



# TOOLS

## Internship Learning Plan and Evaluation – *SAMPLE*

Student: Sylvia Smith

Phone: (914) 555-1212 Email: smith@yahoo.net

Semester/Quarter: 2nd Semester SLC: Business Academy

School: Wyandotte

Teacher/WBL Supervisor: Mr. Brown

Phone: (913) 555-1212 FAX: (913) 555-1212

Email: mbrown@aol.net

Worksite Supervisor: Ms. Francesca Franklin

Phone: (913) 555-1212 FAX: (913) 555-1212

Email: gff208@yahoo.net

Company: Wonder World, Inc.

- On-the-Job Training Internship Business on the Job Training (indicate program)
- SCL Career Development Internship
- Work-Sample
- Work-Study
- Extended Job Shadow
- Other \_\_\_\_\_

### Planned Review Dates:

1. Beginning 1/27/03 2. Midterm 3/14/03 3. Final 5/23/03

**Agreement:** The undersigned supervisor, student and teacher agree with the validity of the objectives listed below. The supervisor and school agree to provide necessary supervision, training and counseling to insure maximum educational benefits to the student. The supervisor agrees to comply with employment regulations without regard to race, color, national origin, sex or handicap as required by law. The student agrees to abide by OJT/VJT and/or (School Name) District guidelines.

Student Signature: Signature Date: 1/27/03

Supervisor Signature: Signature Date: 1/27/03

Teacher Signature: Signature Date: 1/27/03

### Internship Hours During This Period (To Be Completed at the End of the Internship Experience)

From 1/18/03 (Date) To 5/23/03 (Date) Total Hours 180 Supervisor's Initials TJ

Student Signature: Signature Date: 5/23/03

Supervisor Signature: Signature Date: 5/23/03

Teacher Signature: Signature Date: 5/23/03

# TOOLS *(continued)*

## Internship Learning Plan and Evaluation – *SAMPLE*

Student: Sylvia Smith Date Established: 1/18/03

Date Evaluated: 5/23/03

When identifying learning objectives remember to indicate the answers to the following questions: What do I want to learn? How will I learn this? How will the result be measured? By when will the learning have taken place? See the *Guides to the Internship Plan* for more information on how to write learning objectives.

<b>Evaluation Instructions: Indicate level of student performance by checking the appropriate box. Refer to legend on page three for definitions of each level. Turn in or fax to teacher at each evaluation date.</b>						
These objectives are task and skill oriented. Worksite supervisor and student determine appropriate objectives based on tasks that will support student learning.					<b>Comments</b>	
<b>Skill Development Learning Objectives</b>	Not Exposed	Training Level	Improving Toward Entry Level	Entry Level	Exceeds Entry Level	Sylvia demonstrated remarkable eloquence in the delivery of reports at our monthly staff meetings. Her research was excellent; we learned a lot from what she shared with our team.
I will make verbal reports about community service opportunities to the production staff at monthly meetings. I will field questions with correct answers and without showing nervousness by May 13.				X		
<b>Instructions: Indicate date each objective is established and met in the appropriate box.</b>						
These enrichment objectives are related to workplace opportunities to enhance academic learning as well as student interest. Student and worksite supervisor determine what learning opportunities are available and appropriate and set objectives.					<b>Comments</b>	
<b>Academic Enrichment, Career Exploration and Personal Improvement Learning Objectives</b>	Date Established	Date Received				Sylvia was eager to master new skills and to contribute more to the work environment. In demonstrating her skills, she was well organized and thorough.
I will create a two-page report to accurately describe how shelf space is allotted to distributors and present it to the class.	January 27	March 26				
I will interview three programmers about their jobs using the informational interview tool and write a five-paragraph reflective paper on the suitability of a programming career for me and discuss it with the head programmer by March 30.	January 27	February 19				
I will improve my listening skills at work by taking notes, paraphrasing or summarizing key points during Wednesday staff meetings and using those notes to write meeting summaries for the staff update binder each week.	February 19	April 14				