



Internship Program
1600 East Golf Road
Des Plaines, Illinois
60016
847-376-7165
Fax 847-635-1997

Oakton College's Internship Program

Employer Handbook

Oakton's Internship Program Employer Handbook

Table of Contents:

Benefits of Offering Internships	1
Oakton's Internship Program	1
How to Register	1
Application Process	
Things to Consider	
Matching Process	2
Interview Process	
Hiring Paperwork	3
Memo of Understanding	
Learning Agreement	
Time Sheet	
Tips for Success	3
Setting Expectations	
Supervising Interns	
Communicating with Internship Specialist	
Evaluations	4
Conclusion and Helpful Resources	4
Addendum	
Employer Application	
Paperwork Instructions	
Memo of Understanding	
Time Sheet	
Mid-term Evaluation of Intern	
Final Evaluation of Intern	
Reimbursement Form	

Benefits of Offering Internships

Successful internship programs provide benefits to everyone involved, including students, employers, and the educational institution. For the employer, or “sponsor,” internships can provide a training ground for potential employees to work and learn. Internships have proven to be an excellent way to recruit and evaluate potential employees. Employers often find interns to be a cost-effective work force that do not require a long-term commitment. Interns can also bring unique skills and fresh, new ideas to benefit your business. Additionally, offering internships to local students is a positive visibility on campus and in the community.

Oakton’s Internship Program

Internships are available in almost every major, especially accounting, graphic design, marketing/sales, IT, and manufacturing. More information about our program can be found on our website: www.oakton.edu/internships

How to Register for Oakton’s Internship Program

To get started with Oakton’s Internship Program, companies should visit our website (www.oakton.edu/internships). On the “Employer Information” sub-page you will find additional information, and a section about starting an internship. There, complete the online Employer Application, or download a pdf Employer Application and submit via internships@oakton.edu. The more specific a company can be with their job description, skills needed, and other details, the easier it is for us to find the best potential matches for you.

Things to consider:

Pay:

The majority of our internships offer salaries of at least \$12-15/hour, and should usually be paid above the minimum wage in your county/city. Typically, companies simply hire the student as a part-time employee, subject to their typical payroll procedures and taxes. It is up to the employer to ensure they are competitive with other companies (current opportunities can be viewed on our website). We will list and offer unpaid internships, especially for not-for-profit organizations. However, unpaid internships are becoming increasingly rare (and more difficult for companies to have legally) and most students will desire (and deserve!) some type of compensation for their hard work. Please keep in mind that many Oakton students are paying for their own education, and are often supporting themselves and their families so are often simply not able to take unpaid internships. For more information about the legal side of paid and unpaid internships, please visit:

<http://www.internships.com/Employers/DeliverDoc/InternRegulations.pdf>

At the completion of a paid internship, the company will have the opportunity to fill out a “Company Reimbursement Form.” As part of the Illinois Board of Higher Education’s Cooperative Work Study Program Grant, we will process partial reimbursements (typically around 40-50% of the intern’s salary) in July/August.

“For Credit” Internships:

Oakton does have options for many of our students (depending on their major/field of study) to receive college credit for their internships. This is typically required of a student by a company offering an unpaid internship (to help ensure legality). Some students may also choose to get credit for their paid

internship, perhaps to fulfill a degree requirement or to have it appear officially on their academic transcript. If a student chooses to receive credit for their internship, nothing additional is typically required by the company (the same paperwork that is used by the Internship Program will be shared with the student's faculty advisor). The student, however, will have additional requirements to fulfill for their faculty advisor (typically a process paper about their experience, etc.). However, unless required, most Oakton students do not choose to receive academic credit for their internships, mainly because of the additional financial obligation it requires.

Duration and Hours:

The Oakton Internship Program does not have any required start/end times, deadlines, or required lengths for our internships (rather, we work cooperatively within the needs of the specific student and employer). The majority of our internships last between 10-20 weeks, but we have sponsored internships as short as 4 weeks, and as long as over a year. Typically, we suggest an internship be approximately the length of a semester (about 14-16 weeks long). We dissuade "open-ended" internships, as one of the benefits of an internship (over part-time employment) is that both the company and student are only locked into a specific length of time. If, at the completion of the originally designated internship period, the company and intern are interested in prolonging the internship, then they can choose to re-new or extend the partnership. We also encourage companies who wish to continue employing their intern after a period of 12-18 months to make the student a permanent employee (rather than an intern), even if they are still at part-time status.

