



Business & Technology of Fashion - BS
INTERNSHIP SELF-EVALUATION FORM

The College requires all internship students to submit a self-evaluation form in which they honestly assess their internship performance and degree of learning. This activity affords you the opportunity to reflect on your internship experiences holistically and to have faculty analyze your performance, learning, and professional development. *You must submit the completed self-evaluation form to your College internship supervisor before a final grade will be issued.*

Name: <i>Kiara Martinez</i>		Date: <i>7/31/24</i>	
Name of Internship Site: <i>Snow Milk</i>			
City: <i>Brooklyn, New York</i>		State: <i>NY</i>	Zip Code: <i>11206</i>
Dates of Internship: <i>6/14/24</i>			

PART I INTERNSHIP ROLES AND RESPONSIBILITIES: List your five primary work assignments during the internship.

1	<i>Managing customer's online orders/deliveries</i>
2	<i>Restocking inventory</i>
3	<i>Organization of inventory</i>
4	<i>Print out vinyl logos</i>
5	<i>Assistance with clothing design</i>

Please explain each response below. Attach additional sheets as needed.

To what degree did these activities contribute to the achievement of your original learning objectives?



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Did you feel comfortable handling all assigned responsibilities?
Yes, I feel comfortable handling all assigned responsibilities.
Did your internship roles and assignments make you feel like an integral and valued part of the work environment?
Yes, My internship roles and assignments make me feel like an integral and valued part of the work environment.
Do you think you observed and/or participated in a full range of organizational operations and learning opportunities?
I think observed and participated in a full range of organizational operations and learning opportunities.

PART II LEARNING

Identify the five most important insights you gained from this internship (add additional sheets as necessary).

1	Real - World is application
2	Networking
3	Time management
4	Continuous
5	Adaptability and Problem-solving

List important skills acquired and/or enhanced during this internship

1	Communication Skills
2	Technical Proficiency
3	Critical Thinking
4	Collaboration/Teamwork
5	Time management



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List skills used/improved during this internship

1	Time management
2	Teamwork
3	Problem-solving
4	
5	

PART III PERFORMANCE Using the scale provided, respond honestly to the following statement about your internship performance.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Item	The student	Score
1	Achieved my internship learning objectives	5
2	Demonstrated necessary writing and speaking skills	5
3	Was able to apply classroom knowledge to the internship setting effectively	5
4	Demonstrated critical thinking and problem-solving skills	5
5	Demonstrated initiative and the ability to learn	5
6	Responded well to supervision and constructive criticism	5
7	Showed the capacity to be a self-sufficient, independent worker	5
8	Worked effectively with others on team projects	5
9	Exhibited a sense of responsibility and dependability	5
10	Exhibited a positive attitude toward work and co-workers	5
11	Showed creativity and originality	5
12	Exhibited a professional attitude	5
13	Behaved ethically	5
14	Sensitive to diversity in the workplace	5
15	Adapted well to changing circumstances	5
16	Presented an appropriate professional appearance	5
17	Made progress throughout the internship	5
18	Completed a sufficient quantity of work	5
19	Produced quality work	5
20	Demonstrated awareness of strengths/weaknesses	5



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PART IV GENERAL REFLECTIONS: Please provide thoughtful and specific responses to the following questions:

1. To what degree, if any, did the actual internship experience differ from your expectations?

It became more adaptability required of quick thinking and problem-solving skills, which was both challenging and rewarding.

2. To what degree did your actual performance match up with your expectations going in to the internship?

My actual performance during the internship exceeded my expectations, as I adapted quickly to challenges and contributed meaningful to projects, showcasing skills I hadn't fully recognized in myself beforehand.

3. Has the internship clarified or changed your educational and career goals?

The internship has clarified my educational and career goals by my interest in the fashion field and revealing the specific areas where I want to deepen my expertise and experience.

4. Has the internship enhanced your self-understanding and professional development in important ways? Yes, the internship has significantly enhanced my self-understanding and professional development by highlighting my strengths, revealing areas for improvement and fostering a greater sense of confidence in my abilities.

