In collaboration with the Hollins Career Center and M.F.A. in dance program, Hollins University has developed exceptional internships that will be offered on a competitive basis to students from across the United States. The M.F.A. in dance program brings exemplary dance faculty and students together for six exciting and vibrant weeks of classes and performances at Hollins University.

Benefits of being a Hollins arts administration or production intern:
- Take dance technique classes with world renowned dance artists. Summer 2019 faculty included Kimberly Bartosik, Shani Collins-Achille, Mohamed DaCosta, Britt Juleen, Peiling Kao, Paul Maley, Yvonne Meier, Tariq O’Meally, Jenna Riegel, Wendi Wagner, and others
- Attend dance performances, lectures, and informal showings
- Receive a four-credit internship tuition waiver for participation and a $1,000 stipend to apply toward housing and meals

Intern positions available:
- Theatre production interns
- Thesis coordinator intern
- Media lab intern
- Administrative assistant to the assistant director of the M.F.A. program in dance
- Administrative assistant to the director of the M.F.A. program in dance
- Hospitality intern

Application instructions for Hollins students:
Pick up an application at the Career Center or download a copy from http://careercenter.press.hollins.edu. Return completed applications to the Career Center.

Hollins University
M.F.A. in Dance Program
Roanoke, Virginia
May 28-July 11, 2020

APPLICATION DEADLINE:
Friday, March 20, 2020
Hollins University Arts Administration & Production Summer Internships –
Summer 2020 / Thursday, May 28 – Saturday, July 11, 2020 (approximately 6 weeks)

In collaboration with the Hollins Career Center and MFA in Dance Program, Hollins University has developed exceptional internships that will be offered on a competitive basis to students from across the United States. The program offers an internship stipend of $1,000.00 ($650 covers on-campus dorm housing and remaining stipend funds are distributed to individual students as a food stipend). In addition, interns will be afforded a travel stipend of $250.00 (via reimbursement). All application materials are due in the Career Center by 4 p.m. Friday, March 20, 2020.

Benefits of being an Arts Administration Intern or Production Intern:
• Classes: All interns may take one class through the MFA in Dance summer session, which includes 3 classes a day. 
  Summer 2019 faculty included: Kimberly Bartosik, Shani Collins-Achille, Mohamed DaCosta, Britt Juleen, Peiling Kao, Paul Maley, Yvonne Meier, Tariq O’Meally, Jenna Riegal, Wendi Wagner and others
• Performances: Interns can attend all dance performances for the summer season; Alumni concerts, Faculty/Staff concerts & MFA thesis performances
• Discussions: Interns may attend panel discussions with artists and scholars, seminars, lectures, and informal showings throughout the summer.
• Academic Credit: Please contact your university’s career center for this information. Hollins University will fill out any necessary forms to support the completion of academic credit.
• Internship Stipend: All interns receive a stipend - $1,000.00 (approximately $650 applied towards housing and remaining stipend funds are distributed to individual students as a food stipend).
• Travel Stipend: Non-Hollins interns will receive a travel stipend of $250.00; distributed as reimbursements for travel to Roanoke, Virginia.

Important Highlights
• The Hollins Arts Administration and Production internships are competitive, therefore, each applicant should research and apply for appropriate internship position.
• Read the MFA in Dance internship descriptions carefully.
• The internships are open to all students.
• Interns must provide their own transportation to and from Roanoke, VA (Hollins University) where the internship is located.
• The internship stipend is applied to on-campus dorm housing ($650.00) and additional funds are distributed directly to students as a food stipend (approximately: $350.00).
• The travel stipend will be distributed as travel reimbursements; official receipts must be submitted to the program.
• Students may apply for different internships within the MFA in Dance Internship Program.
• Students must meet all of the eligibility requirements to be considered.

