Business Management
Advanced Internship Program
B398 - 3.0 Credits

Businesses in Partnership with

Brigham Young University - Idaho

Advanced Internship Packet
Fall/Winter/Summer - 2004/2005
Advanced Business Management Internship B398
Course Outline - Required Reading

Prerequisites: Completion of three of the following junior core Business Management classes: B301, B321, B341, B350, B361
Attendance at the “Access Serious” of job-getting skills non-credit classes sponsored by the College of Business and Communications during the sophomore or first half of the junior year. (Prior to the internship.)

Director: Kenton C. Anderson - Degrees: BS in Accounting (BYU), BS in Marketing Education (BYU), MA in International Relations (BYU). Minors in Travel/Tourism, Seminary and Institute Instruction, Economics, and History. Work Experience: Corporate Accounting, Small Business Management, Sales, Income Tax Accounting, Office Management, Cooperative Education, CES, Military, Farm Management, and Home-Operated Business.

Office Hours: Smith 231B. Internship Counseling: Summer 2004: 10-Noon AM MTW, or by appointment.

Text: This packet is your text of assignments/evaluations to be completed.

Mission Statement: Students will be more prepared to enter the business work force upon graduation from college, by completing an evaluated work experience program. Students will become more attractive to potential college recruiters by supplementing related work experience with their regular classroom college curriculum.

Objectives: Review and learn new job-getting skills in resume writing, job portfolio preparation, networking, and interviewing.
   Find a professional business management internship/job in an approved business and complete 270 hours of work over a minimum time length of eight weeks.
   Apply the principles and skills learned in the classroom to on-the-job practices and procedures in business management.
   Through on the job experience, gain a greater vision of what it means to be a business management professional.
   Establish professional career networking links with the business you are employed in and other exposed businesses and businessmen you come into contact with during your work experience.
   Receive timely consultation from inside and outside sources to help direct your learning progress in your various job responsibilities.
   Receive compensation and recognition by receiving wages from the employer, and letters of recommendation from both the employer and BYU-Idaho.

General Grading: Grades will be based on the following criteria:
0. Student must secure an internship and fulfill the eligibility requirements.
1. Completion of Company Cultural Report. (20% - Letter Grade Given)
2. Completion of Specialized Work Project Report. (20% - Letter Grade)
3. Completion of three mid-term and one final evaluation (25% - Letter Grad)
4. Completion of 270 hours of qualified professional work. (35% - Pass Fail)
5. Post-Internship Interview with your advisor. (Pass/Fail)
Advanced Internship Job Description: (Discuss this work-sheet with the your employer and the Internship Director prior to receiving approval for your internship)

Your internship should involve training in at least five of the following management, learning and leadership functions of your company. Finance and marketing specialty majors must be involved in one or more training assignments in their specialty area. You will:

General Areas:

☐ 1. Work directly with the CEO or owner of the business.
☐ 2. Supervisor four or more employees.
☐ 3. Contribute to the strategic planning of the organization.
☐ 4. Complete at least three job rotations to learn new aspects of the business.
☐ 5. Be a primary member of a management team.
☐ 6. Be in charge of a useful management project.
☐ 7. Be formally assigned to teach/train other employees operation or management/problem solving skills.
☐ 8. Be formally assigned to shadow key management personal.
☐ 9. Present report findings or strategic plans to upper management.
☐ 10. Be a representative of your organization in key meetings with other organizations.
☐ 11. Use a foreign language in your business dealings on a regular basis.
☐ 12. Prepare written published reports or presentations for management.
☐ 13. Individually or as a member of a team, create new products and/or services for your company.
☐ 14. Be responsible for managing a company office.
☐ 15. Sell to internal or outside customers. (Not as a clerk, but as a salesman.)
☐ 16. Be responsible for recruiting and hiring new employees.
☐ 17. Work full-time.
☐ 18. Work in an international area. (Or at least spend some significant time abroad.)
☐ 19. Work for a fortune 500 type of company or “world class” company.
☐ 20. Represent your company in the public media. (Television/Radio)
☐ 21. Significantly assist in the presentation of your company on the Internet–development of web pages etc.
☐ 22. Set up a computer program/system to benefit your company’s production/operations.
☐ 23. Be a member of the management team for planning the opening of a new company outlet.
☐ 24. Write up and have accepted by management new company SOP (Standard Operating Procedures).
☐ 25. Become involved as a company agent with any legal or government negotiations.
☐ 26. Be a major consultant or architect of a new business plan for a start-up company in which you become employed or in which you own.
☐ 27. Train new employees in a foreign language.
☐ 28. Receive certified training on the job in a specialized business related area.
☐ 29. Other approved: __________________________ (we do accept many other logical areas)

