INTRODUCTION

The MTSL postgraduate Internship program provides its postgraduate students with the opportunity to apply knowledge obtained through coursework to an on-the-job work experience. An internship allows students to “try-out” an occupation to determine whether or not they intend to pursue that career. Internships provide work experience that can enhance a student’s valuable repertoire of transferable skills and increase their marketability in any field. An internship is a period of training whereby students work off-campus, under supervision, in translation offices, business, companies, private or public institutions or organizations, government agencies or a specialized program, etc. to allow students to learn practical applications of classroom material. Internships may be offered during summer and the regular semesters.

We should be very grateful to any organization/institution that would offer to use our students’ services and expertise. At the same time, we would like to ensure that the students have quality time during their internship and that they gain the most from their work experience.

Intended Learning Outcomes:

Knowledge:

By the end of the training sessions, the students are expected to:

- Apply/ connect theory to practical work situations.
- Decide their interest areas in a particular career before permanent commitments are made.
- Persist when faced with difficult business situations until they achieve success or accomplish the task successfully.
- Enhance their employment opportunities.

Cognitive:

- To acquire the experience and skills necessary for full-time employment in their area of specialization upon graduation.
• To become aware of state-of-the-art facilities, equipment and professional practices in chosen career fields.

• To develop job search techniques and develop skills and confidence in interviewing.

• Provide students with an in-depth knowledge of the formal functional activities of a participating organization.

• Provide students with plenty of opportunities to understand informal organizational interrelationships.

• Enhance advancement possibilities of graduates.

• Enhance students’ higher levels of academic performance.

**Interpersonal**

The students are expected to:

• Show sense of responsibility by fulfilling the tasks in accordance with criteria and standards.

• Demonstrate confidence, maturity, responsibility and human relation skills in personal and professional areas.

• Function with ethical, confidential and sensitive issues relating to work situations.

• Show attitudes conducive to effective interpersonal relationships Communication.

• Communicate their ideas, knowledge, and experience clearly.

• Implement their social communication skills in work situations.

• Speak in public fluently and adequately.

**Communication**

• Communicate their ideas, knowledge, and experience clearly

• Implement their social communication skills in work situations

• Speak in public fluently and adequately

**Duration of internship:** A minimum of 300 hours spread over three months.

**Roles and Responsibilities:**

**A. Student:**

• Students must review the internship prerequisites in the Postgraduate handbook to determine eligibility for the Internship Program.
• It is the Student’s responsibility to inquire about internship possibilities within MTSL. She/he is encouraged to initiate the process with the MTSL Chair or the MTSL teaching the Internship course. An Internship Worksheet is provided to help students complete the process.
• Students must discuss an internship proposal with the MTSL Chair.
• Follow the work schedule agreed upon by the internship Off-Campus Supervisor and the intern. (Note: Interns typically are required to work even when MTSL classes are not in session, e.g., spring break).
• Maintain regular contact with the Supervisor throughout the duration of the internship.
• Submit a copy of the Learning Internship Contract to the Registration Office and to the Supervisor.
• As part of the evaluation procedure, the student must submit to the Course Supervisor a paper, log journal, report, portfolio, tape, and/or examples of the work performed. The type of material submitted may vary with the nature of the internship; however, some tangible basis for evaluation is required. The Supervisor will determine the specific requirements.

B. Academic Department

• MTSL chair has the responsibility for the approval of interns. Students cannot participate in an internship without the approval of the MTSL Chair.
• MTSL Chair will have the final authority in determining internship requirements and evaluation of performance, including assigning the grade for the internship.
• MTSL teaching staff recommends qualified students for Internship placement at least one semester before the Internship.

C. Course Supervisor

At least twice during the semester, once the internship begins, the Course Supervisor must:
• Meet with or call the Off-Campus Supervisor to discuss the student’s progress.
• Make sure that the students fulfill the required internship hours by the department in addition to any other requirements of the MTSL Chair.
• Help the Student set goals for the internship prior to the start of the internship.
• Approve the Student’s Learning Contract. It is suggested that the supervisor discusses with the Off-Campus Supervisor and the Student to establish the Student’s responsibilities for the internship.
• Confirm that a copy of the completed Internship Learning Contract is submitted to the MTSL Chair prior to registration.
• Assist the Student in assessing his/her progress in achieving the goals of the internship throughout the duration of the internship.
• Complete the Final Evaluation.
• Provide and supervise the duties to be performed by the student and evaluate the student’s internship report. A copy of this evaluation will be sent to MTSL Chair.

