

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: 4410 ___ 4420 ___
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** _____

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Technology and Operations Management & E-Business Department

OBJECTIVES AND METHODS OF EVALUATION
TOM/EBZ 4410/4420

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 4410/4420

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 _____ Name _____
Signature

Date _____

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

Internship Employer Evaluation
TOM/EBZ 4410/4420

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): _____

