INTERNSHIP PROGRAM

**Intern Evaluation Form (IEF) – (Final)**

(2018-2019, 2nd , bs csse, iteintern1 , N491)

**To the Internship Company and Internship Supervisor:** This is a request for you to evaluate our student as an intern and the internship program of the College. Please discuss with the intern the results of this evaluation and return to FEU-TECH. Thank you for participating in this internship.

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| --- | --- | --- | --- | --- | --- |
| Intern | : | Jhance Bredh C. Laya | Company | : | Kalibrr |
| Supervisor | : | Aivin Solatorio | Department | : | Research and Development |
| Evaluator | : |  |  |  |  |
|  |  | (if not the Internship Supervisor) |  |  |  |

**Part I**

*Instructions: Please evaluate the student using the 1 to 5 scale where 5 is the highest score and 1 is the lowest score. The numeric evaluations have the following equivalencies:*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5** | **:** | **Outstanding** | **4** | **:** | **Above Average** | **2** | **:** | **Below Average** |
|  |  |  | **3** | **:** | **Average** | **1** | **:** | **Poor** |

|  |  |  |  |  |  |  |
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| Work and Personal Values |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |  |
| 1. The intern reports for work regularly. |  |  |  |  |  |  |
| 1. The intern reports for work on time. |  |  |  |  |  |  |
| 1. The intern informs his/her supervisor about tardiness or absences. |  |  |  |  |  |  |
| 1. The intern reports for work in the prescribed attire. |  |  |  |  |  |  |
| 1. The intern exhibits courtesy and respect. |  |  |  |  |  |  |
| 1. The intern keeps his/her workplace clean and orderly. |  |  |  |  |  |  |
| 1. The intern makes use of company resources properly. |  |  |  |  |  |  |
| 1. The intern makes use of his/her time wisely. |  |  |  |  |  |  |
| 1. The intern has the initiative to be of help. |  |  |  |  |  |  |
| 1. The intern has the initiative to learn more. |  |  |  |  |  |  |
| 1. The intern shows concern and interest in his/her work. |  |  |  |  |  |  |
| 1. The intern shows enthusiasm in his/her work. |  |  |  |  |  |  |
| 1. The intern exhibits patience and hard work. |  |  |  |  |  |  |
| 1. The intern shows humility as a trainee. |  |  |  |  |  |  |
| 1. The intern listens to comments and suggestions. |  |  |  |  |  |  |
| 1. The intern gracefully accepts criticisms. |  |  |  |  |  |  |
| 1. The intern creates a favorable image for the company. |  |  |  |  |  |  |
| 1. The intern accepts minor tasks that contribute to the completion of projects. |  |  |  |  |  |  |
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| *Comments and Suggestions:* |  |  |  |  |  |  |
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| Work Efficiency |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |  |
| 1. The intern submits reports on time. |  |  |  |  |  |  |
| 1. The intern completes work with accuracy. |  |  |  |  |  |  |
| 1. The intern completes work on time. |  |  |  |  |  |  |
| 1. The intern applies pertinent skills and knowledge to his/her work. |  |  |  |  |  |  |
| 1. The intern discovers ways to solve problems. |  |  |  |  |  |  |
| 1. The intern’s performance is not affected by personality differences. |  |  |  |  |  |  |
| 1. The intern’s performance is not affected by changes in the work environment. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Comments and Suggestions:* |  |  |  |  |  |  |
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| Communication Skills |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |  |
| 1. The intern can follow instructions well. |  |  |  |  |  |  |
| 1. The intern asks pertinent questions. |  |  |  |  |  |  |
| 1. The intern asks for assistance, if necessary. |  |  |  |  |  |  |
| The intern talks about his/her problems well. |  |  |  |  |  |  |
| 1. The intern talks about his/her ideas well. |  |  |  |  |  |  |
| 1. The intern writes in English well. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Comments and Suggestions:* |  |  |  |  |  |  |
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| Interpersonal Skills |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |  |
| 1. The intern works well with the support staff. |  |  |  |  |  |  |
| 1. The intern works well with his/her peers. |  |  |  |  |  |  |
| 1. The intern works well with his/her supervisor. |  |  |  |  |  |  |
| 1. The intern works well with clients. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Comments and Suggestions:* |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Overall performance |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| Please provide any comments that you deem pertinent to the evaluation. You may also wish to provide recommendations for academic training that you deem necessary for this student to complete prior to the internship. |
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**Part II**

*Instructions: Please evaluate the internship program of FEU TECH using the indicators below:*

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| **5** | **:** | **Strongly agree** | **4** | **:** | **Agree** | **2** | **:** | **Disagree** |
|  |  |  | **3** | **:** | **Neutral** | **1** | **:** | **Strongly Disagree** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **5** | **4** | **3** | **2** | **1** |
|  |  |  |  |  |  |  |
| 1. Coordination between FEU Tech and the Industry Partner is clear, visible and beneficial to all parties involved (intern, FEU Tech and Industry Partner). |  |  |  |  |  |  |
| 2. The interns' output/contribution is instrumental to the unit/department he/she is assigned to. |  |  |  |  |  |  |
| 3. FEU Tech deploys interns whose skill set (technical and soft skills) meet the requirements of the Industry Partner. |  |  |  |  |  |  |
| 4. Interns immersed in FEU Tech's Internship Program are ready for real-life work exposure and manifest the potential to be hired/absorbed by the Industry Partner. |  |  |  |  |  |  |
| 5. FEU Tech's IALAP Office responds to queries and concerns of the Industry Partner promptly. |  |  |  |  |  |  |
| 6. FEU Tech provides its Industry Partners with quality service in relation to its internship program and collaborative engagements. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Please provide any comments and suggestions that can help FEU Tech improve its internship program. | | | | | | |
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| Evaluator’s Signature | : |  | Date | : |  |
|  | | | | | |
| Intern’s Signature | : |  | Date | : |  |
| Supervisor’s Signature | : |  | Date | : |  |



***THANK YOU FOR YOUR SUPPORT OF OUR INTERNSHIP PROGRAM!***