Matching Process

Once we receive your completed application, we will review and let you know if we have any further questions. We reserve the right to perform a site visit of any new employer to our program before approving you as an internship site. Once approved, we will list your position on our website's Current Opportunities List and begin advertising it to our students. All interested students must first go through a pre-screening process with our Internship Specialist, which entails reviewing the student's transcript, resume, and cover letter. If an approved student expresses interest in your position, the Internship Specialist will email you with the student's resume and program cover letter. Please let the program know if you would like to interview the student or not. Please note that because we work on a "rolling admissions" process (i.e. there are never any deadlines for our program or universal start/end dates), we have no way to know how long it may take us to identify a potential candidate, or to know how many candidates we may be able to identify for you. We encourage employers to look at each candidate on an individual basis, as they receive the resume/cover letter, rather than waiting for a pool of candidates. Please notify the program at internships@oakton.edu when your position has been filled or if you are no longer looking.

Interview Process

After informing the Internship Specialist of your desire to interview a student candidate, you may then contact them directly to set up either a phone or an in-person interview. Interviews should always be held at the company, unless otherwise arranged with the Internship Specialist. Companies may always request additional information from the student that may be necessary to make a hiring decision (such as, a copy of the student's portfolio, a background check, Employment Application, transcript, etc.)

Possible Interview Questions:

1. Tell me a little about yourself.
2. How would your boss/friends/co-workers, etc describe you?

3. What three words would you choose to best describe yourself?
4. Why do you consider this to be a good opportunity?
5. Who is the worst (best) boss/subordinate/classmate you have ever worked with?
6. What kinds of people do you find it difficult to work with?
7. What are your strengths and weaknesses?
8. What are you most proud of?
9. Why are you interested in this internship?
10. Why should we consider you?
11. Why are you interested in this industry/company?
12. Tell us about your knowledge of this company.
13. Give an example of how you dealt with a conflict with another person/customer/classmate/professor, etc.

Making a Hiring Decision

If you decide to hire the student, and they accept, you will notify the Internship Specialist who will then meet with the student to go over all of the necessary paperwork (listed below).

Hiring Paperwork

Memo of Understanding

The duration of the internship should be worked out and agreed upon by all parties before the internship begins and these dates should be written in the space provided on the Memo of Understanding and Learning Agreement. If at the completion of the internship, the student and company would like to extend the internship, contact the Internship Specialist to see if that can be approved.

Learning Agreement

We suggest that the student and employer complete the Learning Agreement together to ensure that both parties are on the same page with expectations of work performed and skills the intern hopes to learn. We ask for a basic job description, several objectives the student hopes to learn or gain from the internship experience, and how the student's learning will be evaluated. Most of our students and employers will simply use Oakton's evaluations to give feedback, but feel free to add any additional ways in which the students' learning will be evaluated.

Time Sheet

To ensure that our students who are completing internships for credit will be provided with the appropriate amount of hours, and to be able to better plan site visits, we ask that the Site Supervisor and Student fill out a general time sheet. Although hours worked may vary occasionally throughout the internship experience, please give us the most typical work schedule. Only one time sheet needs to be submitted throughout the internship. If the intern's schedule changes, please notify the Internship Specialist.

Tips for Success

Characteristics of a Quality Internship

Just as interns commit time, energy, and skills to work and achieve benefits for the employer, so must the employer devote the same to the interns' growth and learning in the workplace. Employers should

remember that an important element that distinguishes an internship from a short-term job is that the internship should be educational in nature, provide adequate training and supervision, and strive to achieve measureable learning objectives set by the student and supervisor. Communication is also an essential component. Employers should make sure job descriptions and expectations (of job performance, dress code, attendance, etc.) are clearly laid out to the student before the internship begins. If issues arise, supervisors should immediately seek to communicate and solve the problem with the student intern, and should involve Oakton's Internship Specialist if any problems persist.