Eligibility Requirements
• You must be a current undergraduate student in good academic and financial standing with the university. Additionally, a student cannot receive a MFA Dance Arts Administration internship if they are on disciplinary probation and may not be sent forward as a candidate if they have been found to be in violation of university policy through the student judicial process (Student Conduct Council or Honor Court) within the three semesters prior to the application due date (prior spring, summer, and fall).
• A minimum cumulative GPA of 2.5 with preference given to students who maintain a minimum GPA of 3.0.
• Collaborate with a faculty advisor and sponsor regarding academic credit and completion of the Summer Term Internship Agreement form. YOU are responsible for the completion/submission of this form.
• Attend ALL internship related meetings set by the Career Center or MFA in Dance program.

Required Application Materials
All materials are due to the Career Center (West building) by 4 p.m. on Friday, March 20, 2020, along with any additional application materials and procedures required by individual MFA internships.
• Application Form (place on top of all other materials).
• Letter stating why you are interested in the internship, the skills you bring to the program, and how you anticipate that the internship will influence your academic and/or career planning.
• Include in the letter at least three (3) learning objectives or competencies you hope to achieve.
• Resume completed through attendance at a Career Center Resume Workshop (or reviewed by staff).
• Faculty Recommendation form and all necessary internship approval paperwork.
• Housing Form - read Hollins housing policy. Sign and return form with other information.

The following must be submitted to the Career Center by Friday, July 19, 2019:
• Copies of thank-you note or letter to internship site supervisor
• Completed evaluation forms at the conclusion of the internship
  o Intern Evaluation form (to be completed by the supervisor)
  o Student Evaluation form (completed by student)
APPLICATION FORM

Internship Title (see list below) ________________________________________________________________

Student first name ___________________________ Middle name ________________________________________

Last name ___________________________________________ Preferred name ________________________________

Class year _____________________________ GPA (must be 3.0 or higher cumulative): _________________________

ID number (needed to verify GPA): ________________________________________________________________

Major ____________________________________________ Minor ___________________________________________

Faculty advisor _____________________________________ Department ________________________________

Home address __________________________________________________________________________________

Mailing address for Hollins _________________________________________________________________________

Preferred email ________________________________________ Daytime phone _______________________________

Are you an F1 international student? ____ Yes ____ No

If yes, you will need to see the director of international programs to obtain a signature on the Internship Agreement
form before you will be permitted to register your internship.

HOUSING
The MFA in Dance program will provide on-campus dorm housing for this internship. Do you have alternative
housing in Roanoke, VA, where this internship will take place? ____ Yes ____ No

If yes, please explain: _____________________________________________________________________________

RELEASE OF INFORMATION

I hereby grant permission to the Career Center staff and individuals involved in the internship selection process to
contact campus officials to verify that I am in good standing academically, and financially, that my GPA is accurate
as reported, and that I am clear of disciplinary action with respect to the Honor Court and Student Conduct Council.
I also grant permission for consultation with my faculty advisors, professors, and administrators with respect to
the selection process for the Hollins MFA in Dance Competitive Internship Program.

Student signature _____________________________________________________________________________ Date ________________
Position Descriptions

MFA Internship Position # 1 - Administrative Assistant – MFA Director
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the MFA director’s office; helps coordinate events, guests, orientation, registration; collects and processes documents and archival items; navigates multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction, and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty, and diverse artists. The intern must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA director and assistant MFA director.

MFA Internship Position # 2 - Administrative Assistant – MFA Office Intern
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office; helps coordinate events, guests, orientation, registration; collects and processes documents and archival items; navigates multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction, and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty, and diverse artists. The intern must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA director, assistant MFA director, and MFA office administrative assistant.

MFA Internship Position # 3 - Administrative Assistant – MFA Hospitality Intern
Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office/party planning. This position requires exquisite attention to detail, an interest in party/event planning, flexibility, a strong work ethic, and ability to multitask. Work details include (but are not limited to): menu planning, organizing all receptions and special events, shopping, organizing ground transportation, and housing for special guests, faculty, and staff. The work requires great organizational skills and close contact with students, faculty, and diverse artists. The assistant must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA director, assistant MFA director, and MFA hospitality administrative assistant.

