

## STUDENT INTERNSHIP EVALUATION FORM

Internship Courses: UP 390 and UP 590

*To be filled out by the student and mailed or faxed to the MUP Program Coordinator, Department of Urban and Regional Planning, University of Illinois at Urbana-Champaign, 111 Temple Buell Hall, 611 Taft Drive, Champaign, IL 61820 (FAX: 217-244-1717) as soon as possible after completion of the internship.*

Name of STUDENT \_\_\_\_\_ Date \_\_\_\_\_

Name of AGENCY \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dates of INTERNSHIP: From \_\_\_\_\_ to \_\_\_\_\_

### A. Location factors:

1. To what extent was the locale itself a stimulating place to work?
  
  
  
  
  
  
  
  
  
  
2. Did the locale provide a variety of planning problems which you could observe?

### B. Agency factors:

3. Name of your immediate SUPERVISOR \_\_\_\_\_  
Position of your supervisor \_\_\_\_\_
4. What was your work assignment? Did you have one major task which took most or all of your time, or a variety of smaller tasks? What were they?

Was this satisfactory?

5. Was the rationale for your task or tasks adequately explained so that you could undertake the task with an effective understanding of the objective?
  
  
  
  
  
  
  
  
  
  
6. How could the work assignments have been more beneficial to your professional development?
  
  
  
  
  
  
  
  
  
  
7. To what extent was your supervisor conscious of your needs as an intern?
  
  
  
  
  
  
  
  
  
  
8. Was there adequate supervision and direction for your work?
  
  
  
  
  
  
  
  
  
  
9. Were the tasks assigned to you instructive?
  
  
  
  
  
  
  
  
  
  
10. To what extent did you feel your participation was an integral part of the planning program?
  
  
  
  
  
  
  
  
  
  
11. Did you have adequate opportunity to observe the operations of the whole planning program?

12. To what extent were you able to discuss planning programs and/or urban problems in general with:

Other planners on the staff?

Local officials other than planners?

Local leaders concerned with planning?

13. How would you rate the agency's internship program?

Excellent, all experiences were beneficial.

Very good, almost all experiences were beneficial, some were not.

Good, largely satisfactory, most experiences were beneficial, some were not.

Fair, good and bad experiences were about equally balanced.

Not satisfactory, few or no beneficial experiences.

14. What do you think are the strong points of this Agency's internship program?

15. In what ways do you think the agency's internship program could be improved?

16. Would you recommend this agency to prospective interns next year?

17. Would you want to work for the agency after graduation?

C. Personal experience factors:

18. Did you feel capable of handling all the responsibilities assigned to you?

19. In what areas do you feel your education was beneficial in preparing you for your internship?

20. Has the internship experience changed your earlier decisions (at advance enrollment) on the selection of courses for the coming year in your program?

If “yes” indicate the changes you expect to make.

21. How did your internship experiences differ from your expectations?

22. What was the most valuable aspect of your internship?

D. Supplemental Materials:

Please attach any materials which will help give us a clear picture of your internship experience, including your very brief weekly log, reports you worked on, or maps or memorandums you prepared. Mark clearly any materials which you want returned to you.