

**Guidelines for**  
***MATH 492: Internship in Mathematics***  
***and***  
***CMSC 492: Internship in Computer Science***

Department of Mathematics and Computer Science  
Longwood University  
Farmville, VA 23909

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**IMPORTANT: WE CAN NOT GIVE INTERNSHIP CREDIT AFTER IF HAS BEEN COMPLETED – YOU MUST REGISTER BEFORE BEGINNING THE INTERNSHIP.**

**IMPORTANT: YOU MUST REGISTER FOR YOUR INTERNSHIP BEFORE THE LAST “ADD” DAY OF THE SEMESTER OR SUMMER SESSION. THERE WILL BE NO LATE REGISTRATIONS ALLOWED.**

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# Introduction

## ***Why Do I Have to Do an Internship?***

Completing an internship is a part of the General Education Curriculum of Longwood University, and is required of all students.

*GOAL 15. The application of knowledge and skills developed in the student's course of study through completion of an internship, guided field experience, or directed research (one credit).*

### **OUTCOMES: STUDENTS WILL:**

- Identify specific objectives to be achieved through the completion of the internship, field experience, or research project
- Evaluate their own progress toward those objectives

## ***When Should I Complete MATH/CMSC 492?***

Students typically complete MATH/CMSC 492 during the summer between their junior and senior years. In some cases, students may complete MATH/CMSC 492 earlier if they have met the necessary requirements, or during the fall semester of their senior year.

## ***Why Do I Have to Register for the MATH/CMSC 492 Course?***

Like any other course at Longwood, students are required by the Registrar's Office to register for the course at the time the work is being completed. For internships completed during the summer, this means registering for MATH/CMSC 492 during Longwood University's Summer Session.

## ***Why Do I Have to Pay an Internship Fee?***

The supervision of internships is not counted as a normal part of a faculty member's teaching load. Internship fees exist to compensate the faculty members who supervise and evaluate student internships, much as if the faculty member were compensated to teach an additional course over and above his or her normal teaching load.

## ***How Do I Get Signed Up for MATH/CMSC 492?***

See the Arranging for the Internship section on page 5.

## ***How many credit hours should I choose for MATH/CMSC 492?***

Goal 15 requires one credit hour. Some students choose to request more credit hours. In the MATH/CMSC department, an individual internship is allowed with 1, 2, or 3 credit hours. You should remember that you will be paying tuition by the credit hour.

## ***Can I get credit for more than one internship?***

In the Mathematics and Computer Science department, we allow up to two separate internships. You may not receive more than 6 credit hours total.

### ***How Do I Find an Internship?***

There are three basic ways that most students use to find internships.

- 1) *Networking*. Good old-fashioned networking is still one of the best ways to find an internship. If you are looking for an internship, let all of your friends and contacts know that you are looking for an internship and the type of internship for which you are looking.
- 2) *Career Center*. Longwood University's Career center maintains databases of available internships that are available for free to all current Longwood students. All you need to do is register with the Career Center to access their databases. They won't do the work for you, but they can help guide you through the process. This is a great resource for your search – especially for the Computer Science internship.
- 3) *Independent Search*. Students may conduct their own independent search to identify internship possibilities.

### ***What is an REU?***

REU stands for **Research Experience for Undergraduates**. REUs are offered by some colleges and universities during the summer. These are usually six to eight week courses that include a substantial research component. There are REUs available to students in Mathematics and Computer Science.

### ***How do I find an REU?***

There are many internet web sites that list available REUs. Most REUs are awarded on a competitive basis. You are required to apply for the REU. You should start fairly early in the Spring semester (or even earlier) in search of an appropriate REU so that you will have time to apply.

### ***Why are there four different syllabi in this manual?***

A student may participate in an REU for internship credit. If this is the case, then the student will use the syllabus for REUs. If the student chooses an ordinary internship then the student will use the syllabus that is not for REUs. In both cases, the course creation form (one for REUs or one for the regular internship) should be filled out and returned to the Internship Director before the last add-day of the semester in which the internship or REU is taking place (and also before the beginning of the internship or REU).