Orientation/ Setting Expectations

Once an intern is hired, a component for success involves the need for a proper orientation for the intern. This is done so that the student fully understand work hours, rules, office procedures, the company policies and handbook, dress code, and standards for professional and ethical conduct. The student should receive a tour of the facility and be introduced to other employees and staff. Within the first two weeks of the internship, we ask that the student and supervisor meet to complete the student's Learning Agreement, Time Sheet, and Memo of Understanding.

Supervising – Employers must remember that an important element that distinguishes an internship from a short term job is that this is a learning experience. Interns are hired to do more than just “work” – they should also be working to learn by getting the opportunity to apply what they have learned in their classroom to practical activities, learning new techniques and skills, and receiving quality supervision committed to helping them learn. The student and supervisor will set learning agreements at the beginning of the internship, and these should be revisited often, especially if the student is completing the internship to receive college credit.

An essential component of successful supervising is providing constructive feedback to the student and providing opportunities for the student to ask questions. This is especially important in the early stages of the internship because many students can be initially shy, confused, and/or intimidated by a veteran supervisor. New interns want and need to know if they are meeting your expectations, so offering positive or constructive feedback is essential. It should be remembered that for some students, the internship experience may be their first exposure to a real job.

Communicating with Internship Specialist

The Internship Specialist will be checking in with you throughout the internship. If you have any problems with your intern, questions, etc., do not hesitate to call her. If a student is not fulfilling your expectations (whether it be for job performance reasons, lack of necessary skills, attendance, behavior, etc), we encourage you to first speak to the student, but then notify the Internship Specialist in a timely manner. Although rare, there are times when the intern and company are not good matches, or the student is not a good fit for the position's needs, and in those instances, the Internship Specialist can help both parties end the Internship in a neutral way. Failure to notify the Internship Specialist before terminating an Oakton intern may prevent you from being able to use one of our student interns in the future.

Evaluations

We ask for the student and supervisor to each complete a mid-term evaluation (approx. ½ way through the internship; this may be waived if the internship is less than 8 weeks in duration) and a final evaluation. Our evaluations give both the student and supervisor an opportunity to reflect on the experience and provide one another with feedback regarding job performance and if learning objectives are being met. We suggest that the student and supervisor fill out their evaluations

separately and then meet to discuss the results. Students and supervisors are welcome to keep copies for their own records, but the originals should be returned (typically by the student) to the Internship Specialist.

Evaluations are an important way for students to receive feedback and for companies to re-evaluate their programs. Evaluations are also used by Faculty Advisors of any student doing the internship for credit; without an evaluation, the student can not receive college credit for their internship. Also, any company offering a paid internship and seeking partial reimbursement through our state IBHE grant, will be required to have an evaluation on file before the reimbursement can be processed. Our grant requires quarterly updates and yearly final reports, and the information we gather from our evaluations are essential to ensuring we continue receiving this funding.

Conclusion

Establishing a successful internship program may take a little planning and effort, but is not difficult, and results in numerous benefits to the employer, student, and school. If an employer establishes a successful internship now, they will have a distinct, competitive advantage in recruiting the best, most highly motivated workers for the future. Employers will benefit from interns who are already trained, familiar with their workplace, and have proven their skills and work ethic on the job. This can greatly reduce a company's recruitment and training costs.

Helpful Resources

Illinois Career Resource Network:

<http://www.ilworkinfo.com/icrn.htm>

Illinois Job Fairs:

<http://www.ides.state.il.us/info/event/default.asp>

Career Services:

<http://www.oakton.edu/resource/careerservices/>

Internships

www.internships.com

Legal Requirements for Internships:

<http://www.internships.com/Employers/DeliverDoc/InternRegulations.pdf>

Credits:

Ohio Nursery & Landscape Association

www.internships.com



Internship Program
1600 East Golf Road
Des Plaines, Illinois 60016
847-376-7195
internships@oakton.edu

Internship Program Employer Application

Company Name _____ Date _____

Address _____

Type of Business _____

Briefly describe your company _____

Company Website Address _____ Name of Hiring Contact _____

Contact Telephone Number _____ E-mail address _____

Have you worked with Oakton's Internship Program in the past? Yes (when?) _____ No _____

Internship Title _____

Name and title of the person who will supervise the intern _____

Supervisor telephone number _____ E-mail _____

Projects/activities to be assigned to the intern. Please be thorough and specific. Attach a job description if available.