Finance Majors: (must be involved in at least one of the following training functions)

☐ 1F. Manage and report on a part of the financial aspects of the business including the accounting functions or management of funds.
☐ 2F. Work on a primary research report in finance for your company.
☐ 3F. Be responsible for investing significant customer/company funds in money markets.
☐ 4F. Obtain a legal licence in any state to sell insurance, real estate or negotiable securities.
☐ 5F. Work for a noted financial institution.
☐ 6F. Other approved financial functions:

Marketing Majors: (must be involved in at least one of the following training functions)

☐ 1M. Be responsible for sales and marketing in an entire geographic area.
☐ 2M. Be responsible for the creation/delivery of new marketing programs.
☐ 3M. Work on a primary research report in marketing for your company.
☐ 4M. Be responsible for the marketing of a specific product or product line in your company.
☐ 5M. Attend a buying and ordering (marketing) event in which you help management buy new products/services for you company.
☐ 6M. Other approved marketing functions:
**Grading:** Each written assignment, and each job evaluation will be reviewed by the Internship Director or a Business Management faculty advisor, and be given a grade based on content, form and grammar. Job evaluations will be graded based on the average of points given by your supervisor, co-worker, and yourself. (See the evaluation forms (at the end of this packet) for possible points that can be earned for each type of evaluation.)

**Class Requirements & Written Requirements:**
The following pages contain a description of the pre/post requirements, the two written assignments, and the evaluation assignments required in your advanced B398 Internship.

**Summary of Requirements:** (Requirements are not graded, but must be accomplished to complete your internship)

Requirement #1: (Must be completed) Attend the “Internship Orientation Meeting and at least one “Access Series” of job getting skills after your sophomore year and prior to your internship application. These are sponsored by the College of Business & Communication and announced well in advance. They are designed to help you search for and find a suitable internship.

Requirement #2: You must be a Junior or Senior and have completed at least three junior level core business management classes. (IBC or equivalent) Exceptions to this rule are few, and must be approved with the Department Internship Director.

**It is your responsibility to secure an approved internship.**

Requirement #3
(Use the check list in this syllabus to see if your job qualifies.) Helps are given to you in the Internship Orientation and with a BYU-Idaho Job Fair held each semester. Most jobs are found (65%) by networking with friends and family. “Internship Finding Expeditions” (to big cities) are on the planning boards for Fall 2004. They will be discussed in the Orientation Meetings.

Requirement #4 Go through the Internship Registration Process: Once you feel you have an approved internship/job meet with the Internship Director in Smith 231B to obtain department approval. An “Initial Internship Approval” form must be filled out in duplicate with the approval signature of the Department Internship Director on the form. The department keeps the yellow duplicate copy, and you will take the original copy to the BYU-Idaho Central Internship Office in Kimball 244. They will give the final approval/ratification of your internship and you will fill out a “Student Internship Agreement” at the Central Office. At that time you will also instructed on what forms your company will need to submit to BYU-Idaho. Many local companies already have “Master Agreements” with BYU-Idaho. This process if needed can be done via the Internet.

Once the BYU-Idaho Central Office approves your internship they send your approved agreement back to the Business Management Department, and you are given notification of final approval. At that time you become eligible for B398 class registration, and the Business Management Internship Director registers you from his office when your time of eligibility for general registration comes into effect.