### ***What if I have other questions about the internship program?***

If other questions arise, please contact the Internship Director, Dr. Poplin, at [poplinpl@longwood.edu](mailto:poplinpl@longwood.edu).

## I. Arranging for the Internship

- A. The student will read this manual thoroughly.
- B. The student will locate an appropriate organization for the internship or REU.
- C. The student must establish contact with and be accepted by the organization. For a standard Internship, the **Internship Agreement Form (pages 14-15)** must be completed by you and a representative of the organization and returned to the Internship Director. This is not necessary for an REU.
- D. The student will read and fill out the **Course Creation Form (page 12 or page 13)** and return it to the Internship Director.
- E. After turning in the Course Creation Form to the Internship Director, the student will be registered for the internship class.

## II. Academic Credit

- A. In the MATH/CMSC department internships may be worth 1, 2, or 3 credits. The student and the internship director will determine the amount of credit. The student is charged the current rate per credit hour for tuition. Remember that the university charges an additional \$125 for the internship fee.
- B. A student may take up to two internships, for a total of six credit hours, while in the Math or Computer Science department.
- C. Academic credit is based on the ratio of 40 hours of work per credit hour earned (see table below for some examples).

<b>Number of Credit Hours</b>	<b>Total Number of Work Hours Required</b>	<b>EXAMPLE</b>
1	40	3 hrs/week for 15 weeks or 40 hrs/1week
2	80	6 hrs/week for 15 weeks or 40 hrs/2 weeks
3	120	8 hrs/week for 15 weeks of 40 hrs/3 weeks

### III. Grading

#### **The Student Intern Must:**

- A. maintain a daily log of activities, and submit the log to the internship director.
- B. ensure that the internship supervisor completes the **Supervisor Evaluation of Student Intern (pages 16-17)** at the conclusion of the internship and returns it to the internship director. It is a nice courtesy to give the supervisor a *stamped, self-addressed envelope* to speed the process. (The address is at the bottom of page 17.)
- C. give a presentation to the department, and fellow students, upon returning to Longwood. The presentation should be approximately 15-20 minutes in length and cover (1) the basic information about the internship, (2) your specific duties and outcomes, and (3) your experience with the internship program.
- D. write a report discussing the relationship of the internship experience to course content in the classroom as well as practical application of math or computer science concepts. The report should be submitted to the internship director. A copy of the presentation is usually sufficient, depending on the internship.

**Final Grade:** The student's final grade will be based on the presentation, the final evaluation from the internship supervisor, the daily activity log, and the student's internship evaluation. The student may receive a final grade of A (excellent), B (above average), C (average), D (below average), or F (failure).

### IV. Responsibilities of the student intern

Here are a few general guidelines to help you to be successful with the student internship.

- A. Interns should make sure that the hours required for the internship are being met.
- B. Interns should meet with the internship supervisor periodically to ensure that the requirements of the internship are being met appropriately.
- C. Interns will dress appropriately for the internship, and always conduct themselves in a professional manner.

### **V.a. Steps for creating the internship course and getting a grade for the internship.**

After securing an internship the following steps will ensure that the course is set up and run properly.

1. Fill out the **Course Creation Form (page 12)** and the **Internship Agreement Form (pages 14-15)** and return these to the Internship Director. The course will then be created.
2. During the internship, you should send periodic updates to the Internship Director. These should include the daily logs for the internship.
3. Upon completion of the internship, you should
  - a. Send all **daily logs** (in one file) to the Internship Director.
  - b. Make sure that the Internship Supervisor has the **Supervisor Evaluation Form (pages 16-17)** that needs to be returned to the Internship Director.
  - c. Return your **Internship Evaluation Form (pages 18-19)** to the Internship Director.
  - d. Meet with the Internship Director to set up a time to give your presentation.
  - e. After the presentation, give a **copy of the presentation / paper** to the Internship Director.

