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**FACULTY/ADMINISTRATORS INTERNSHIP REVIEW**

Please state your Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

{E.g. Agriculture, Business Studies, Liaison, Admin, Distance & Continuing Education)

1. How would you rate your experience with the internship process? (This includes liaison staff, corporate partners, site visits, paperwork, etc)

Excellent Very Good Average Poor

1. In your opinion, what did not work well?

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1. How can we improve?

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1. Are the forms and other information on the Internship Webpage current and relevant?

 Yes No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Were you able to easily navigate/find the appropriate forms on the Internship Webpage?

 Yes No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Using the rating scale below, rate the internship process you were actively involved with, by inserting the number that best reflects your opinion of the Internship Program.

**Excellent = 5 Good = 3 Poor = 1**

**Very Good = 4 Average = 2**

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| --- | --- |
| ITEM/ACTIVITY | RATING |
| Internship Orientation Booth and dissemination of relevant information |  |
| **Online Internship Survival Kit** |  |
| * Workforce Ready Skills Course
 |  |
| * Workforce Ready Mini Research Essay
 |  |
| * Internship Commitment Letter
 |  |
| * Orientation Workshops
 |  |
| * Internship Portfolios
 |  |
| Internship Grade and Assessment |  |
| Exit Interview Process |  |
| Corporate Partners Access Data Bank |  |
| **Feedback Tools** |  |
| * Division Internship Quota Form
 |  |
| * Employer’s Feedback on Internship Program
 |  |
| * Student Intern Feedback Tool
 |  |
| * Instructor’s Site Visit Feedback Tool
 |  |
| * Internship Incident Report
 |  |
| * Head of Division Internship Report
 |  |
| * Employers/Partners Approval Form
 |  |
| Internship Brochures and Literature |  |
| Internship webpage |  |
| Sourcing Information from/through Liaison Personnel |  |
| Selection of Corporate Partners |  |
| Registration for Job Placement Data Bank |  |
| Registration for Alumni Data Bank |  |
| Student Information Form |  |
| Correspondence to Partners and Associated documentation |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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