MFA Internship Position # 4 - Assistant MFA Media Lab Coordinator Intern
Assists in the operations of the MFA program. The media lab intern assists the MFA media lab coordinator in day-to-day execution of the media lab facilities and media support services. Responsibilities include assisting with general tech support on lab equipment; assisting with tutorial workshops to meet the needs of MFAs; maintaining detailed inventory of lab equipment, monitoring check-in/out of equipment to MFAs. Must be Mac proficient with basic knowledge of software, creative, flexible, patient, and possess good interpersonal skills. The work requires great organizational skills and close contact with students, faculty, and diverse artists. The intern must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. Reports to MFA director, assistant MFA director, and MFA media lab coordinator.

MFA Internship Position # 5 - Assistant MFA Thesis Coordinator Intern
Assists in the operations of the MFA program. Assists with the coordination, mapping, and implementation of the thesis presentations of MFA candidates. Working alongside the MFA thesis coordinator; scheduling rehearsal and performance space; supporting communications and liaisons between the MFA office and the production director; attentive to all details of multiple productions. The work requires great organizational skills and close contact with students, faculty, and diverse artists. The intern must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. 

Reports to MFA director, assistant MFA director, and MFA thesis coordinator.

**MFA Internship Positions # 6 – 11 (6 - 8 positions) - MFA Production Intern**

The MFA production internship is intended for young designers with a strong interest in dance production and stage design. Interns work closely with the MFA coproduction manager/technical director, MFA coproduction manager/technical director, and performing artists, and any additional design team members. Interns hang and focus the rep plot, run sound, wardrobe, and maintain the theatre. Interns also participate in ongoing planning meetings and performance preparations. Starting with preproduction meetings, then through rehearsals and into performance, interns assist production directors and managers on dance thesis presentations/productions. The work requires great organizational skills and close contact with students, directors, and choreographers. The intern must be able to interact with a wide variety of personalities and adapt to various working styles. This includes the ability to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. 

Reports to MFA director, assistant MFA director, and MFA coproduction directors.
FACULTY RECOMMENDATION FORM
For M.F.A. in Dance Arts Administration and Production Internships

If a student is applying for two different internships, please complete a separate recommendation form for each. Student must fill out top part of this form before giving to faculty to complete.

Name of student ___________________________________________ Class year__________________

Name of internship for which they are applying ______________________________________________

This student is applying for a Dance Arts Administration and Production internship for Summer 2020. Your candid appraisal of the student is an important part of the application process. Please rate the applicant in comparison with others whom you have known at similar stages in their academic careers. The completed form should be sent to the Career Center in order to complete the student’s application.

How long and in what capacity have you known this student? _________________________________________

Please rate the student’s competency in:

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<tr>
<th>Competency</th>
<th>Poor</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>NA</th>
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<tbody>
<tr>
<td>Following directions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Paying attention to details</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Organizational, time and project management skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Demonstrating critical thinking/problem solving</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Showing competency with and/or capacity to adopt new technologies</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Approaching work creatively; showed initiative and/or leadership</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Professional conduct, ethical behavior and diligent work habits</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Communicating effectively in writing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Articulating ideas effectively in oral communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Working/collaborating effectively with others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>NA</td>
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<tr>
<td>Openness and respect for diversity/cultural differences</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>NA</td>
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</table>

If you would like to tell us anything else you feel we should know about this student with regard to participation in the MFA Dance Arts Administration internship program, including particular strengths and weaknesses or other factors you believe may affect this applicant’s internship experience, please attach or write on the back of this form.

