



# Work Site Visit Report (Arts and Science Internship Program)

Intern: \_\_\_\_\_ Program: \_\_\_\_\_

Visited By: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Employer: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

- Visit Conducted:
- in-person
  - with the intern and supervisor separately
  - via telephone
  - via Skype

### FOLLOW UP:

If issues or concerns are identified, please specify any required follow-up and the name of the individual who will be responsible for the follow-up.

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### Action Taken:

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**INTERN'S ASSESSMENT**

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Could you please describe the orientation/training that you have received from the employer?

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Please describe your internship and the projects/tasks that you have been involved in.

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Are you given enough instruction/supervision for your job? Please elaborate.

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What have you learned? What skills have you developed?

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How does this internship challenge you?

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Have you established your personal learning plan?  Yes  No  Will Fax  Will E-mail  
Please review:

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What have your positive experiences been while on your internship?

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Have you encountered any problems within the organization?

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Are there any major differences between the original position description and your present position?

Yes  No

What skills learned in the classroom are being applied to your internship?

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What courses or skills do you wish you had before this internship?

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Are you registered for the next academic term?

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Reviewed project guidelines  Yes  No

***SUPERVISOR'S ASSESSMENT***

What is your general opinion of the intern's performance to date?

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What is your opinion of the intern's communication skills?

Oral: \_\_\_\_\_

Written: \_\_\_\_\_

What is your opinion of the intern's interpersonal skills and level of professionalism?

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What is your opinion of the intern's initiative? Provide examples.

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What are the intern's major strengths? (soft and hard skills)

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What areas or skills have you seen the intern develop to date?

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What are the intern's areas for continued development?

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Does the intern have the academic foundation necessary for this internship?

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What are your thoughts regarding the intern's personal learning plan?

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Do you have any other comments or questions?

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