When are the internship evaluation periods? They take place during the midterm as well as the final two-three weeks of the semester.

How does the supervisor receive evaluations? The supervisor listed on the student’s Experiential Learning Form (ELF) receives personalized emails with instructions from americanuspexs@csm.symplicity.com or morrill@american.edu. Supervisors receive reminder messages until the midterm and end of semester evaluation forms are complete. A student receives a warning message if the supervisor evaluation is incomplete at the deadline.

How do students get internship feedback? Students and supervisors should exchange feedback about internship successes and challenges during the evaluation period. Also, each student can view his/her supervisor's evaluation in the Internship Web after grades have been submitted.

Are reference letters required as part of the supervisor evaluation? Reference letters are optional, but encouraged.

How do end of semester supervisor evaluations factor into student grades on American University transcripts? End of semester supervisor evaluations account for approximately 40% of the grade each student earns for the internship class.

If a supervisor provides an early evaluation for the student, can the supervisor change the form later? Yes. If needed, a supervisor may submit an evaluation and edit it any time before the deadline.

How do students evaluate themselves and the internship? Students are required to complete the following evaluations for the internship class by the final day of the internship:

1. Midterm and end of semester self-evaluation of learning. Note: this is only shared with the internship professor and will NOT be factored into a grade. An honest self-assessment will help each student build better professional skills.
2. Evaluation of internship experience. (Student details viewed exclusively by AU faculty/staff. Not shared directly with internship sites. Made available anonymously to future students.)

Why do students need to evaluate their internships? Evaluations help students reflect on their experiential education. Professors gain useful insights about student learning by understanding each student’s honest self-assessment.

How are students evaluated? Students are evaluated on a number of professional competencies to measure performance. The supervisor's assessment form resembles the student self-assessment form questions. Internship professors review all evaluations to assess overall performance and honest development from an academic standpoint. Evaluation details are available in the Internship Web here:
https://spexs-csm.symplicity.com/