Preferred field of study/major and skill sets _____

Training opportunities provided _____

Educational/learning opportunities provided _____

Benefits available outside the intern's assigned job duties (networking, workshops/speakers, mentoring, etc.)

Software/ equipment intern is expected to use. Is training provided?

Duration of the internship (typically 8 to 16 weeks) _____

Preferred start date? _____

Hours per week (typically 10-20) _____ Preferred hours _____

Hourly wage (typically \$9-12; ff wage varies based on experience, list range) _____

NOTE: Unpaid internships are difficult to fill, and are often illegal (See US Department of Labor Fact Sheet #71 for more information)

Check the 3 most important characteristics you are seeking in an intern

- Skill set that matches/exceeds those listed on job description
- Career goals in line with position/company
- Level of education/amount of credits earned
- Specific classes completed (*please work with Internship Specialist to identify*)
- Academic performance
- Related past work experience
- Personality/Drive/Enthusiasm
- Maturity/Professionalism
- Verbal communication skills
- Written communication skills
- Leadership Ability/Ability to work independently
- Teamwork skills/Ability to work well in groups
- Reliability
- Trainability
- Other (please list): _____
- Other (please list): _____

Return completed form to:
Internship Program, Office #2801 Des Plaines campus; fax 847-635-1997; e-mail internships@oakton.edu

Thank you for partnering with Oakton College in offering our student the opportunity to intern at your company. This is a comprehensive list of the paperwork required of Sponsor Sites (Employers). Please assist the student intern in ensuring that each form is completed and returned in a timely manner.

- 1) **Memo of Understanding:** This is a liability form that will outline the responsibilities between the college, the student, and the Internship Sponsor. It must be signed by both the Site Supervisor and the student, and returned to the Internship Specialist within the first two weeks of the internship.
- 2) **Time Sheet:** This form can be filled out by the student, listing approximate start and end dates and the typical hours the student is scheduled to work, and should be signed by the Site Supervisor and returned to the Internship Specialist within the first two weeks of the internship. This form only needs to be filled out once (not weekly).
- 3) **Learning Agreement:** Learning Agreements are a way to formalize the learning outcomes the student hopes to achieve through this internship. The student and Site Supervisor will meet within the first two weeks of the internship to complete the Learning Agreement collaboratively, listing the job description and learning outcomes they have mutually agreed to. The Internship Specialist is available to assist if needed. The completed form should be returned to the Internship Specialist within the first two weeks of the internship. If the internship is for credit, the Faculty Advisor must also receive a copy.
- 4) **Mid-term Evaluation:** Half-way through the internship, the employer will complete this evaluation independently, and schedule a meeting with the student to discuss the evaluation, re-visit the learning agreement, and provide any additional feedback to the student. Copies of all evaluations must be sent to the Internship Specialist. If the internship is for credit, the Faculty Advisor must also receive a copy.
- 5) **Final Evaluation:** Before the conclusion of the internship, the employer will complete this evaluation independently, and schedule a meeting with the student to discuss the evaluation, re-visit the learning agreement, and provide any additional feedback to the student. Copies of all evaluations must be sent to the Internship Specialist. If the internship is for credit, the Faculty Advisor must also receive a copy.
- 6) **Reimbursement Form:** *This is only for companies offering paid internships.* At the end of the Internship, please complete and return this form, listing the hours the intern worked, for what hourly pay, and the total payment the intern received (your company's HR or payroll office may wish to be responsible for this form). Your reimbursement (which will be no more than 50% of the intern's salary) will be processed only after we receive this information and all other completed paperwork.

