



### ***Checklist for Internship Application Submission***

- Student completes Form 1
- Print a copy of the internship job description
- Internship employer completes Forms 2 & 3

**Submit the checklist items to the TOM/EBZ Department (Bldg. 164, Room 1030) prior to starting your internship.**

### ***Course Evaluation***

Internship grade is based on:

- Final Report (Internship Paper) completed by the student (details listed in following section)
- Internship Employer Evaluation

**Note: Failure to meet any of the requirements listed will result in an incomplete grade**

### ***Final Report (Internship Paper)***

An internship paper provides the student the opportunity to demonstrate the relevant business experience that he/she gained over the internship. The paper should include the following:

- ✓ Approximately 15 pages in length (excluding graphs, charts, exhibits and appendices).
- ✓ A critical review of lessons learned.
- ✓ Compare the original work objectives with final accomplishments.

**Due Date: The final report must be submitted to the Internship Coordinator Week 13 of the semester. Late reports will cause a student's final grade to be reduced.**

CALIFORNIA POLYTECHNIC UNIVERSITY, POMONA  
Technology and Operations Management & E-Business Department

**INTERNSHIP APPLICATION**  
TOM/EBZ 4410/4420

Office use: TOM 4410 ___ EBZ 4410 ___
Semester/Year _____
Units _____

**Student Information**

Name \_\_\_\_\_ Bronco ID \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Class Standing: Junior \_\_\_ Senior \_\_\_

Overall GPA \_\_\_ Major/Core GPA \_\_\_ Expected graduation (Month/Year) \_\_\_\_\_

Areas of career interest \_\_\_\_\_

Faculty references (list two)

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

**Internship Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Internship Department \_\_\_\_\_ Position \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Salary (if applicable) \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

CALIFORNIA POLYTECHNIC UNIVERSITY, POMONA  
Technology and Operations Management & E-Business Department

**OBJECTIVES AND METHODS OF EVALUATION**  
TOM/EBZ 4410

**This form must be completed by the internship employer prior to beginning your internship.**

Employer Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Employer Email \_\_\_\_\_

Intern Name \_\_\_\_\_ Intern Position \_\_\_\_\_

**Internship Employer Role:**

It is important that the intern demonstrate growth and accomplishment on the job assignment. To determine accomplishments, objectives and methods of evaluation should be established at the beginning of the internship by the employer.

Objectives:

- ✓ A statement of what the intern plans to accomplish on the job.
- ✓ They can change over the duration of the internship as the student progresses.

Methods of Evaluation:

- ✓ Methods utilized to review and revise these objectives.
- ✓ Methods of evaluating accomplishments.

Objectives (Goals) \_\_\_\_\_ Date \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Methods of Evaluation

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Internship Employer Signature

CALIFORNIA POLYTECHNIC UNIVERSITY, POMONA  
Technology and Operations Management & E-Business Department

**Visitor Information**  
TOM/EBZ 4410

**This form must be completed by the internship employer prior to beginning your internship.**

Intern Name \_\_\_\_\_ Intern Position \_\_\_\_\_

**Internship Company Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Office Phone Number \_\_\_\_\_ Company Website \_\_\_\_\_

Intern's Work Days/Times \_\_\_\_\_

**Directions to Internship Location**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is accurate and allow Cal Poly Pomona faculty or staff to arrange visitation during the intern's work hours in a reasonable timeframe request.

Internship Employer \_\_\_\_\_ Signature \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

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**Form 4**  
CALIFORNIA POLYTECHNIC UNIVERSITY, POMONA  
Technology and Operations Management & E-Business Department

**Internship Employer Evaluation**  
TOM/EBZ 4410

Intern Name \_\_\_\_\_ Position title \_\_\_\_\_

Company \_\_\_\_\_ Employer Name \_\_\_\_\_

**Guidelines for Evaluation:**

- Please rate the intern on each performance factor.
- Consider each factor separately and do not allow your rating on one factor to influence your judgment on others.
- For each performance factor, please provide a specific example of the intern's performance to explain and support the basis for your rating.
- In rating the intern you should compare the intern's performance with that of others in positions within the company having a similar level of responsibility, authority, job complexity and difficulty.

Use the following as a guide in making your ratings.

**Exceeds expectations:** Results show achievements regularly meeting and exceeding in many instances the standards and expectations established for the position. This rating is used for the intern whose efforts and accomplishments surpass position expectations on a regular basis.

**Meets expectations:** Results show achievements meeting all standards and expectations established for the position. This rating is used for the fully competent, well-trained and motivated individual – the majority of employees who hold this position.

**Acceptable:** Results show achievements requiring improvement in several areas. This rating is used for interns who are progressing satisfactorily based on job complexity and/or length of time in position, but who are still learning and performance improvements are expected with additional training.

**Needs Improvement:** Results show achievements not meeting standards and expectations established for the position as expected based on job complexity and/or length of time in position.

**Unsatisfactory:** Results show deficiencies, which seriously interfere with the attainment of meeting established standards and expectations. Significant improvement is needed in order for the intern to be retained in the position if employed by this company.

**Instructions:** Based on the rating guide on the previous page, please evaluate the intern by marking an "X" in the appropriate rating box, then provide a specific example.

**A) Performance Factors**

Mastery of the Job

Consider job knowledge, quality of end results, thoroughness, accuracy, understanding of job requirements, quantity, and caliber of objectives achieved.

Exceeds Expectations	Meets Expectations	Acceptable	Needs Improvement	Unsatisfactory

Example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiative and Drive

Consider initiative, originality, ability to develop new ideas and methods; evaluate response to change, flexibility, enthusiasm and attitude.

Exceeds Expectations	Meets Expectations	Acceptable	Needs Improvement	Unsatisfactory

Example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooperation

Consider ability to accept supervision and work well with others; tack, diplomacy, and effect on others.

Exceeds Expectations	Meets Expectations	Acceptable	Needs Improvement	Unsatisfactory

Example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Planning/Organization

Consider ability to establish priorities; identify logical solutions; organize work systematically; evaluate soundness of decisions, actions, perception, and objectivity.

Exceeds Expectations	Meets Expectations	Acceptable	Needs Improvement	Unsatisfactory

Example: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B) What are the intern's strengths or unique capabilities?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C) What are the intern's most important developmental needs?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D) Overall performance Rating**

Exceeds Expectations	Meets Expectations	Acceptable	Needs Improvement	Unsatisfactory

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

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Acknowledges content but not necessarily agreement.)

Intern's comments (optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_