

Eastern Michigan University  
J-1 TRAINEE PROGRAM  
**FINAL STUDENT EVALUATION**

**TO THE STUDENT:** As a component of the placement evaluation process, you are asked to complete all sections of this form. Please respond as thoroughly as possible. The due date is two weeks prior to the end of your internship placement.

NAME: \_\_\_\_\_ EMU STUDENT #: \_\_\_\_\_  
 LOCAL ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 COUNTRY OF CITIZENSHIP: \_\_\_\_\_  
 HOME INSTITUTION: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_ DIVISION/DEPT.: \_\_\_\_\_  
 WORK ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 SUPERVISOR'S NAME AND TITLE: \_\_\_\_\_  
 JOB PLACEMENT TITLE: \_\_\_\_\_  
 PLACEMENT PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_  
 HOURS PER WEEK: \_\_\_\_\_ HOURLY WAGE/MONTHLY SALARY: \_\_\_\_\_  
 TOTAL WAGES DURING PLACEMENT PERIOD: \_\_\_\_\_  
 EMU ENROLLMENT PERIOD: \_\_\_\_\_

**I. EVALUATION OF PLACEMENT:**

**PLEASE CIRCLE ONE LETTER FOR EACH CATEGORY**

<b>EDUCATION VALUE</b>	<b>SUPERVISOR'S ATTITUDE TOWARD YOU</b>
A. Extremely valuable B. Somewhat valuable C. Minimally valuable D. Not at all valuable	A. Very encouraging B. Willing to help but didn't go out of the way to do so C. Felt I was in the way D. Very poor relationship
<b>HOW THE EXPERIENCE RELATED TO YOUR MAJOR AND CAREER GOAL</b>	<b>LEVEL OF RESPONSIBILITY</b>
A. Totally related B. Somewhat related C. Little of it related D. Not at all related	A. Given all professional level assignments B. Given more professional level than routine level assignments C. Given more routine level than professional level assignments D. Given all low level, routine assignments

**SELF-EVALUATION: PLEASE CIRCLE ONE LETTER FOR EACH CATEGORY**

<b>ATTITUDE TOWARD JOB</b>	<b>MY WORK COLLEAGUES WOULD SAY I</b>
A. Took the initiative to do new tasks B. Willingly accepted new tasks, if asked C. Reluctantly accepted new tasks, if asked D. Did only assigned tasks	A. Am friendly and initiate conversation B. Socialize and converse only when approached by others C. Converse only about work issues D. Keep completely to myself
<b>QUALITY OF WORK PRODUCED</b>	<b>BASED ON THIS PLACEMENT EXPERIENCE I AM</b>
A. Excellent                      B. Good C. Fair                                D. Poor	A. Definitely committed to my career plan B. Need to rethink my career plans C. Definitely changing my career plans

**WORK HABITS (CHECK ALL THAT APPLY)**

Looked for additional work when not busy     Work was done neatly, accurately, promptly  
 Checked work carefully     Regular and punctual in attendance     Dressed appropriately for work

GRADE: Given my overall performance, I would give myself a letter grade of:  
 Circle: C-, C, C+, B-, B, B+, A-, A, A+, Other:

III. Please write (in English) your responses to the following questions. This should be typed.

1. What were your major responsibilities and duties as assigned by your supervisor(s)?
2. Briefly discuss one significant project assigned and completed during your placement.\*
3. What was the most rewarding aspect of your placement experience?
4. What was your most significant contribution to your department or division and the company as a whole?
5. Were you satisfied with the quality, variety and nature of your work assignments? Explain.
6. Were you given opportunities to communicate in your native tongue or in any other languages you know?
7. In regard to question #6, were you given sufficient opportunity to improve your oral and written English skills?
8. Explain why you would recommend this placement to another student.
9. Would you like to work full-time for this company when you complete your studies?
10. Describe your work relationship with your supervisor (include information about the kind of direction you received).
11. What would you recommend to improve the value of this placement as a learning experience?
12. Describe the one thing that you would change in the internship, if it were possible.

\*Please submit copies of reports and/or projects as examples of your work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_