D. Site Supervisor

• Provide the student with an orientation that includes familiarizing the student with all company policies and procedures.
• Meet in person or communicate by telephone or email with the MTSL Chair to discuss the progress of the student. The first discussion will take place within the first two weeks of the internship; a second contact will occur midway through the semester.
• Meet with the student periodically to discuss his/her performance as an intern and complete all required forms, including final evaluation of the student.

E. Employer

• Employers agree to serve as Site Supervisors for MTSL student interns. Specifically, they will:
  Agree to complete the “Employer” portion of the Intern’s contract. This consists of the name and title of the work supervisor, the organization’s location and phone number, and the job duties that the student will perform. The employer also certifies that the firm’s hiring policies are nondiscriminatory.
• Provide a safe work environment and adequate supervision.
• Should dissatisfaction with the student intern develop during the assignment, the employer should:
  a. Discuss the problem directly with the student. Provide requirements and a timeline for a change in behavior.
  b. If sufficient change does not occur as prescribed, the employer should contact the MTSL Chair or Supervisor to help the student address the problem, or remove the student from the assignment.

POLICIES AND PROCEDURES

Step-by-Step Process
• MTSL helps students identify and plan their career goals and paths.
• MTSL Chair submits names of students to the Registration Office (RO).
• Students apply for internship fill all pertinent documents, including their CV
• RO sends names of students for internships to companies. Companies have different criteria in accepting interns.
  
  a. Submission of CV
  b. Interview by the company

• The students submit all pertinent documents to the company
• The student is accompanied to the company by the Intern Supervisor to discuss the procedures of internship and assessment
• The student meets the Intern Supervisor at the university once a week, to follow-up the different activities and discuss problems being encountered by the students.
• The Site Supervisor fills in the assessment form and submits it to the students.
• The Student Intern prepares for a presentation regarding her internship experiences.
• Submits the internship assessment to the supervisor/advisor and does the survey.
• The supervisor grades the internship.
MTSL STUDENT INTERNSHIP MANUAL
(Guideline and Specifications)

Description:
Students apply skills learned in the program to a semester-long internship in the specialization.

OBJECTIVES:
Students undertaking internship are expected to do the following:
1. Fill in all the forms required by MTSL, the RO, and the internship workplace;
2. Apply knowledge gained from undergraduate studies in the fields of linguistics, literature, translation, and/or TEFL to the work performed at the internship workplace;
3. Acquire professional experience from work undertaken in schools, translation firms, or other language-related industries.
4. Be able to write about the work experience to supervisors and produce a properly formatted written report about the internship experience.
5. Present the project orally to a committee of supervisors/evaluators.
6. Write and/or translate texts, edit material, review documents, and perform other tasks requiring good writing skills;
7. Prepare professional application letters and resumes.
COURSE OUTLINE:

The internship requires the student to complete 300 hours of work experience and to meet the course supervisor once a week to discuss issues or to find solutions to problems pertaining to the internship. The timetable is subject to change depending on the number of weekly hours the student dedicates to her internship.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>1</td>
<td>Discuss the internship with course supervisor</td>
<td>Weekly log file and short report</td>
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<tr>
<td>2</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<tr>
<td>3</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<td>4</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<tr>
<td>5</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<td>6</td>
<td>Meet course supervisor for a focused discussion of the written report.</td>
<td>Weekly log file and short report</td>
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<td>7</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<tr>
<td>8</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<td>9</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<td>10</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
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<tr>
<td>11</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
</tr>
<tr>
<td>12</td>
<td>On-site work / Weekly discussion with course supervisor</td>
<td>Weekly log file and short report</td>
</tr>
<tr>
<td>13</td>
<td>Meet course supervisor for final discussion of written report and oral presentation.</td>
<td>Weekly log file and short report</td>
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<tr>
<td>14</td>
<td>Draft final report</td>
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<tr>
<td>15</td>
<td>Oral Presentations</td>
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<tr>
<td>16</td>
<td>Submission of final report</td>
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<tr>
<td>17</td>
<td>Submission of internship portfolio</td>
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</tbody>
</table>
Criteria for Training Placement Sites:

These settings must meet the criteria listed below:

a) The primary activities for the trainee in the setting involve translation, interpreting, writing and editing of documents.
b) The setting affords the trainee opportunity to use knowledge learned in MTSL courses as part of the training activities.
c) The setting is similar to those in which students might reasonably expect to find employment after attaining a graduate degree in Translation sciences & linguistics.
d) The setting provides a minimum of 20 hours/week or 300 hours in total of on-site work spread over three months.
e) At least one site supervisor is available to provide a written evaluation of the intern’s work.