### **V.b. Steps for creating the internship course and getting a grade for the REU.**

After securing an REU the following steps will ensure that the course is set up and run properly.

1. Fill out the **Course Creation Form for REU (page 14)**. The course will then be created.
2. Upon completion of the REU, you should
  - a. Meet with the Internship Director to set up a time to give your presentation.
  - b. After the presentation, give a **copy of the presentation / paper** to the Internship Director.

MATHEMATICS 492  
INTERNSHIP IN MATHEMATICS  
SYLLABUS

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E-mail: [poplinpl@longwood.edu](mailto:poplinpl@longwood.edu)  
Fax: 434-395-2865  
Phone: 434-395-2406

**Mailing address:**  
Department of Mathematics & Computer Science  
Longwood University  
201 High Street  
Farmville, VA 23909

Course Description: The internship experience should enhance the student's academic experience in the major. Internships provide an on-the-job learning experience giving students the opportunity to apply their technical and professional skills to the work situation and observe organizations in action. The sponsoring firm should provide a challenging learning experience related to the intern's major in mathematics. The intern works with both the internship supervisor at the sponsoring firm and the internship director for the Department of Mathematics & Computer Science at Longwood University to identify the roles and responsibilities for the internship experience.

Objectives: The objectives of the internship program are to introduce the student to on-the-job experiences, providing an opportunity for the student to apply classroom knowledge to the work situation and preparing the student to make the transition from classroom to workplace. The internship should help the student to grow personally and professionally as he/she faces real problems and ethical choices in the work situation.

Prerequisites: To be eligible to enter the internship program, the student must:

1. be a declared math major,
2. have both a cumulative GPA & a major GPA of at least 2.0, and
3. have a minimum of 60 earned credit hours.

Requirements: The student will receive up to 3 credit hours in MATH 492 for the internship work. Before starting an internship, the student must make arrangements with both the internship sponsor and the internship director in the Department of Mathematics & Computer Science. The student must work with the sponsor to complete the **Internship Agreement** which defines the roles and responsibilities of the intern and contracts the number of credit hours to be earned. This form must be signed by the intern, supervisor, and internship director prior to registering for the internship. A minimum of 40 hours internship work is required for each credit hour.

During the internship, the student must keep a **daily journal** and submit the journal to the director weekly. The journal should include both a log of daily work activities and reflections of how/when the student uses his/her academic training and preparation, either directly or indirectly, to perform the work assigned.

A **Final Internship Report** is due after the intern has returned to school, no later than 4 weeks into the next term (in time to remove any incomplete). The exact nature of this report will be determined by consultation between the intern and director, but will certainly include a presentation to peers and faculty of the work done during the internship. The report/presentation should include (1) an overview of the internship, (2) your overall, and some specific, responsibilities, (3) your overall critique of the internship program. The presentation should **not** include information about your living arrangements, traveling to/from work, etc. I expect the presentation to be approximately 20 minutes long.

Grading: The intern will be graded based on the following:

Journal of Daily Work Activities	25%
Final Internship Report / Presentation	30%
Supervisor's Evaluation	25%
Self Evaluation	10%
Director's Evaluation	10%

MATHEMATICS 492  
INTERNSHIP IN MATHEMATICS (for REUs)  
SYLLABUS

Director:	Dr. Phillip Poplin	<b>Mailing address:</b>
Office:	Ruffner 329	Department of Mathematics & Computer Science
E-mail:	<a href="mailto:poplinpl@longwood.edu">poplinpl@longwood.edu</a>	Longwood University
Fax:	434-395-2865	201 High Street
Phone:	434-395-2406	Farmville, VA 23909

**Course Description:** The internship / REU experience should enhance the student's academic experience in the major. REUs provide an intensive learning experience giving students the opportunity to apply their technical and professional skills to the specific situation. The REU sponsoring organization should provide a challenging learning experience related to the intern's major in mathematics. The intern works with the internship director for the Department of Mathematics & Computer Science at Longwood University to identify the roles and responsibilities for the REU experience.

