



## **STUDENT INTERN INFORMATION**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*I agree to do my best for the company/organization employing me and behave in a professional manner that will reflect well on the employer, Mare Island Technology Academy, and me. I agree to discuss any work-related problems or concerns with the Internship Coordinator immediately. I understand that my credit for the Internship is dependent upon my satisfactorily fulfilling the terms of the contract and upon my supervisor's evaluation of my work. I agree to complete the required tracking log no later than two weeks after the completion of my internship service and my reflective essay in my English 12 class.*

## **INTERNSHIP EMPLOYER INFORMATION**

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

Name/Title of internship supervisor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

We, the undersigned, understand the purpose and procedures involved in the MIT Internship Program and agree to abide by the conditions specified under the terms of this document.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

MIT Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Questions, concerns, comments: Please contact:  
Elizabeth Garcia, Internship Coordinator, 707.552.6482, x115



# Mid-Point Evaluation



2 Positive Place  
 Vallejo, CA 94589  
 Phone (707) 552-6482 Fax (707) 552-0288

Student Intern's Name: \_\_\_\_\_ Intern Evaluator's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Comments/Notes:

**Fulfillment of Duties**

Excellent Proficiently Moderately Poorly

Intern arrives as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern completes assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern responds positively to direction/supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Professionalism**

Intern comes appropriately dressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern behaves in a courteous demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern pays attention to detail and corrects mistakes when made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours has the intern completed so far (35 hours minimum required)? \_\_\_\_\_

Has the intern made reasonable progress toward reaching the objectives outlined in the contract?  
 \_\_\_\_\_

Thank you for your support of MIT Academy's internship program. Please return this Evaluation to Elizabeth Garcia by FAX or mail (above) or scan and send to [egarcia@mitacademy.org](mailto:egarcia@mitacademy.org). Comments: 707.552.6482, x. 115.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Final Evaluation



2 Positive Place  
 Vallejo, CA 94589  
 Phone (707) 552-6482 Fax (707) 552-0288

Student Intern's Name: \_\_\_\_\_ Intern Evaluator's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Comments/Notes:

Fulfillment of Duties	Excellently	Proficiently	Moderately	Poorly
Intern arrives as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern completes assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern responds positively to direction/supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>				
Intern comes appropriately dressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern behaves in a courteous demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern pays attention to detail and corrects mistakes when made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours did the intern completed (35 hours minimum required)? \_\_\_\_\_

Did the intern reach the objectives outlined in the contract?

What advice do you have for MIT to improve the program?

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Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_