Requirement #5 During the first month of the semester after your internship is completed, a post-internship interview with your faculty advisor is required. Make the appointment when you return to school. Be prepared to discuss what you learned on your internship, and give an overall evaluation of how things went.
Summary of Written Assignments & Due Dates:

Note: All written assignments need to be typed in either “Word,” “Word Perfect” or a similar transferable word processing program and attached to a cover sheet E-mail. E-mails with attachments are then sent to: andersonkc@byui.edu

Written Assignment #1:

Company Cultural Report  Due: Midway point of your internship.  
(20% of Grade)  
(Some internships start late, and so instead of saying midterm, we use the term “Midway.”)

Description: Eight-page report of various aspects of your company, your job, and the target market your company serves.

Details of Written Assignment #1 “The Company Cultural Report”

Due at midterm or midway if you start late.

The purpose of this report is to become a better employee by learning more about your company and the customers they serve. This report should be typed in “report format” in either Word Perfect or Microsoft Word, and sent via E-mail attachment to the Business Management Internship Director. Make it neat and creative. If you are starting a business, your “Business Plan” will take the place of the “Company Cultural Report.”

Page #1: Research and compile a one-page minimum historical sketch of your company.
Page #2: Give a detailed description of the location of your company - country - state - city - county - street. Include some of the main roads and landmarks you would need to know in giving customers directions on how to get to your company. Why is your company located where it is? What location advantages does it have? Why is it to your interest to know the details about location? Give the address, web site, and phone number of your company at the top of this page. Page #3: Give as detailed description as you can on one page of the products and services your company provides to the world. Include as additional pages if you can any brochures provided by your company of their products and services.
Page #4: Give as detailed description as you can of a typical customer for your business and the basic wants and needs that are satisfied by your company.
Page #5: Give a detailed one-page description of your job.
Page #6: Marketing Majors: Give a one-page general description of your company’s marketing plan. Finance Majors: Give a one-page over-view of the financial operations in your company. General Majors: Give a one-page over-view of a major management area in your business.
Page #7: Give a company organization chart for your company, or if it is a large national company, the branch or location in which you work. Highlight your position.
Page #8: Paragraph #1: Give a description of your supervisor, his/her main duties and goals related to your work and how you can contribute to his/her success. Paragraph #2: Give a detailed description of one of your co-workers. (Same items as your supervisor.)

Note: This report will be given a letter grade based on content, grammar, and form. Share this report with your supervisor and you might get a raise like some students have experienced.
Written Assignment #2:

Specialized Work Project (20% of Grade)

Description:

Due: Monday of the last week of the semester.

A 4-page minimum report of a special project/assignment you have completed in your internship that shows how you added value to your job and company. It must contain a chart or graph that shows the results or a portion of the results of your project accomplishments.

Details of Written Assignment #2 - Specialized work Project

Due: The Monday of the last week of the semester.

This four-page typed report is focused on your major career mission. It should cover the topic of how you adding value to your company by preforming your duties/assignment in your area of specialty. Most interns will be assigned special projects such as web development, special reports, research, on-going specialized duties such as selling, keeping books, creating minor publications such as pamphlets, organizing inventories or displays, going to conventions or trade shows, etc. The challenge of this report to not only report in detail of your specific assignment and the results, but to show how your efforts added value to your company. This report should reflect your business writing communication skills. It should be a high quality report with grafts, charts, statistical data organized in a simple yet highly communicative manner for either internal or external interested parties. Your report should have an attractive cover page, a body, and a summary of data found. Reports should all be arranged in business report writing format style. The report will represent your company’s as well as your professionalism in written communications.

Note: This report will be given a letter grade based on accuracy, knowledge, content, grammar, and form.

(Report format should be reviewed from your business communication classes.)
**Evaluations Assignments:** (Use the blank evaluation forms in this B398 Syllabus.)

Four Evaluations (20%)

**Due:** First three (Self, Co-worker, & Supervisor) at midway.

Final Evaluation: Due the last day of the semester in the Business Management Internship Office.

**Note:** Additional Evaluations may be sent out by the BYU-Idaho Central Internship Office. These evaluation forms are for general University data and are not part of the B398 grade.