**Objectives:** The objectives of the internship / REU program are (1) to introduce the student to mathematical experiences that provide an opportunity for the student to apply classroom knowledge in a different situation and (2) to prepare the student to make the transition from classroom to workplace or graduate school. The internship / REU will help the student to grow personally and professionally.

**Prerequisites:** To be eligible to enter the internship program, the student must:

1. be a declared math major,
2. have both a cumulative GPA & a major GPA of at least 2.0, and
3. have a minimum of 60 earned credit hours.

**Requirements:** The student will receive up to 3 credit hours in MATH 492 for the internship work. Before starting an internship, the student must make arrangements both with the internship sponsor and the internship director in the Department of Mathematics & Computer Science. A minimum of 40 hours REU experience is required for each credit hour.

A **Final Internship Report** is due after the intern has returned to school, no later than 4 weeks into the next term (in time to remove any incomplete). The exact nature of this report will be determined by consultation between the intern and internship director, but will certainly include a presentation to peers and faculty of the work done during the internship, as well as a written summary of the REU experience. I expect the presentation to be approximately 35 minutes long.

**Grading:** The intern will be graded based on the following:

Final Internship Report	30%
Final Presentation	60%
Director's Evaluation	10%

CMSC 492  
INTERNSHIP IN COMPUTER SCIENCE  
SYLLABUS

Director: Dr. Phillip Poplin  
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Fax: 434-395-2865  
Phone: 434-395-2406

**Mailing address:**  
Department of Mathematics & Computer Science  
Longwood University  
201 High Street  
Farmville, VA 23909

Course Description: The internship experience should enhance the student's academic experience in the major. Internships provide an on-the-job learning experience giving students the opportunity to apply their technical and professional skills to the work situation and observe organizations in action. The sponsoring firm should provide a challenging learning experience related to the intern's major in computer science. The intern works with both the internship supervisor at the sponsoring firm and the internship director for the Department of Mathematics & Computer Science at Longwood University to identify the roles and responsibilities for the internship experience.

Objectives: The objectives of the internship program are to introduce the student to on-the-job experiences, providing an opportunity for the student to apply classroom knowledge to the work situation and preparing the student to make the transition from classroom to workplace. The internship should help the student to grow personally and professionally as he/she faces real problems and ethical choices in the work situation.

Prerequisites: To be eligible to enter the internship program, the student must:

1. be a declared computer science major,
2. have both a cumulative GPA & a major GPA of at least 2.0, and
3. have a minimum of 60 earned credit hours.

Requirements: The student will receive up to 3 credit hours in CMSC 492 for the internship work. Before starting an internship, the student must make arrangements with both the internship sponsor and the internship director in the Department of Mathematics & Computer Science. The student must work with the sponsor to complete the **Internship Agreement** which defines the roles and responsibilities of the intern and contracts the number of credit hours to be earned. This form must be signed by the intern, supervisor, and internship director prior to registering for the internship. A minimum of 40 hours internship work is required for each credit hour.

During the internship, the student must keep a **daily journal** and submit the journal to the director weekly. The journal should include both a log of daily work activities and reflections of how/when the student uses his/her academic training and preparation, either directly or indirectly, to perform the work assigned.

A **Final Internship Report** is due after the intern has returned to school, no later than 4 weeks into the next term (in time to remove any incomplete). The exact nature of this report will be determined by consultation between the intern and director, but will certainly include a presentation to peers and faculty of the work done during the internship. The report/presentation should include (1) an overview of the internship; (2) your overall, and some specific, responsibilities; (3) your overall critique of the internship program. The presentation should **not** include information about your living arrangements, traveling to work, etc. I expect the presentation to be approximately 20 minutes long.

