



SAINT LOUIS
UNIVERSITY

SAINT LOUIS UNIVERSITY

HIGHER EDUCATION ADMINISTRATION

College Teaching Internship

LEARNING OBJECTIVES

Student Name: _____

College/University: _____

College Course: _____

Teaching Mentor: _____

Please identify two learning objectives from each category below:

ACADEMIC OBJECTIVES:

1.

2.

PERSONAL OBJECTIVES:

1.

2.

FUTURE TEACHING/CAREER-RELATED OBJECTIVES:

1.

2.



SAINT LOUIS UNIVERSITY
HIGHER EDUCATION ADMINISTRATION
College Teaching
INTERNSHIP AGREEMENT FORM

TEACHING SITE

College/University: _____
Teaching Mentor: _____
Mentor's Title: _____
Department Address: _____

Mentor's Phone: _____
Mentor's Email: _____

STUDENT

Student Intern: _____
Student Address: _____

Student Phone: _____
Student Email: _____
Faculty Advisor: _____
Advisor's Phone: _____

A. CONDITIONS OF INTERNSHIP

1. The internship will be _____ weeks in duration with an average of _____ hours per week.

2. The internship will begin on _____ (day/month/year) and will end on or about _____ (day/month/year).

3. The student will intern at the site on the following days and times (please note your schedule):

4. The student intern and site supervisor will decide on work assignments and projects that meet the following student's learning objectives: (Decide on three main learning objectives from the Learning Objectives Form)

- A. _____
- B. _____
- C. _____

B. RESPONSIBILITIES OF STUDENT INTERN

1. The student intern is to be present at the teaching site on the days and times specified above.

2. The student intern is expected to comply with the teaching expectations of the college/university for which their teaching internship will take place.
3. If the student intern is ill or for other reasons cannot be present at the site, he or she should inform the site supervisor of the absence as soon as possible.
4. The student intern is expected to behave and dress professionally.
5. The student intern is expected to complete work assignments and projects in a professional and timely fashion.

C. RESPONSIBILITIES OF THE SITE SUPERVISOR

1. The teaching mentor should provide adequate training or informal assistance when necessary.
2. The teaching mentor should provide adequate feedback on the student intern's performance.
3. The site supervisor is should help the student intern gain professional skills and knowledge.

The Student Intern and Teaching Mentor agree to the above conditions and responsibilities of the Internship.

Signature of Student Intern: _____

Date: _____

Signature of Teaching Mentor: _____

Date: _____

Return form to: Dr. Karen Myers
 Saint Louis University
 3500 Lindell Boulevard
 Fitzgerald Hall
 St. Louis, MO 63108
 (314) 977-3214

Office use only: Reviewed: / /



SAINT LOUIS UNIVERSITY
HIGHER EDUCATION ADMINISTRATION
College Teaching
STUDENT INTERN SELF-EVALUATION

Student Name: _____
 Student Phone: _____
 Student Email: _____
 Teaching Mentor: _____

Dates of Internship: _____
 College/University: _____
 Course: _____

*Please take a few minutes to evaluate your performance at the internship site.
 Please evaluate yourself in comparison to other student interns/employees.*

PART ONE: PERFORMANCE REVIEW

Please rate your performance by checking the box that corresponds with your assessment of your performance in the current internship.

<u>Rating Scale:</u>	
Excellent = 5	Performance significantly above proficiency level
Above Average = 4	Performance above proficiency level
Average = 3	Proficient performance
Improvement Needed = 2	Performance below proficiency level
Unsatisfactory = 1	Performance requires considerable improvement
Not Applicable = NA	Not applicable in this internship experience

WORK RELATED PERFORMANCE

	5	4	3	2	1	NA
1. Work attitude (ex. Initiative, enthusiasm)	<input type="checkbox"/>					
2. Academic preparation	<input type="checkbox"/>					
3. Problem-solving ability	<input type="checkbox"/>					
4. Classroom Management	<input type="checkbox"/>					
5. Adaptability	<input type="checkbox"/>					
6. Progress towards learning goals	<input type="checkbox"/>					

