



## Student Intern Information

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*I agree to do my best for the company/organization employing me and behave in a professional manner that will reflect well on the employer, Mare Island Technology Academy, and me. I agree to discuss any work-related problems or concerns with the Internship Coordinator immediately. I understand that my credit for the Internship is dependent upon my satisfactorily fulfilling the terms of the contract and upon my supervisor's evaluation of my work. I agree to complete the required tracking log no later than two weeks after the completion of my internship service and my reflective essay in my English 12 class.*

## Internship Employer Information

Company Name: \_\_\_\_\_

Name/Title of internship supervisor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (with zip code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

We, the undersigned, understand the purpose and procedures involved in the MIT Internship Program and agree to abide by the conditions specified under the terms of this document.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

MIT Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Questions, concerns, comments: Please contact:  
Roxana Jimenez, Internship Coordinator, 707.552.6482, x115



# Mid-Point Evaluation



2 Positive Place  
 Vallejo, CA 94589  
 Phone (707) 552-6482 Fax (707) 552-0288

Student Intern's Name: \_\_\_\_\_ Intern Evaluator's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Comments/Notes:

Fulfillment of Duties	Excellently	Proficiently	Moderately	Poorly
Intern arrives as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern completes assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern responds positively to direction/supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>				
Intern comes appropriately dressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern behaves in a courteous demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern pays attention to detail and corrects mistakes when made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours has the intern completed so far (35 hours minimum required)? \_\_\_\_\_

Has the intern made reasonable progress toward reaching the objectives outlined in the contract?  
 \_\_\_\_\_

Thank you for your support of MIT Academy's internship program. Please return this Evaluation to Roxana Jimenez by FAX or mail (above) or scan and send to [rjimenez@mitacademy.org](mailto:rjimenez@mitacademy.org). Comments: 707.552.6482, x. 115.

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Final Evaluation



2 Positive Place  
 Vallejo, CA 94589  
 Phone (707) 552-6482 Fax (707) 552-0288

Student Intern's Name: \_\_\_\_\_ Intern Evaluator's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Comments/Notes:

Fulfillment of Duties	Excellently	Proficiently	Moderately	Poorly
Intern arrives as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern completes assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern responds positively to direction/supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professionalism</b>				
Intern comes appropriately dressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern behaves in a courteous demeanor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern pays attention to detail and corrects mistakes when made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many hours did the intern completed (35 hours minimum required)? \_\_\_\_\_

Did the intern reach the objectives outlined in the contract?

What advice do you have for MIT to improve the program?

Thank you for your support of MIT Academy's internship program. Please return this Evaluation to Roxana Jimenez by FAX or mail (above) or scan and send to [rjimenez@mitacademy.org](mailto:rjimenez@mitacademy.org). Comments: 707.552.6482, x. 115

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_