WASHINGTON COLLEGE EXTERNSHIP PROGRAM

HOST ASSESSMENT FORM

Your feedback on the Washington College Externship program for freshmen and sophomores is important to us. Please provide your responses in the following sections and return this assessment form as soon as it is convenient to:

Andrea G. Lange, Ph.D.
Assistant Dean for Academic Initiatives
Washington College
300 Washington Avenue
Chestertown, MD 21620

Information for individual completing this assessment: Organization Name: Contact:
Student Extern's Full Name:
Date(s) Student Extern Visited Your Organization:

PART A. ASSESSMENT OF STUDENT EXTERN

Introduction: Please use this assessment form to provide feedback on your experience with the extern. We ask that you be objective and candid in your responses. Assessment ratings range from 5 (high) to 1(low) as follows: 5 exceptional 4 very satisfactory 3 satisfactory 2 partially satisfactory 1 unsatisfactory or NA not applicable.

Ability to Learn	5	4	3	2	1	NA
Observes and/or pays attention to others						
Asks pertinent and purposeful questions						
Open to learning new concepts						

Professional & Career Development Interests	5	4	3	2	1	NA
Asked questions about your organization and career paths						
Analyzed links between college coursework and career objectives						
Understood the significance of career networking						
Demonstrated willingness to learn more about your career field						

Student Preparedness for this Externship Experience	5	4	3	2	1	NA
Reported to your office on time						
Dressed appropriately for your organization						
Demonstrated professional demeanor while visiting your organization						
Showed others that he/she had taken the time to learn about your organization and the work performed there before visiting the site						

Other General Comments:

PART B. ASSESSMENT OF EXTERNSHIP PROGRAM OPERATIONS

Introduction: Please provide feedback on the logistical arrangements and program operations for this externship program. Assessment ratings range from 5 (high) to 1(low) as follows: 5 exceptional 4 very satisfactory 3 satisfactory 2 partially satisfactory 1 unsatisfactory or NA not applicable.

Face to face exchanges with college staff about details of this externship were:	5	4	3	2	1	NA
Email exchanges with college staff about details of this externship were:						
Telephone exchanges with college staff about details of this externship were:						
Externship website (www. …….) provided useful information for the organization to use in preparing for the externship visit:						
Externship program telephone app (……..) provided useful information for the organization to use in preparing for the externship visit:						
Objectives of the externship program for the student were clearly communicated to me and my organization:						
Objectives of the externship program for you as the host and your organization were clearly communicated:						
Student confirmation of work location, travel plans, etc with your organization before extern went on site was useful for all parties:						
The host's completion and sharing of the daily agenda for extern activities before the extern went on site was useful for all parties:						
The length of time on site was appropriate for achieving the externship program objectives:						

Other General Comments:

I would/would not be willing to host extern(s) in the future.

Signature _____

Date: _____