Requirements:
The students are seniors, registering for the last semester or close to completion of their course work.

Assessment criteria:

Practical experience (weekly journals, site supervisor’s evaluation, and oral exam conducted by the instructor): 80%* (*specific grade breakdown will depend on the instructor and the nature of the internship placement)

Final report/portfolio and presentation: 20%

Expectations placed on the trainee:
• The intern is expected to spend a minimum of 20 hours/week working at the placement site. The hours should be spread over 13-16 weeks (depending on the length of the semester), and must be documented on an attendance sheet signed by the site supervisor.
• The intern is expected to attend an Integrating Seminar led by the supervisor who is typically an MTSL staff member. Interns will discuss their experiences and will learn about theoretical aspects of the course and the skills involved in practice, as well as professional ethics and conduct.
• The intern will complete written assignments assigned by the course teacher (e.g., journal recording activities of the placement site, reports, forms etc.)
• The student is to submit a final report/portfolio to the MTSL course teacher upon the completion of training and is to arrange a presentation at the end of her internship.

Expectations placed on the course teacher (from MTSL)
• A course teacher from MTSL will provide Site Supervisor with information regarding the student’s or trainee’s learning needs.
• The course teacher will monitor the trainee’s progress by remaining in constant contact with the Site Supervisor.
• Since it is a credit-bearing internship, it also involves an academic component that is supervised by the course teacher.
FIELD EXPERIENCE: WEEKLY JOURNALS, EVALUATION BY SITE SUPERVISOR, AND ORAL EXAM (Q&A SESSION) CONDUCTED BY MTSL SUPERVISOR

Students enrolled in the training course must submit the weekly journals to the supervisor. In addition, site-supervisor might give some mini-research projects or case-studies or some other course related work. The grades could be adjusted accordingly (the rubric could be worked out together by the course teacher and the site-supervisor). To evaluate the practical experience gained by the end of the internship and to see how well the student could use his/her theoretical knowledge gained in MTSL, the intern will be examined by his MTSL teacher/supervisor in a Q&A session. The oral exam will be recorded and graded according to the teacher’s rubrics. The site supervisor’s evaluation will form the final component of the assessment of the student’s field experience.
The exact distribution of grades for field experience will depend on the teacher and the nature of the internship placement.

FINAL REPORT AND PRESENTATION

The following is a guideline proposal on how to write the final report for the internship. You can change the order of the sections and/or the arrangement of the report as long as you have all the listed information in your report.

The report must be maximum ten pages long. The content is expected to be closely connected with the internship, and must be presented in clear and correct English. A poorly written paper will not be accepted and will be returned for revisions and rewriting.

The final copy of your report should include the following:

I. Cover Page
   • Student Name
   • Name of the company/Organization
   • Internship Supervisor’s Name.
   • Address and Telephone Number of Company/ Organization.
   • Current Date

II. Executive Summary
   The executive summary is one of the most important elements of the report and should be formulated after the body of the report has been completed in order to provide an overview of what has been included in the whole report. In your executive summary, you should be able to give your reader a clear idea of the report before he/she has attempted to read the details in the body of the
The Executive Summary should include the following:
• A brief history of the workplace.
• A brief description of the department in which you worked.
• The role you played during the internship experience.
• The reason for selecting the company or department.
• A brief description of the project(s) or work done for the company.
• The experience you gained from doing the training.

III. Body of Report

The body of the report may vary according to the nature of the project and the workplace. It may contain some or all of the following:

Section I
• An explanation of your goals and objectives for the internship.
• A commentary on the extent to which these goals and objectives have been met and the reasons, if any, for not being able to achieve them.

Section II
• A description of the workplace and its products/services; in other words, a workplace profile.
• A detailed description of the work you performed during internship.
• If your internship is project based, outline and describe its nature, objectives, the methodology you used and your conclusions and recommendations.
• Analyse and explain your contribution to the workplace.
• Analyse and enlist your strengths and weaknesses in doing your job.