Signature:
January 2010

Kiara Martinez

Date: 07/31/24



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STUDENT EVALUATION OF INTERNSHIP PROGRAM

The College requests your completion of this internship program evaluation form. The College will use your constructive comments to strengthen its overall internship program. Aggregate results will be shared with appropriate individual faculty coordinators/evaluators. Individual responses are anonymous and confidential. Submit your completed form to the Office of Academic Affairs.

Name/number/semester of internship course: BUF 4900 Summer 2024			
Name of college supervisor:			
Academic status (circle choice below):			
Freshman	Sophomore	Junior	Senior

PART I ACADEMIC PREPARATION AND LEARNING

		Strongly Disagree	Agree	Strongly Agree
1	The College's general internship orientation program was valuable in preparing me to succeed in my first internship.			
2	The <i>Internship Handbook</i> is a useful and helpful resource.			✓
3	My degree program's internship orientation was valuable in preparing me for a successful internship experience.		✓	
4	My academic coursework in the major prepared me with the professional knowledge and skills to be successful in my internships.			✓
5	My classes outside the major prepared me to demonstrate the general intellectual abilities necessary to succeed in internships such as to write, give oral presentations, think critically and creatively, analyze and use numbers and data, solve problems, and make decisions.			✓
6	The regular seminar meetings with other internship students in my program facilitated my skill as a reflective practitioner, fostered my learning from experience, and enhanced my professional development in the field. [Skip if not applicable.]			
7	I understood and effectively used the Kolb Model of Experiential Learning in my internship.			✓
8	I found the Student Internship Learning Plan an effective planning and learning tool.		✓	
9	I found the field journal, analytical paper, and special forms of documentation useful and valuable reflective learning tools.			✓



INTERNSHIP SITE EVALUATION FORM

The College requires all internship students to submit an evaluation of their internship site. This information helps us to assess the quality and effectiveness of host organizations and to improve internship opportunities in the future. You must submit the completed form to your internship supervisor before a final grade will be issued.

Name: <u>Kianna Rodriguez Martineau</u>		Date: <u>08</u> / <u>1</u> / <u>24</u>	
Name of Internship Site: <u>Snow Milk LLC</u>			
City: <u>BROOKLYN</u>	State: <u>NY</u>	Zip Code: <u>11206</u>	
Dates of Internship:			

PART I EVALUATION OF ORGANIZATION AND SITE SUPERVISOR: Use the scale provided below to respond honestly to the following statements.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Organizational Environment and Practices		
1	The organization provided me with a sufficient orientation to its mission, purpose, culture, policies, and practices	5
2	The work environment was stimulating	5
3	The organization invited me to provide feedback and input on the work in which I was engaged and to discuss organizational matters	5
4	The work was challenging	4
5	My internship tasks and experiences helped me to meet my learning goals and objectives	5
6	The organization provided me with access and insight into a variety of important and useful professional situations and activities that contributed to my learning.	5
Site Supervisor		
1	Was conscious of my needs as an intern	5
2	Made clear my tasks and responsibilities	5
3	Assigned an appropriate amount of work	5
4	Discussed ways with me that I could achieve my learning objectives	5
5	Provided regular assistance and was willing to answer my questions about the work setting and my specific tasks	5
6	Remained in contact with my internship supervisor/faculty evaluator	5
7	Provided regular and helpful assessment of my performance and how to enhance it	5
8	Functioned as a true mentor, teaching me new knowledge and skills and demonstrating appropriate professional behaviors and values.	4



INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester.