If you were an internship supervisor, would you hire this student? □ Yes □ No

Printed name of evaluator _______________________________________________________________________
Title/Department    _____________________________________________________________________________
Signature of evaluator __________________________________________ Date _________________

HOLLINS UNIVERSITY
This is your Internship Agreement form. Without it, you will not be allowed to register your internship for academic credit. Your faculty sponsor and academic advisor must complete and sign this form. If you are an international student with an F-1 visa, check here to acknowledge that you must obtain a signature from International Programs.

Term of Internship: ___ Summer ___ Fall ___ Spring   Duration (list dates): ________________
Did a Hollins alumna/us refer/host this internship?  [ ] Yes  [ ] No
If so, please provide name ___________________________________________ Class year _______________

PART 1: COMPLETED BY STUDENT
Student’s name __________________________________________  Class year _______ Major ______________________
Email ______________________________________  Phone ___________________ Student ID number_________________
We encourage you to share news of your internship and network whenever you can, however, check below if:
   [ ] you do not want Hollins University to use your internship information for public relations purposes.

INTERNSHIP RESIDENCE:  [ ] I will live on campus  [ ] I will live with an alumna  [ ] Other
Name of alumna (if applicable) __________________________________________ Alumna class year _________________
Your off campus address ______________________________________________________ Phone _____________________

STUDENT AGREEMENT:
I realize that I am representing Hollins University throughout the duration of my internship and in all related activities before, during and after its completion. I will conduct myself responsibly and in accordance with the University’s values. I also understand that this is a learning opportunity and will complete the work required by my supervisor and faculty sponsor to the best of my ability.

STUDENT SIGNATURE ___________________________________________ Date _________________________

PART 2: MUST BE COMPLETED BY INTERNSHIP SUPERVISOR
Please attach employer internship description to this form.
Name and title of internship supervisor _____________________________________________________________________
Name of organization _____________________________________________________________________________________
Type of business or organization ________________________________________ Nonprofit or for-profit ________________
Address (include city, state, and zip code) ___________________________________________________________________
Phone ________________________  Fax ________________________  Email  ______________________________________
Website _________________________________________________________________________________________________
Duties and responsibilities of the intern (Please use back of form or attach if necessary). ____________________________________________

INTERNERSHIP SUPERVISOR’S SIGNATURE ___________________________________________ Date __________________

PART 3: COMPLETED BY STUDENT, FACULTY SPONSOR, AND ACADEMIC ADVISOR
Name of faculty sponsor ___________________________________________ Date _________________
Description of work required by faculty sponsor to reflect on knowledge gained from internships (use back if necessary)
________________________________________________________________________________________________________

Credits _________   (140 contact hours per term = 4 credits. 70 contact hours per term = 2 credits)
Grade mode (check one)  [ ] Letter  [ ] Pass/Fail

FACULTY SPONSOR AGREEMENT: I have received and reviewed the internship agreement form and discussed its requirements with the student. In serving as the faculty sponsor for this internship, I will require and evaluate an academic component to ensure that the student has an opportunity to reflect upon their experience and acquired learning.

FACULTY SPONSOR’S SIGNATURE ___________________________________________ Department _________________

ACADEMIC ADVISOR’S SIGNATURE ___________________________________________ Department _________________

INTERNATIONAL PROGRAM’S SIGNATURE ___________________________________________ (required for F1 international students)

CAREER CENTER APPROVAL  o Internship Waiver signed ____________________________________________

For registrar use only: Subject _______ Number _______ Section _______ CRN __________
INTERNERSHIP WAIVER FORM

You are required to read the conditions of the participation policy, sign the form, and have a Career Center staff member sign off that this form has been completed.

Acknowledgement of Risk and Statement of Responsibility.