Grading: The intern will be graded based on the following:

Journal of Daily Work Activities	25%
Final Internship Report / Presentation	30%
Supervisor's Evaluation	25%
Self Evaluation	10%
Director's Evaluation	10%

CMSC 492  
INTERNSHIP IN COMPUTER SCIENCE (for REUs)  
SYLLABUS

Director:	Dr. Phillip Poplin	<b>Mailing address:</b>
Office:	Ruffner 329	Department of Mathematics & Computer Science
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Objectives: The objectives of the internship / REU program are (1) to introduce the student to experiences in computer science that provide an opportunity for the student to apply classroom knowledge in a different situation and (2) to prepare the student to make the transition from classroom to workplace or graduate school. The internship / REU will help the student to grow personally and professionally.

Prerequisites: To be eligible to enter the internship program, the student must:

1. be a declared computer science major,
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3. have a minimum of 60 earned credit hours.

Requirements: The student will receive up to 3 credit hours in CMSC 492 for the internship work. Before starting an internship, the student must make arrangements both with the internship sponsor and the internship director in the Department of Mathematics & Computer Science. A minimum of 40 hours REU experience is required for each credit hour.

A **Final Internship Report** is due after the intern has returned to school, no later than 4 weeks into the next term (in time to remove any incomplete). The exact nature of this report will be determined by consultation between the intern and internship director, but will certainly include a presentation to peers and faculty of the work done during the internship, as well as a written summary of the REU experience. I expect the presentation to be approximately 35 minutes long.

Grading: The intern will be graded based on the following:

Final Internship Report	30%
Final Presentation	60%
Director's Evaluation	10%

INTERNSHIP COURSE CREATION FORM  
DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE  
LONGWOOD UNIVERSITY

The following rules and dates **must** be adhered to in order to get credit for the internship.

1. *Before the Internship-* You must fill out the **Internship Agreement Form** to the satisfaction of both your internship supervisor (on site) and the internship director (in the department). This form must be signed by you, the supervisor, and the internship director. You must also fill out this form – the **Internship Course Creation Form**. **These forms must be delivered no later than forty-eight hours BEFORE the last day to add a class. Otherwise, you will not be signed up for an internship.** You should familiarize yourself with the Internship Syllabus which will tell you all of the requirements for the internship. Please note that the internship carries an additional fee (above regular tuition) of \$125.00.
2. *During the Internship-* You must keep a **daily journal**. The journal should include both a log of daily work activities and reflections of how and when the student uses his/her academic training and preparation, either directly or indirectly, to perform the work assigned.
3. *After the Internship-* You will need to (1) submit the Student Internship Evaluation, (2) make sure your supervisor submits the Supervisor’s Evaluation, (3) submit your daily journals, and (4) schedule a time for your internship presentation with the Internship Director. You will receive a grade after all the forms and the daily journal have been submitted to the Internship Director and you have completed a presentation. If your internship takes place during the summer, then you will receive a grade of ‘I’, until the fall semester at which time you can give your presentation. Note that the grade ‘I’ becomes an ‘F’ if not completed within the first six weeks of the following semester.

I have read the above information and the internship syllabus and have submitted a completed internship agreement form to the Internship Director.

Student Name (print): \_\_\_\_\_

Student email: \_\_\_\_\_

Student ID#: L - \_\_\_\_\_

Semester: \_\_\_\_\_

Course Number / Name : \_\_\_\_\_

Use MATH/CMSC 492, and include a name that describes what you will do on the internship.

Number of Credit Hours: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

Name of Internship Director: Phillip L. Poplin

Signature of Internship Director: \_\_\_\_\_

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

INTERNSHIP COURSE CREATION FORM **FOR AN REU**  
DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE  
LONGWOOD UNIVERSITY

The following rules and dates **must** be adhered to in order to get credit for the internship.

