

History Department Student Final Evaluation Guidelines

Before the end of the semester, both student and supervisor will look back at the initial job description, learning objectives, and the internship experience. Each will write a separate reflection on the internship. We encourage the student and supervisor to have an open and honest conversation about their internship experience, and to discuss their final evaluations. The student and supervisor reports will each be due to the History Department on the same date—and both are required before the final evaluation is to be considered complete. It is imperative that the student provide their supervisor with their final report, to give them time for their evaluation.

Length Requirement:

- Please submit a 1-2 page paper, double-spaced.

Due Date:

- Final evaluations are due on the first Monday of finals week.
- Please remember that your internship supervisor must read your evaluation and, in addition, write their evaluation before the report can be given to your advisor.
- Discuss with your supervisor their due date for your final evaluation.

The final evaluation should reflect on many aspects of the internship. Please include the following topics and any other relevant topics:

- A brief history of the organization for which you worked and your position in the organization.
- What work did you accomplish? Did your work align with the initial job description.
- The skills and knowledge gained as a result of the internship
- Strengths and weaknesses you have discovered because of the internship
- Consider the organization's goals? How did your job contribute to the overall operation?
- An honest appraisal of your working relationship with your supervisor and co-workers
- How well did your coursework prepare you for this work experience? Were there any particular skills developed in history/religious studies courses that played a key role in your internship?
- How, specifically, has your work experience benefitted you? What educational experiences did the work environment provide that are not available in a classroom setting?
- How has your experience modified or confirmed your ideas and plans for a career and/or further education?
- How has your experience shaped your sense of workplace values?
- Would you recommend this internship to other students?
- If you are comfortable doing so, please provide the History Department with a brief description of your internship and a picture of your time. We would like to highlight your experience on our website.

Please attach to your final evaluation any final project papers (required).