My participation in Hollins University’s internship program is voluntary. I acknowledge that there are risks inherent in traveling and living away from my campus whether or not in the United States of America including its territories and possessions, Puerto Rico, and all other countries of the world, and I agree to assume and accept all risks and responsibility for my health, safety, and property while participating in this program. Without reservation, and on behalf of myself, my heirs, and my estate, I release Hollins University (“the university”), their officers, trustees, agents, and employees, including, but not limited to, any staff member accompanying or directing this internship, from any claim or liability of whatever nature arising out of, or in any way related to my participation in this internship, including, but not limited to, injury, loss, damage, accident, medical, or other expense from any cause whatsoever (including but not limited to, sickness, accident, weather, act, or omission of anything related to the internship, and including host housing, hotel, or other housing, and including, but not limited to the internship agency or other entity). I understand that the internship due to, but not limited to, schedule adjustments, changes, substitutions, emergencies, or in the interest of the program or internship may cancel or change the internship.

I will comply with my college/university’s policies and standards for student conduct and off-campus travel, all university guidelines, rules and standards, all rules and policies of my internship provider/agency, all directives of my internship/agency supervisor, all laws and regulations of the locality of my internship/agency, and conduct myself professionally at all times. I agree to follow the instructions and guidelines given to me by the program director. I understand that alcohol abuse or other substance abuse will be considered a serious offense against program protocol and will result in my immediate dismissal from the program. I understand and agree that if I violate any of these, or otherwise demonstrate behavior that is detrimental to the university, the program, the internship, or the reputation of the university or the agency for which I am working, I may be dismissed from the internship and sent home at my expense and that, in this case, I may forfeit my rights to academic credit from my college/university for activities performed while in the program. I also understand that my college/university reserves the right to award or deny me academic credit for any activities or study undertaken while in the program based on my academic performance and my adherence to the policies and guidelines established by my college/university for such off-campus internship.

I understand that it is my responsibility to have adequate health and accident insurance coverage at all times while participating in this program, either through a college/university student insurance policy or through another insurance policy, and that this coverage must be demonstrated to the internship program director. I further agree that if I should be unable to procure adequate health and accident insurance coverage to be in effect at all times while participating in this program, I assume complete financial responsibility for any medical expenses that arise during my participation in this program and I understand and agree that neither my college/university, my internship/agency, nor Hollins University, shall be responsible for the payment of any medical expenses on my behalf. Should I require any medical treatment while on the program I grant the internship program director or my college/university full authority to consent to whatever action they feel is warranted under the circumstances regarding my health and safety, including medical treatment or evacuation, all at my expense.

Finally, I certify that the internship site has more than one (1) employee, as all credit bearing internships require at least two (2) employees, not counting the intern.

Insurance company: ____________________________________________  Policy #: ___________________________________
Participant signature: __________________________________________ Date: ___________________
Printed name: ___________________________________________________________________________________________

Signature of parent/guardian (only for participants under 18 years of age)
Signature: __________________________________________ Date: ___________________
Printed name: ___________________________________________________________________________________________

Revised: September, 2014
HOLLINS UNIVERSITY INTERNSHIP EVALUATION FORM

Duration of internship: January 6, 2020 - January 31, 2020

STUDENT must fill out top part of this form before giving to supervisor to complete.

Student’s name: ____________________________________________ Class year __________

Hollins faculty sponsor: __________________________ Department: __________________________

Did a Hollins alumna/us refer/host this internship? □ Yes □ No

If so, name: ____________________________________________ Class year __________

SUPERVISOR please complete this section. This form elicits a numerical summary of the intern’s performance but a prose statement on the reverse side of this form is welcomed. Please print clearly.

Name/Title: _____________________________________________

Name of organization: __________________________ Type of business/organization: __________________________

Address (include city, state, and zip code): _____________________________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

Signature: _____________________________________________

May this form be shared with the intern? □ Yes □ No (This information will be shared with the faculty sponsor.)