1. *Before the REU* – You must fill out the *REU Course Creation Form* (this form). **This form must be delivered no later than forty-eight hours BEFORE the last day to add a class. Otherwise, you will not be signed up for an internship.** You should familiarize yourself with the Internship Syllabus (for REUs) which will tell you all of the requirements for the internship. Please note that the internship carries an additional fee (above regular tuition) of \$125.00.
  
2. *After the REU* – You should turn in your report of the REU experience and schedule a time to give your REU presentation with the Internship Director. After the REU experience report has been submitted to the Internship Director and you have done a presentation then the internship director will send your grade to the registrar. If you are doing the REU over the summer then you will receive an ‘I’ in the course until the presentation is completed. Note that a grade ‘I’ becomes an ‘F’ if not completed within the first six weeks of the following semester.

I have read the above information and the internship / REU syllabus.

Student Name: (print) \_\_\_\_\_ .

Student email: \_\_\_\_\_

Student ID#: L- \_\_\_\_\_

Semester: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Course Name/Number: \_\_\_\_\_

Place and title/topic of REU: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Name of Internship Director: Phillip L. Poplin

Signature of Internship Director: \_\_\_\_\_

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

**INTERNSHIP AGREEMENT FORM**  
**DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE**  
**LONGWOOD UNIVERSITY**

Semester: \_\_\_\_\_

Course: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

Address2: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sponsoring Firm: \_\_\_\_\_

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

Address2: \_\_\_\_\_

Organization Description: \_\_\_\_\_

\_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**To the Internship Supervisor:** Upon completion of the Internship, please return the **Supervisor Evaluation of Student Intern**. The Supervisor Evaluation Form is confidential and will be used in deciding the grade that the student receives in the internship.

Please provide a **detailed description** of the intern's roles and responsibilities:

**INTERN'S ROLES:**

**INTERN'S RESPONSIBILITIES:**

Work Schedule:      Monday: \_\_\_\_\_  
                                 Tuesday: \_\_\_\_\_  
                                 Wednesday: \_\_\_\_\_  
                                 Thursday: \_\_\_\_\_  
                                 Friday: \_\_\_\_\_  
                                 Saturday: \_\_\_\_\_  
                                 Sunday: \_\_\_\_\_

Beginning & Ending Dates: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor Evaluation of Student Intern

Longwood University – Department of Mathematics and Computer Science

Student Intern: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Please use the chart below to evaluate the performance of the student who has interned in your agency by checking the appropriate space for each item.

	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>	<b>N / A</b>
Punctuality						
Attendance						
Appropriate Attire						
Initiative						
Ability to Follow Directions						
Ability to Organize & Perform Assignments						
Ability to Accept Supervision (seek help & accept criticism)						
Effectively performed assignments						
Enthusiasm for job						
Judgement & Ethical Behavior						
Writing Ability						
Speech & Articulation						
Relations with Others						
Positively represented Longwood University						
Professionalism						
Overall Performance						

1. Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? **Yes**\_\_\_\_ **No**\_\_\_\_\_
  
2. Describe the ways in which the intern's performance benefited your organization.



## Student Evaluation of Student Intern

Longwood University – Department of Mathematics and Computer Science

**Student Intern:** \_\_\_\_\_

Please use the chart below to evaluate the performance of the student who has interned in your agency by checking the appropriate space for each item.

	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>	<b>N / A</b>
Punctuality						
Attendance						
Appropriate Attire						
Initiative						
Ability to Follow Directions						
Ability to Organize & Perform Assignments						
Ability to Accept Supervision (seek help & accept criticism)						
Effectively performed assignments						
Enthusiasm for job						
Judgement & Ethical Behavior						
Writing Ability						
Speech & Articulation						
Relations with Others						
Positively represented Longwood University						
Professionalism						
Overall Performance						

1. Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? **Yes**\_\_\_\_ **No**\_\_\_\_\_

2. Describe the ways in which you benefited your organization.