MEMO OF UNDERSTANDING

Purpose: Oakton College's Internship Program, hereafter the College, provides an educational program whereby students complement their academic preparation with direct practical work experience within the community. The effort to combine a practical work experience with an intentional learning component is a proven method for promoting the career development of students. Your participation exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

Responsibilities: To help insure the interests and promote the benefits of an internship arrangement for all parties involved, the College has developed this memorandum of understanding to describe the responsibilities between the College, the student, and the Internship Sponsor.

RESPONSIBILITIES OF THE COLLEGE

1. Encourage the student's productive contribution to the overall mission of the Internship Sponsor;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its internship program and to make these guidelines and standards available to the Internship Sponsor;
4. Where applicable, designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with the Internship Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Internship Sponsor and clarify College policies and procedures;
6. Maintain the confidentiality of any information designated by the Internship Sponsor as confidential;
7. Provide general liability insurance and such professional liability insurance as may be reasonably required for each participating student and faculty member;
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Internship Sponsor;
9. Notify Internship Sponsor of impending or immediate internship cancellation, changes, or substitution in cases of emergency or changed conditions or in the general interest of the internship program and/or that of the student's safety.

RESPONSIBILITIES OF THE INTERNSHIP SPONSOR

1. Encourage and support the learning aspect of the student's internship assignment;
2. Designate an employee to serve as the Site Supervisor, with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative or Internship Specialist, and to monitor progress of student;
3. Evaluate internship students and communicate with the College on a regular basis for the purpose of reviewing and evaluating current internship experiences offered to students.

4. Provide the student with adequate training and supervision by an experienced professional, and assign duties that are career-related, progressive and challenging;
5. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
6. Provide a safe and healthful work environment for the student as described in the Family Rights and Privacy Act of 1974;
7. Treat the student fairly in accordance with EEO standards;
8. Prohibit discrimination on the basis of gender, race, color, age, national origin, sexual orientation, marital status, religion, or disability;
9. Notify College's Internship Specialist of any changes in the student's work status, schedule and/or performance;
10. Allow a College faculty representative and/or Internship Specialist to visit the work site to confer with the student and his/her supervisor and observe the student as necessary;
11. Communicate Internship Sponsor policies and standards to College Internship Specialist;
12. Maintain general liability, professional liability and worker's compensation insurance as required by law.
13. Comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA, and take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the College's students who intern pursuant to this agreement.
14. ***FORMS TO BE COMPLETED and FAXED/EMAIL TO:***
Internships, Des Plaines campus, Office 2801, fax 847-635-1997, e-mail internships@oakton.edu
 - 1.) Memo of Understanding
 - 2.) Learning Agreement (complete together with intern)
 - 3.) Time Sheet
 - 4.) Mid Term Evaluation
 - 5.) Final Evaluation

RESPONSIBILITIES OF THE STUDENT

1. Maintain sufficient health, accident, disability, and hospitalization coverage in effect during the internship; be responsible for the cost of such insurance and for expenses not covered by any applicable insurance;
2. Conform to the ethical standards and professional standards of the Internship Sponsor;
3. Conform to the rules and regulations of the Internship Sponsor and the rules established by the College;
4. Submit to necessary pre-employment requirements as determined by the Internship Sponsor (i.e. background check, drug screen);
5. Agree and understand that any work conceived or created while under the direction of the Internship Sponsor shall be the property of the Sponsor. Furthermore, agree to relinquish all such work and supporting documentation to the Internship Sponsor upon completion or termination of the internship;
6. Obtain prior written approval of the Internship Sponsor and the College before publishing any material relating to the internship experience;
7. Maintain the confidentiality of any information designated by the Internship Sponsor as confidential;
8. Notify the College's Internship Specialist of any concerns which arise regarding the Internship Sponsor and/or its business practices;

