

Date Received _____

Virginia Tech English Department

INTERNSHIP – EMPLOYER’S FINAL REPORT

Thank you in advance for your evaluation. Feel free to attach additional pages, or to write on the back. Please indicate whether you ___ have shared this report with intern.

___ want me to share it.

___ prefer it be confidential.

Intern’s name

Company, agency, or organization

1. Did the student perform satisfactorily? If not, please explain.

2. What had you expected the student to learn from this internship? Were these expectations met? Please explain.

3. Assuming that you had a suitable job opening, would this student be considered as a candidate? Why or why not?

4. From your vantage point, in what ways did the student’s academic background prepare him or her for this internship? What preparation was lacking?

5. Do you have other comments that will help us evaluate this student in particular or our intern program in general?

Supervisor’s name/title

Signature

Date

Return to Steve Kark, Internship Coordinator, 329 Shanks Hall, English Dept., Virginia Tech, 24061-0112, by the last day of classes of the semester.