May this information be used for public relations purposes? □ Yes □ No

Brief summary of intern’s responsibilities:

________________________________________________________________________________________

How well did the intern perform? (On a scale of 1 to 5, with 3 being acceptable and 5 denoting exceptional work)

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<th>Poor</th>
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<th>N/A</th>
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<tr>
<td>Creativity</td>
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<td>Cross-Cultural/Global Fluency</td>
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<td>Oral Communication</td>
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<td>Written Communication</td>
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<td>Interpersonal Skills</td>
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<td>Leadership</td>
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<td>Teamwork</td>
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<td>Technology</td>
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<td>Professionalism/Work Ethic</td>
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<td>Adaptability/Flexibility</td>
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<td>Attitude</td>
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<td>Dependability</td>
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<td>Integrity</td>
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<td>Organizational Skills</td>
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<td>Time Management/Productivity</td>
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</table>

Are there any other performance criteria not mentioned above that were important to this internship? If so, please specify and evaluate the intern on those capacities:

________________________________________________________________________________________

Hollins would also welcome any overall and/or specific comments on the intern’s job performance and skills gained: __________

___________

Would you consider supervising another intern from Hollins? □ Yes □ No  If no, please briefly explain why not: __________

___________

If you have hosted interns from multiple institutions, do you feel Hollins students are distinctive in any way? If so, please explain:

________________________________________________________________________________________
Please return to the Center for Career Development and Life Design directly or email to careercenter@hollins.edu.

Student name ___________________________________________ Class year _________________

Faculty sponsor ___________________________________________ Department ____________________

May this information be used for public relations purposes? ☐ Yes ☐ No

Supervisor Name/Title ___________________________________________

Name of internship organization ___________________________________________

Address (include city, state, and zip code) ___________________________________________

Phone ________________________ Fax ________________________ Email ___________________________________________

Intern's duties and responsibilities: ___________________________________________

Was this your first internship? ☐ Yes ☐ No

Did you apply for other internships? ☐ Yes ☐ No

Your career development: The questions below explore the degree to which you gained practical experience, knowledge, and/or skills from your recent internship. Please rate your confidence in the following areas:

1 = no confidence at all  2 = very little confidence  3 = moderate confidence  4 = much confidence  5 = complete confidence

<table>
<thead>
<tr>
<th>Before Internship</th>
<th>After Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creativity</td>
<td>______</td>
</tr>
<tr>
<td>Critical Thinking/Prob. Solving</td>
<td>______</td>
</tr>
<tr>
<td>Cross-Cultural/Global Fluency</td>
<td>______</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>______</td>
</tr>
<tr>
<td>Written Communication</td>
<td>______</td>
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<tr>
<td>Interpersonal Skills</td>
<td>______</td>
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<tr>
<td>Leadership</td>
<td>______</td>
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<tr>
<td>Teamwork</td>
<td>______</td>
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<tr>
<td>Technology</td>
<td>______</td>
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<tr>
<td>Professionalism/Work Ethic</td>
<td>______</td>
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<tr>
<td>Adaptability/Flexibility</td>
<td>______</td>
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<tr>
<td>Attitude</td>
<td>______</td>
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<tr>
<td>Dependability</td>
<td>______</td>
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<tr>
<td>Integrity</td>
<td>______</td>
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<tr>
<td>Organizational Skills</td>
<td>______</td>
</tr>
<tr>
<td>Time Management/Productivity</td>
<td>______</td>
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</tbody>
</table>

Are there any competencies not mentioned above that you feel you gained from the internship? _____________________________

________________________________________________________________________________________________________________

FEEDBACK REGARDING YOUR INTERNSHIP

Were your assignments and responsibilities clearly communicated? ☐ Yes ☐ No ☐ Somewhat

Did you feel welcomed by your supervisor and coworkers? ☐ Yes ☐ No ☐ Somewhat

Was the work interesting, varied, and/or substantive? ☐ Yes ☐ No ☐ Somewhat

If no, please explain: ___________________________________________

What were the best aspects of your internship? ___________________________________________

What would you like to have changed about your internship? ___________________________________________

Please explain how your internship impacted your thinking about future academic or career plans. ___________________________________________

Overall, how would you rate the quality of your internship? ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

Would you recommend this internship experience to other students? ☐ Yes ☐ No