

Site Visit Evaluation

Student Name: _____ Major: _____

Work Site: _____ Semester of Internship/Co-op/REU: _____

All parties (the student, work site supervisor, and faculty advisor) should meet and discuss the work environment, projects, student's overall experience, and potential for increased university involvement. This form should be completed by the faculty advisor and returned to STEM Professional Services.

EMPLOYER

Please discuss the following with the student's employer/supervisor, and provide a **rating of 1 through 5**, where 1 is unacceptable, 2 needs improvement, 3 average, 4 very good, and 5 excellent.

1. The student's attendance and punctuality: _____
2. The student's professionalism (attire, conduct, etc.): _____
3. The student's general work habits: _____
4. The student's overall work performance: _____
5. The student's progression and growth: _____

Comments: _____

What can the university do to better assist you in meeting your employment needs? _____

As the program coursework academically prepared the student for this experience? What changes (if any) do you recommend in the curriculum? _____

Are there any additional opportunities for the university and business to collaborate (for example, through research, grants, etc.)? _____

STUDENT

Please discuss the following with the student and provide a **rating of 1 through 5**, where 1 is unacceptable, 2 needs improvement, 3 average, 4 very good, and 5 excellent.

- 1. How would you rate your experience thus far? _____
- 2. How do you rate your work site? _____
- 3. Has the coursework prepared you for this experience? _____
- 4. Has the university (especially STEM Professional Services) adequately supported you in your professional development? _____
- 5. Do you feel like you are meeting your learning objectives? _____

Comments: _____

OVERALL

Please use your judgement to rate the work site (**mark yes or no**):

- 1. Does this site provide an opportunity to gain the knowledge and technical skills as related to the student's discipline? _____
- 2. Is the work site appropriate in terms of safety, company culture, etc.? _____
- 3. Is the student being provided appropriate mentorship and guidance? _____
- 4. Is the student being provided appropriate direct supervision? _____
- 5. Overall, is this a company you would recommend to future students? _____

Comments: _____