9. Understand and accept that the College will not be obligated to provide additional or alternative internship opportunities if the student is dismissed by the Internship Sponsor for disciplinary or performance reasons;
10. Agree to work the required minimal term for the agreed upon internship period contingent on the continued safety of the working environment;
11. In the event of an unforeseen emergency requiring student resignation from the internship (such as family death, sudden health changes, etc.), agree to provide 2 weeks advance termination notice to College and Internship Sponsor.
12. **FORMS TO BE COMPLETED and FAXED/EMAILED TO :**
 Internships, Des Plaines campus, Office 2801, fax 847-635-1997, e-mail internships@oakton.edu
 - 1.) Student Disclosure Agreement
 - 2.) Memo of Understanding
 - 3.) Learning Agreement (complete together with sponsor)
 - 4.) Mid Term Evaluation
 - 5.) Final Evaluation

Terms of Internship Arrangement

An internship arrangement for each student will be a period of 8 to 16 weeks as agreed upon by the Internship Sponsor and the College. Should the Internship Sponsor become dissatisfied with the performance of a student, the Internship Sponsor may request in writing termination of the internship arrangement. This should occur only after College personnel have been notified one week in advance of termination and a satisfactory resolution cannot be obtained. The Internship Sponsor may immediately terminate the internship if the student poses a danger to the Internship Sponsor and/or its employees.

Conversely, the College may request termination of the arrangement for any student not complying with College guidelines and procedures of the Internship Program, or if the Internship Sponsor does not uphold the responsibilities mentioned above, as long as Internship Sponsor personnel have been notified one week in advance of termination and satisfactory resolution cannot be obtained. The College may immediately terminate the internship if the safety or well being of the student is threatened.

Duration of the Agreement

This memorandum of understanding shall continue in effect from _____ (start date) to _____ (projected end date). Any questions regarding the internship program, its procedures, or this memorandum should be referred to the Sponsor and/or Internship Specialist.

Sponsor Representative: _____ Date: _____

Print Name: _____

Student: _____ Date: _____

Print Name: _____

Oakton College: _____ Date: _____

Return completed form to:

Internship Program, Office #2801 Des Plaines campus; fax 847-635-1997; e-mail internships@oakton.edu

LEARNING AGREEMENT

A Learning Agreement is a formal statement of expected learning to be achieved by the student intern, how this learning is to be accomplished and how it is to be assessed. Such an agreement guides the learning experience for the intern, assists the site supervisor in mentoring the intern and provides a basis for evaluation at the end of the internship experience. The supervisor and intern work together in developing the goals/objectives to be achieved and an action plan for achieving these goals.

Tips For Completing A Learning Agreement

Learning Goals/Objectives:

Goals/objectives describe what an intern will learn through his/her internship experience. They describe desired knowledge, understanding, skills, attitudes or values. Key words often used for stating goals include phrases like “to develop . . . , to apply . . . , to observe . . . , to demonstrate.” Using a position description or outline of responsibilities, the student and intern supervisor should work together to identify the specific learning goals for the internship.

Strategies:

Strategies are activities the intern will be doing to achieve each of his/her objectives and comprise an action plan for the duration of the internship.

Evaluation Methods:

Evaluation methods identify how the intern and supervisor will know whether the goals of the internship have been achieved and expectations have been met. They involve monitoring and assessment throughout and not only at the end of the internship period.

Return completed form to:

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Internship Mid-term Evaluation Form (Employer)

Student: _____

Company: _____

Supervisor: _____

Title of Job: _____

Dates of Internship Period: _____

Evaluate the employee based on the information below. The employee should be evaluated on a scale of 1-4, four being the best score. Outstanding = 4, Good = 3, Acceptable = 2, Poor = 1, N = not observed.

Please circle the following traits and add comments:

JOB SKILLS/KNOWLEDGE

Is sufficiently knowledgeable and skilled to perform job	4	3	2	1	N
Shows willingness to learn	4	3	2	1	N
Demonstrates effective problem solving and decision making	4	3	2	1	N
Has the computer and/or technical skills needed	4	3	2	1	N

Comments:

WORK HABITS

Listens to and follows instructions	4	3	2	1	N
Produces high-quality work, free from error	4	3	2	1	N
Completes tasks as assigned and on time	4	3	2	1	N
Uses time efficiently; prioritizes tasks appropriately	4	3	2	1	N
Shows initiative	4	3	2	1	N
Listens to feedback and adjusts to improve weaknesses	4	3	2	1	N
Evaluates own progress and strengths; makes adjustments and improvements	4	3	2	1	N