---

**Due: Three at midway, and the final evaluation at the end of the course.**

A. **Self-evaluation (5%)** - Please fill out and submit before midterm. (It should be in our offices by midterm.) A letter grade will be given.

B. **Co-worker (5%)** - Give to the willing co-worker of your choice two weeks prior to midterm. Include a stamped envelope addressed to the Business Management Internship Office. Your co-worker should fill out the evaluation, place it in the envelope and mail it. You will need to follow up to make sure they follow your directions. A letter grade will be given.

C. **First supervisor evaluation (5%)** - Give to your supervisor (if you have more than one–give it to the supervisor of your choice or both), and during or after he/she fills out the evaluation, have some oral consultation about the items on the evaluation. View the completed evaluation and learn why you got evaluated the way you did. Make sure that your supervisor signs the form, and make sure his/her work phone number is included. Either you or your supervisor can send in the evaluation to the Business Management Internship Office. This evaluation is due in our offices at Midterm. A letter grade will be given.

D. **Final Evaluation (10%)** - This final evaluation form is on BYU-I letterhead. In conjunction with this evaluation you should have a sit-down session with your supervisor as he/she gives you a final evaluation of how you did on your job. You will need to send in a one-page typed report on the results of this final oral evaluation with your supervisor. You will need to give the final evaluation form to your supervisor with a stamped envelope addressed to the Business Management Office. This final evaluation will be a part of the final letter of recommendation BYU-Idaho will give you upon the completion of your internship. (Usually these letters of recommendation from the BYU-I Business Management Department will be completed and sent to you by midterm of the semester following the completion of your work experience.) The form is the last page of this B398 Syllabus.

**Work Assignment:** 35% of Grade)

Work on the job for a period of at least 8 weeks, completing a minimum of 270 hours. Keep track of your hours in case they are called for by BYU-Idaho. You can keep the payment records furnished by your company to you. (Usually on your check stubs.) If you are not getting paid, keep a small notebook logging your hours each day.
Where to send reports/evaluations:

- You can mail-in or attach your reports to an e-mail at the addresses below.
- You can mail-in or FAX your evaluations at the references below.

Call or e-mail Brother Anderson if you have further questions, and when questions arise on your job. **If for any reason you get terminated, call immediately.**

Kenton C. Anderson  
Smith 231B  
BYU-Idaho  
Rexburg, Idaho 83460-0800

Phone: (208) 496-1427  
FAX: (208) 496-1525  
E-mail: andersonkc@byui.edu

Notice #1: Brigham Young University–Idaho is committed to providing a working and learning atmosphere which reasonable accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the Service for Students with Disabilities Office, 496–1158. Reasonable academic accommodation are reviewed for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by this office. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Personnel Office at 496–1130.

Notice #2: The Business Management Internship Director reserves the right to change the course requirement mix and assignment due dates based on his timely evaluation of individual and class needs. Advanced notice will be given if changes are required.
First Job Evaluation (Supervisor's)
To be done by the supervisor after the third week of work.

Student Intern: __________________________________________________________
Intern Supervisor: ___________________ Wk Phone ___________
Company & Address: _______________________________________________________

Dear Internship Supervisor:

Please complete the following evaluation on your student intern and return it to the business Internship Director
(BYU-Idaho, Smith Building 231B, Rexburg, ID 83460-0800) at the end of the sixth work week. This evaluation will
be an important part of each intern student's grade for this semester. Please evaluate only those areas that apply to
your student's work assignment. Thank You. (Ideally you should sit down with your employee as you fill this
evaluation out, but this process is not required)
Ratings: 10 = Best Ever; 1 = Worst Ever

<table>
<thead>
<tr>
<th>Ratings</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Skills:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Organization:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Att. to Detail:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Other:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Job Relations:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Relations:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Positive Attitude:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Dependability:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Follows Directions:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Respect to Auth:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Job Progress:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learns Fast:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Independent:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Social Maturity:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Extra Mile Effort:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Overall Rating:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Comments: (comments on the back)
Supervisor's Signature ___________________________ Date ___________
Internship Job Self-Evaluation  
To be filled out by student at the midway date of work.

