

# INTERNSHIP EVALUATION

## FREQUENTLY ASKED QUESTIONS

### **When are the internship evaluation periods?**

They take place during the midterm as well as the final two-three weeks of the semester.

### **How does the supervisor receive evaluations?**

The supervisor listed on the student's Experiential Learning Form (ELF) receives personalized emails with instructions from [americanuspexs@csm.symlicity.com](mailto:americanuspexs@csm.symlicity.com) or [morrill@american.edu](mailto:morrill@american.edu). Supervisors receive reminder messages until the midterm and end of semester evaluation forms are complete. A student receives a warning message if the supervisor evaluation is incomplete at the deadline.

### **How do students get internship feedback?**

Students and supervisors should exchange feedback about internship successes and challenges during the evaluation periods. Also, each student can view his/her supervisor's evaluation in the Internship Web after grades have been submitted.

### **Are reference letters required as part of the supervisor evaluation?**

Reference letters are optional, but encouraged.

### **How do end of semester supervisor evaluations factor into student grades on American University transcripts?**

End of semester supervisor evaluations account for approximately 40% of the grade each student earns for the internship class.

### **If a supervisor provides an early evaluation for the student, can the supervisor change the form later?**

Yes. If needed, a supervisor may submit an

evaluation and edit it any time before the deadline.

### **How do students evaluate themselves and the internship?**

Students are required to complete the following evaluations for the internship class by the final day of the internship:

1. Midterm and end of semester self-evaluation of learning. Note: this is only shared with the internship professor and will NOT be factored into a grade. An honest self-assessment will help each student build better professional skills.
2. Evaluation of internship experience. (Student details viewed exclusively by AU faculty/staff. *Not shared directly with internship sites.* Made available *anonymously* to future students.)

### **Why do students need to evaluate their internships?**

Evaluations help students reflect on their experiential education. Professors gain useful insights about student learning by understanding each student's honest self-assessment.

### **How are students evaluated?**

Students are evaluated on a number of professional competencies to measure performance. The supervisor's assessment form resembles the student self-assessment form questions. Internship professors review all evaluations to assess overall performance and honest development from an academic standpoint. Evaluation details are available in the Internship Web here:

<https://spexs-csm.symlicity.com/>

### **Need more information?**

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