Comments:

COMMUNICATION

Speaks with clarity, confidence, and professionalism	4	3	2	1	N
Writes clearly, concisely, and professionally	4	3	2	1	N
Exhibits good listening skills	4	3	2	1	N
Demonstrates a willingness to speak up, ask questions, and participate in discussions	4	3	2	1	N



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Internship Final Evaluation Form (Employer)

Student: _____

Company: _____

Supervisor: _____

Title of Job: _____

Dates of Internship Period: _____

Evaluate the employee based on the information below. The employee should be evaluated on a scale of 1-4, four being the best score. Outstanding = 4, Good = 3, Acceptable = 2, Poor = 1, N = not observed.

Please circle the following traits and add comments:

JOB SKILLS/KNOWLEDGE

Is sufficiently knowledgeable and skilled to perform job	4	3	2	1	N
Shows willingness to learn	4	3	2	1	N
Demonstrates effective problem solving and decision making	4	3	2	1	N
Has the computer and/or technical skills needed	4	3	2	1	N

Comments:

WORK HABITS

Listens to and follows instructions	4	3	2	1	N
Produces high-quality work, free from error	4	3	2	1	N
Completes tasks as assigned and on time	4	3	2	1	N
Uses time efficiently; prioritizes tasks appropriately	4	3	2	1	N
Shows initiative	4	3	2	1	N
Listens to feedback and adjusts to improve weaknesses	4	3	2	1	N
Evaluates own progress and strengths; makes adjustments and improvements	4	3	2	1	N

Comments:

COMMUNICATION

Speaks with clarity, confidence, and professionalism	4	3	2	1	N
Writes clearly, concisely, and professionally	4	3	2	1	N
Exhibits good listening skills	4	3	2	1	N
Demonstrates a willingness to speak up, ask questions,					

and participate in discussions 4 3 2 1 N

Comments:

PROFESSIONALISM

Dependable; maintains good attendance and punctuality	4	3	2	1	N
Dresses appropriately	4	3	2	1	N
Accepts feedback and criticism professionally	4	3	2	1	N
Demonstrates confidence in ability to handle job	4	3	2	1	N
Works well with boss and co-workers	4	3	2	1	N
Takes responsibility for errors or mistakes	4	3	2	1	N
Demonstrates integrity, honesty, and personal ethics	4	3	2	1	N

Comments:

- 1) Overall, what were the greatest accomplishments of the intern?
- 2) Overall, what should the intern work on to be better prepared for a professional job?
- 3) Overall, what were the intern's greatest strengths?
- 4) Any additional comments regarding the student intern or Oakton's Internship Program?

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Internship Program
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internships@oakton.edu

Illinois Cooperative Work Study Program Reimbursement Form Fiscal Year 2024 (hours worked from 8/1/23-7/31/24)

Companies may apply for partial reimbursement with funds made available through the IBHE Illinois Cooperative Work-Study grant. To be eligible, you must be an Illinois company and have completed all necessary internship paperwork (Memo of Understanding, Learning Agreement, and Final Evaluation). This form should be completed at the completion of the internship, or during the grant reimbursement period for work hours already completed. You may only list hours worked between the stated dates and that were not previously listed in FY23 for reimbursement. Reimbursements will first be processed for companies that submitted a Letter of Intent as part of the FY24 grant application. There is no guarantee of amount of reimbursement, and there is a cap of 50% reimbursement for all companies.

Name of Intern/Apprentice: _____

Company Name: _____

Company Address: _____

Company Tax Payer ID #: _____

Dates of Internship/Apprenticeship Period: _____
(please only include dates between 8/1/23-7/31/24)

Total # of Hours Student Employed During Period: _____

Pay Per Hour (list any pay increases): _____

Total Salary Paid During Internship Period: _____

Company Representative: _____

(Signature)

(Printed Name and Title)

(Date)

**Please submit your company's W9 and this completed form to
internships@oakton.edu no later than August 1, 2023.**