

KANSAS CITY ART INSTITUTE

A four-year college of art and design

STUDENT EVALUATION

Dear Student:

This evaluation has been created to help us advise other students when they are choosing internship sites. Please answer the questions honestly. Your responses will be kept confidential. Thank you!

STUDENT INFORMATION

Student Name: _____ ID#: _____

Department: _____ Semester/Year: _____

Internship Site: _____

Internship Site Supervisor: _____

QUALITY OF ASSIGNMENTS

Always/Frequently/Sometimes/Rarely/Never

1. The assignments were directly related to my area of interest.

2. The assignments were creatively challenging.

3. The assignments were useful for the further development of my skills.

TECHNICAL KNOWLEDGE

Always/Frequently/Sometimes/Rarely/Never

1. My current skills enabled me to accomplish assignments.

2. I was taught new skills or used new tools in my duties

RESOURCES AND WORKING ENVIRONMENT

Always/Frequently/Sometimes/Rarely/Never

1. The working environment was appropriate for the tasks requested.

2. The environment and resources were conducive to learning.

INTERNSHIP SITE STAFF

Always/Frequently/Sometimes/Rarely/Never

- 1. Staff were resourceful and satisfied in their positions.
- 2. Staff were knowledgeable and willing to offer help/advice.
- 3. Staff were welcoming and easy to approach.
- 4. Staff helped me to connect with other artists in my field of interest.

1. Please describe how you fulfilled your learning goals for this internship.

2. What were the strengths and weaknesses of the internship?

3. Do you feel better prepared to pursue a career in this field after having this internship? (Please explain.)

4. What skills did you bring to this particular internship?

5. What skills did you learn during this internship?

6. Would you recommend this internship to another student? What kind of student would be successful in this internship?

7. How could KCAI's curriculum better prepare you for an internship experience? (Please be specific.)

8. How could Career Services better address the needs/concerns of future students in the internship program?

9. Any other thoughts?

Students Signature _____

Date _____

**Scroll down for
information about your reflection paper**

Instructions for Reflection Paper

In order to receive credit for this internship, please write below a well crafted and thoughtful 750 – 800 word reflection paper in Chicago style. The reflection paper should include:

- What your goals for the internship were and how you fulfilled those goals.
- What you learned through your internship and how it was of value to your academic and career goals.
- A description of the most important assignment(s) and why they were significant.
- What surprised you about the internship, if anything.
- Whether the internship has changed your perception of what you will be doing after graduate school, and how.
- What the relationship was between your internship work and your studio work.
- If you have had the opportunity to network and learn new skills during this internship.

The reflection paper must be submitted to the Career Services office along with the evaluation of the internship site no later than the due date provided. Your faculty supervisor will assign you a grade for the internship based on the internship site's evaluation of you along with this reflection paper. **Failure to submit the reflection paper on time may result in a lower grade.**

Please return the evaluation **no later than Friday, December 3rd, 2010** directly to:
KCAI Career Services, 4415 Warwick Boulevard, Kansas City, MO 64111; or fax to: 816.802.3480;
or e-mail to: rgandhi@kcai.edu.

Thank you.