Section III
• A description of the general roles of the people whom you worked with in the context of the organizational structure of the company. Explain the location of the department of your placement with respect to the overall structure.
• A commentary on how your fellow workers have influenced you personally and professionally.
Section IV

- Compare and contrast your perceptions and expectations at the beginning and at the end of your internship.
- Analyse the experience gained from the internship, that is, the ideas, skills and knowledge learnt from your placement.
- List the challenges you faced during your training and how you dealt with these challenges.
- Discuss the influence of the internship experience may have on your academic decisions or career choices for the near future.
- List conclusions and recommendations of the whole work done and experience gained during the training.
APPENDICES

A. MTSL Internship Registration Form
B. Integrated Internship Application / Contract
C. Internship Time Sheet
D. Students’ Intern Performance Evaluation
E. Internship Self- Evaluation
A. MTSL Internship Registration Form

Internship Registration Form

Name: ................................................................. Student ID: .................................

Mobile No.: .............................................. Email : ...........................................................

Please answer the following questions:

• When are you supposed to start your internship?
  .................................................................

• Is this going to be your first internship?
  .................................................................

• What is the type of Industry / Company would like to join? Name them.
  (Example:   Translation Agency/ Ministry/ Private Institution, etc.)
  .................................................................

This form is to give an idea on how to help you. However, we do not guarantee the placement that you are looking for.

• You will need to fill the contract before/within the first week of starting your internship.

I acknowledge that the information above is valid. I understand that if I give wrong/false information, my internship is invalid.

Student’s Name:   Signature:   Date:

................................................................. .................................................................

MTSL Chair Signature :
B. Integrated Internship Application / Contract

Integrated Internship Application / Contract

PLEASE BE SURE THAT YOUR CONTRACT IS LIGEBLE AND COMPLETE.

Please fill the following application, read carefully before signing:

1. Student Information:
   Name: .................................................................................................................................
   Student ID: ............................................ Student IC: .................................................................
   Level/ Year: ................................................ Telephone: ............................................................
   Mobile: ................................................................. Email: .....................................................

a. I will maintain constant communication with the Career Development Office before and during my internship regarding any updates of placement issues.

b. I will not change my internship placement without updating my supervisor and the MTSL Chair, present a legit reason approved by both Course supervisor and MTSL Chair.

c. I will maintain consistent communication with my course supervisor and site supervisor.

d. I understand the company / organization mission where I am placed for my internship.

e. I have communicated my skills, talent, interests and course requirements through an application, CV and interview (If applicable).

f. I will maintain a time sheet record to be submitted to my course supervisor at the end of my internship. The sheet will be provided by the MTSL Chair.

g. I will fill out an evaluation form at the end of my internship and submit it to my course supervisor. A copy of the evaluation form will be submitted to the MTSL Chair.

h. I will carry out all my internship responsibilities in a professional manner.

i. If a problem arises, I will discuss it with my course supervisor and/or MTSL Chair.
j. At the end of my internship, I will be responsible to deliver the report form that I receive from the MTSL Chair.

JUST TO ADD TO THE FORM (personal feedback about the company - working atmosphere – her benefits from the internship - the negative points about the internship (if any) – and overall experience).

I have read and understood the terms above in addition to the student internship guide and agreed to abide by them. So, accordingly, I accept penalties (presented in the guide) that result in the case I violate the terms of the agreement.

Student’s Name:

.................................................................

Signature

Date

2. MTSL Course Supervisor:

Name of Supervisor: .............................................................

Position: ...........................................................................

Telephone: ........................................................................

Email: ............................................................................

a. I will meet with the intern at least once a week to discuss their work.

b. I will be available to communicate with the site supervisor if needed.

c. I will help resolve any problems that may arise.

d. I will assign additional work in case the intern is not able to fulfill the required internship hours at the company.

e. I will guide the intern in preparing their presentation and report.

Course Supervisor:

Name:

Signature

Date
3. On-Site Supervisor Information: Company/Organization:
…………………………………………………………………………………………………………………………
Supervisor of Student:
…………………………………………………………………………………………………………………………
Position:
…………………………………………………………………………………………………………………………
Telephone: .......................................................... Ext: ..........................................................
Mobile: ................................................................................................................................
Fax: ........................................................................................................................................
Email: ......................................................................................................................................
Site Address: .............................................................................................................................
Site Address: .............................................................................................................................
Site P.O.Box: ........................................ City: ........................................

a. I will maintain consistent communication with the intern.

b. I have provided information about the mission of our company / organization.

c. I have submitted a summary of the training program to the student’s supervisor.

d. I am aware of the student’s skills, interests and course requirements and will seek to utilize those to meet the need of our company / organization.

e. If a problem arises I will discuss it with the intern, her supervisor or the Career Development Office if needed.

f. I will meet the intern before she begins her work to discuss what is expected of her.

g. I will meet with the intern after she finishes her work to discuss the evaluation of her performance.

