunities to foster my creativity.	1	2	3	4
5. I was presented with occasions to strengthen my problem-solving capabilities.	1	2	3	4
6. I was given chances to develop my critical thinking skills during the experience.	1	2	3	4
7. I was given opportunities to enhance my writing abilities.	1	2	3	4
8. This experience has assisted me in preparing for a career in my field.	1	2	3	4


### Part II. HEI/Institutional Experience

#### D. HEI OJT Program Experience

1. The school prepared me well for the OJT process.	1	2	3	4
2. I received sufficient information and guidance on the OJT process and placement.	1	2	3	4
3. I felt supported by the school throughout my internship.	1	2	3	4
4. The school's communication systems were effective in keeping me informed during my internship.	1	2	3	4
5. The academic coursework equipped me with the professional knowledge and necessary skills for the internship.	1	2	3	4
6. The OJT goals and objectives were clearly communicated to me.	1	2	3	4
7. The OJT experience was valuable for my personal and professional growth.	1	2	3	4
8. I am satisfied with the OJT process conducted by the school.	1	2	3	4

#### E. OJT Coordinator Experience

1. Clear instructions and guidance were provided by the OJT Coordinator throughout the internship.	1	2	3	4
2. The OJT Coordinator helped me identify and achieve my internship goals.	1	2	3	4
3. The OJT Coordinator was available and responsive to my questions, queries, and concerns during the internship.	1	2	3	4
4. The OJT Coordinator provided adequate supervision and feedback on my performance during the internship.	1	2	3	4
5. The OJT Coordinator helped me navigate any challenges or issues that arose during the internship.	1	2	3	4

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**Part III. Assessment**

Check or encircle the rating or option that best describes each criterion.

1. Overall, how would you rate this internship?	1	2	3	4
2. Was the internship paid?	Yes		No	
If yes, what type of compensation did you receive?	Hourly	Daily	Stipend/Allowance	
Indicate amount (in Philippine pesos)			Php	
3. Would you recommend this internship to other students?	1	2	3	4
4. Would you work for this OJT Supervisor again?	1	2	3	4
5. Would you work for this OJT Coordinator again?	1	2	3	4
6. Would you recommend this HTE to other students who will take internship in the future?	1	2	3	4

**Part IV. General Comments**

Answer each question completely and legibly.

1. What was the most valuable aspect of the internship?
2. What was the least valuable aspect of the internship?
3. Is there anything, problems or concerns, related to your internship experience that we should be aware of?
4. Can you suggest any ways to improve the internship experience in the future?

**Thank you very much!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to:

**PLV College of Engineering and Information Technology**  
Pamantasan ng Lungsod ng Valenzuela, 2F CEIT Building, Tongco St., Maysan Valenzuela

No later than the first day of the Midterm Examination week of the succeeding semester.