SPRING BRANCH ISD ACADEMY OF FINANCE

Student Internship Evaluation

Your input in completing this questionnaire will assist the Academy of Finance Coordinators to improve your Academy. This completed evaluation is required to satisfy the internship component to remain in the Academy. Please return the evaluation to Ms. Schaper in Room 240 by **Thursday, August 29, 2019**.

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| --- | --- | --- | --- |
| **Student Name:** |  | **School:** | **Stratford HS** |

**Internship Company: \_\_\_\_\_\_\_\_**

**Company Supervisor Name: \_\_\_\_\_\_\_\_**

1. **In what segment of the finance industry were you employed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**II. Did you use a “school job lead” or find your own internship site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **III.** | **Evaluate your work environment:** | **Strongly Agree** | **Agree** | **Disagree** |
| **A.** | **Employees in my department understand their job requirements and went about meeting them.** |  |  |  |
| **B.** | **The requirements of my job assignments were clear to me.** |  |  |  |
| **C.** | **Employees in my department cooperated in order to get the job done.** |  |  |  |
| **D.** | **Care was taken to insure that the work area was pleasant for the employees.** |  |  |  |
| **E.** | **My job assignment gave me a feeling of personal accomplishment.** |  |  |  |
| **F.** | **I was able to use my knowledge and abilities in accomplishing my duties.** |  |  |  |
| **G.** | **I felt included as a part of the department’s work team.** |  |  |  |
| **Comments:**  |
| **IV.** | **Evaluate your work-site supervisor’s role** | **Very Good** | **Good** | **Poor** |
| **A.** | **Ability to motivate employees** |  |  |  |
| **B.** | **Ability to delegate authority** |  |  |  |
| **C.** | **Ability to define job responsibilities** |  |  |  |
| **D.** | **Ability to solve work-related problems** |  |  |  |
| **E.** | **Sense of fairness** |  |  |  |
| **F.** | **Ability to communicate effectively with employees** |  |  |  |
| **G.** | **Ability to be diplomatic and provide performance guidance in a positive manner.** |  |  |  |
| **H.** | **Assistance for Academy interns** |  |  |  |
| **Comments:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **V.** | **Use the criteria below to evaluate the overall internship experience.** | **Very** **Satisfied** | **Satisfied** | **Dissatisfied** |
| **A.** | **How satisfied are you with the placement process?** |  |  |  |
| **B.** | **How satisfied are you that your job assignment broadened your know-ledge of your industry interests?** |  |  |  |
| **C.** | **How satisfied are you with your opportunities to learn varied tasks within your department?** |  |  |  |
| **D.** | **How satisfied are you with the information and guidance you received from your supervisor?** |  |  |  |
| **E.** | **How satisfied are you with the guidance you received from your school AOF Coordinator** |  |  |  |
| **F.** | **Your job assignment** |  |  |  |
| **G.** | **Your work environment** |  |  |  |
| **H.** | **The company you worked for** |  |  |  |
| **I.** | **The role of the school site supervisor** |  |  |  |
| **J.** | **Your worksite supervisor** |  |  |  |
| **K.** | **The internship program** |  |  |  |
| **Comments:** |

**VI. What was your hourly rate of pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per hour? If non-paid – write
 volunteer in above blank.**

**VII. What is the total number of hours worked this summer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bring a copy of your last payroll/paycheck stub or information for documentation of completing the 160-hour requirement. This is due by Thursday, August 30, 2018.**

**VIII. Paragraph form: What skills and knowledge learned in your Academy program were you able to apply to the job?**

**IX. Paragraph form: Please share any overall comments you would like to make regarding your internship experience.**