Site Supervisor Name
....................................................................................................................................................

Signature: ........................................................................................................................................

Date:
4. Internship Placement Description

Semester/Year: ........................................................................................................

Start Date: ......................................... End Date:........................................

Times: .....................................................................................................................

No. of Required Hours: ........................................................................................

1. MTSL Chair:

   I have read all the information above and agree on the student’s internship
   placement.

   MTSL Chair:

   Name .................................................................................................

   Signature.................................................................................................

   Date .............................................................................................................
Appendix C

Internship Time Sheet

Student Name: ________________________________
ID Number: ____________________________ Course #: __________________
Course Name: ______________________________
Course Supervisor: ____________________________

Internship Site: ________________________________ Start Date: __________
End Date: ________________________________ Site Supervisor: __________________
Contact Information:
Office: ____________________________ Mobile: __________________
Email: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hrs.</th>
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</table>
Appendix D
Students’ Intern Performance Evaluation

Intern Name: ________________________________  Position: ________________________________

_____________________________ Supervisor: ________________________________

_____________________________ Internship Start Date: ________________

_____________________________ Internship End Date: ____________________

_____________________________ Course Supervisor: ________________

_____________________________ Department: ____________________________

To be completed by the supervisor of the internship and discussed with the intern.

Directions: objectively evaluate this student’s performance using the scale shown below:

E = Excellent 5  A= Above Average 4  S= Satisfactory 3  N= Needs Improvement 2
U = Unsatisfactory 1  N/A= Not Applicable 0

<table>
<thead>
<tr>
<th>Performance</th>
<th>Item Rating</th>
<th>Comments, Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work (Accuracy, Thoroughness)</td>
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<tr>
<td>Quality of Work (Speed, Deadlines)</td>
<td></td>
<td></td>
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<tr>
<td>Oral Communication, Expression of Ideas</td>
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<tr>
<td>Written Communication Skills</td>
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<tr>
<td>Completion of Assignments</td>
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<tr>
<td>Acceptance of Responsibility</td>
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<tr>
<td>Resourcefulness, Creativity</td>
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<td>Working Relationship with Others</td>
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<tr>
<td>Initiative, Drive</td>
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<tr>
<td>Enthusiasm, Interest in Job</td>
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<tr>
<td>Appearance, Dress</td>
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<tr>
<td>Attendance, Punctuality</td>
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<tr>
<td>Understanding, Adhering to Rules, Procedures</td>
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</tr>
<tr>
<td>OVERALL PERFORMANCE RATING</td>
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## Appendix E
### Internship Self-Evaluation

<table>
<thead>
<tr>
<th>Intern Name:</th>
<th>Internship Start Date:</th>
<th>Internship End Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Company Name:</td>
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<tr>
<td>Site Supervisor:</td>
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<tr>
<td>Course Supervisor:</td>
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<tr>
<td>Department:</td>
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</table>

To be completed by the intern and discussed with the intern’s course.

Directions: objectively evaluate this student’s performance using the scale shown below:

- **E** = Excellent 5
- **A** = Above Average 4
- **S** = Satisfactory 3
- **N** = Needs Improvement 2
- **U** = Unsatisfactory 1
- **N/A** = Not Applicable 0

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Items Rating</th>
<th>Comments, Examples</th>
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<tbody>
<tr>
<td>Work Experience</td>
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<tr>
<td>Relationship to Work to Career Goals</td>
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<td>Training Received</td>
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<td>Supervision Received</td>
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<td>Level of Responsibility Assigned</td>
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<tr>
<td>Abilities Utilized</td>
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<tr>
<td>Learning Experience</td>
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<td></td>
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<tr>
<td>Learning Information, Skills or Techniques That is Not Learned in Class</td>
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<tr>
<td>Gained Career, Professional Knowledge</td>
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<tr>
<td>Relationship of Academic Assignments to Work</td>
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<tr>
<td>Personal Development</td>
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<tr>
<td>Gained Greater Self-Confidence</td>
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<tr>
<td>Improved Understanding of Strengths, Weaknesses</td>
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<tr>
<td>Met People who Contributed to Professional Growth</td>
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<tr>
<td>OVERALL PERFORMANCE RATING</td>
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