Student Intern:________________________________________Phone____________
Intern Supervisor:_______________________________________Phone____________
Co.& Address:___________________________________________________________

Dear Intern:

Please complete the following evaluation on how you feel you are doing on your job, and return it to the business Internship Director (BYU-Idaho, Smith Building 231E, Rexburg, ID 83460-0800) by end of the sixth work-week. This evaluation will be a part of each your grade for this semester. Please evaluate only those areas that apply to your work assignment.

Ratings: 10 = Best Ever; 1 = Worst Ever  
(Related College Grade)

<table>
<thead>
<tr>
<th>Technical Skills:</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Organization:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Att. to Detail:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Other:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Relations:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Positive Attitude:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Dependability:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Follows Directions:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Respect to Auth:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Progress:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Learns Fast:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Independent:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Social Maturity:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Extra Mile Effort:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Overall Self Rating: 10 9 8 7 6 5 4 3 2 1**

Please Rate Your Company and Comment on your Working Conditions:

Do you feel that you have been treated fairly? (comment on back)
Do you get along with your supervisor(s)? (Do you feel they will evaluate you fairly?) Comments: (Please use the back of this sheet for additional comments if needed)
**Internship Co-Worker Evaluation**  
To be filled out by a co-worker at the midpoint of the internship.

Student Intern:______________________________ Phone______________
Intern Co-worker:______________________________ Wk Phone______________

Dear Co-worker:

Would you please fill out an evaluation on your fellow internship employee? This required evaluation will be completely confidential if you desire. Circle the rating grades in the appropriate areas below according to your judgement and knowledge. Sign and place the completed evaluation in the stamped-addressed envelope and mail it. This is part of the total evaluation we give our interns. Please evaluate only those areas that you feel you can make a judgement as a co-worker.

**Ratings:** 10 = Best Ever; 1 = Worst Ever

<table>
<thead>
<tr>
<th>Technical Skills:</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Organization:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Att. to Detail:</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Other________________</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

**Job Relations:**

| Human Relations:       | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Positive Attitude:     | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Dependability:         | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Follows Directions:    | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Respect to Auth:       | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |

**Job Progress:**

| Learns Fast:           | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Independent:           | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Social Maturity:       | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
| Extra Mile Effort:     | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |

**Overall Rating:**

| 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |

Please make a general comment on how you feel about this intern and his/her potential in your company. (On the back)

I give my permission to share this evaluation with the intern.  YES   NO

Signature of Co-worker:______________________________Date:__________
Final Student Work Experience Evaluation

Dear Employer/Supervisor:

This is a final evaluation/appraisal report of your student worker. The report should be completed and signed by his/her supervisor and sealed in an envelope, and sent to Kenton Anderson by August 20, 2004, or credit will be denied. This evaluation will directly influence the final grade.

Name of student intern: ____________________________________________

Name of Employer/Company: ________________________________________

Supervisor filling out this report: ___________________________ Phone No: _______

Please describe in detail the nature of the student's work assignment for the work experience (internship):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Employment dates: from: ___________ to: ___________ Approximate hours worked per week: ___________

Please give a written final evaluation expressing the student's main strengths and major areas of concern:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

(use back if needed)

Please Circle a Grade of Each area (10 = Highest  1 = Lowest).

Final Work Grade in Professional Development: 10 9 8 7 6 5 4 3 2 1
Final Work Grade in Production: 10 9 8 7 6 5 4 3 2 1
Final Work Grade in Dependability: 10 9 8 7 6 5 4 3 2 1

If an opening were available, would you hire this student as a regular full-time employee:
A. Without hesitation  B. With some improvement
C. With considerable improvement
D. Not interested

Comments: (on back)

Signature:______________________________________ Date____________________

Send to: Internship Director, Smith 231B, BYU-Idaho, Rexburg, ID 83460.0800 (Phone 208-496-1427) FAX: 208-496-1525