SUPERVISOR INFORMATION	
NAME: IUSA KAREGA	JOB TITLE: PRODUCTION Manager
ORGANIZATION'S NAME: Snow Milk	PHONE NUMBER: 917.342.5643
EMAIL ADDRESS: iusakarega@gmail.com	

INTERNSHIP INFORMATION	
STUDENT'S NAME: Kiara Martinez	
STARTING DATE (DD/MM/YYYY):	COMPLETION DATE (DD/MM/YYYY):

ABOUT THE INTERN

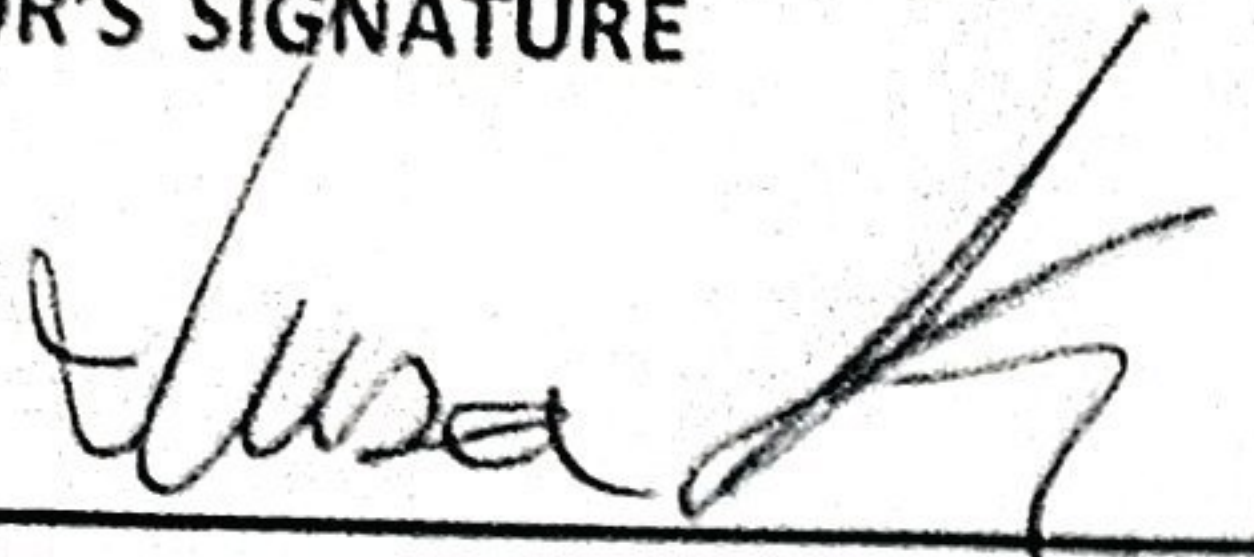
1. Please evaluate this student intern on the following items by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on-time	✓					
Behaved in a professional manner	✓					
Effectively performed assignments	✓					
Oral communication skills		✓				
Written communication skills		✓				
Computer Skills		✓				
Ability to work with others	✓					
Ability to adapt to a variety of tasks		✓				
Decision-making, setting priorities		✓				
Reliability and dependability	✓					
Attention to accuracy and details		✓				

Willingness to ask for help and guidance	✓					
Quality of work	✓					
Demonstrated critical thinking and problem solving skills		✓				
Making and meeting deadlines		✓				
Seemed interested and in and enthusiastic about the internship experience	✓					

2.	Describe the ways in which the intern's performance benefited your organization. Kiara performed tasks which greatly reduce time spent on process customer order and inventory tracking.				
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance? Initiating tasks with out being prompted. Managing Managing team of interns, delegating items on task list.				
4.	What do you consider to be the intern's strengths? Punctual, consistent effort, and a willingness to learn in order to improve performance.				
5.	In what areas does the intern need to improve? NO				
6.	Overall, how do you rate your experience with <u>this intern</u>	Excellent ✓	Good	Average	Poor

ABOUT THE INTERNSHIP EXPERIENCE

1.	What are your suggestions for improving the School of Information Technology's internship program? Nothing comes to mind as the intern performed well in all areas.
2.	Based on your experience, would you supervise other School of Information Technology interns or recommend the internship program to others? Yes.
3.	Do you have any other comments that will help the School and our students? NO

4.	Overall, how do you rate your experience with <u>this internship?</u>	Excellent ✓	Good	Average	Poor
SUPERVISOR'S SIGNATURE 		DATE 01 / 08 / 2024			