ORGANIZATIONAL SKILLS

	5	4	3	2	1	NA
7. Time management skills	<input type="checkbox"/>					

RELATIONSHIPS WITH OTHERS

9. Availability to students in course	<input type="checkbox"/>					
10. Ability to work with teaching mentor	<input type="checkbox"/>					
11. Acceptance of constructive comments	<input type="checkbox"/>					
12. Ability to take direction	<input type="checkbox"/>					

COMMUNICATIONS SKILLS

13. Oral communication skills	<input type="checkbox"/>					
14. Written communication skills	<input type="checkbox"/>					
15. Listening skills	<input type="checkbox"/>					
OVERALL RATING	<input type="checkbox"/>					

PART TWO: ACCOMPLISHMENTS

Please provide the following information about your internship experience. If additional space is needed, please attach an additional page to this evaluation.

1) Identify the most important learning or personal objective you had set for yourself when beginning the college teaching internship.

2) How well do you feel you accomplished these goals in this internship?

3) Explain your process for lesson planning and how this internship may have improved those skills?

4) Identify any obstacles that were encountered during classroom time and describe how you managed them.

5) Describe any noteworthy accomplishments you achieved during this college teaching internship.

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Date: ____/____/____

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SAINT LOUIS UNIVERSITY
HIGHER EDUCATION ADMINISTRATION
College Teaching
STUDENT EVALUATION OF INTERNSHIP

Student Name: _____
Student Phone: _____
Student Email: _____

Dates of Internship: _____
College/university: _____
Teaching Mentor _____
Course: _____

Please take a few minutes to evaluate your internship experience. This evaluation will not be shared with your site supervisor. The purpose of this evaluation is to assist in the coordination of future Higher Education Administration internships. If additional space is needed, please attach an additional page to this evaluation

1) How would you rate this college teaching internship experience in terms of helping you gain professional skills and knowledge?

Excellent Very Good Good Requires Improvement

2) How well did the teaching internship experience align with your learning goals?

3) Did your teaching mentor provide adequate training or informal assistance?

4) Did your teaching mentor provide adequate feedback on your performance?

5) List any positive aspects of interning at this site.

6) List any negative aspects of interning at this site.

7) Would you recommend this college teaching site to another student?
 Yes No

-Why or why not?

8) Overall, my internship experience was:

- Extremely Valuable Very Valuable Valuable
 Not Very Valuable Of No Value

Student Signature: _____

Date: ___/___/___

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SAINT LOUIS UNIVERSITY HIGHER EDUCATION ADMINISTRATION

Teaching Mentor EVALUATION OF College Teaching PERFORMANCE

Student Name: _____
 Student Phone: _____
 Student Email: _____
 Course: _____

Dates of Internship: _____
 College/university: _____
 Teaching Mentor _____

Please take a few minutes to evaluate the student intern's performance. Once completed, please review your assessment with the student intern. . The intern should be evaluated in comparison to other student interns/teaching assistants.

PART ONE: PERFORMANCE REVIEW

Please rate the student intern's performance by checking the box that corresponds with your assessment of the student intern's performance.

<u>Rating Scale:</u>	
Excellent =5	Performance significantly above proficiency level
Above Average = 4	Performance above proficiency level
Average = 3	Proficient performance
Improvement Needed = 2	Performance below proficiency level
Unsatisfactory = 1	Performance requires considerable improvement
Not Applicable =NA	Not applicable in this internship experience

WORK RELATED PERFORMANCE

	5	4	3	2	1	NA
1. Work attitude (ex. Initiative, enthusiasm)	<input type="checkbox"/>					
2. Academic preparation	<input type="checkbox"/>					
3. Problem-solving ability	<input type="checkbox"/>					
4. Class Management	<input type="checkbox"/>					
5. Adaptability	<input type="checkbox"/>					
6. Progress towards learning goals	<input type="checkbox"/>					

ORGANIZATIONAL SKILLS

	5	4	3	2	1	NA
7. Time management skills	<input type="checkbox"/>					
8. Lesson Planning organization	<input type="checkbox"/>					

RELATIONSHIPS WITH OTHERS

9. Availability to students in course	<input type="checkbox"/>					
10. Ability to work with teaching mentor	<input type="checkbox"/>					
11. Acceptance of constructive comments	<input type="checkbox"/>					
12. Ability to take direction	<input type="checkbox"/>					

COMMUNICATIONS SKILLS

13. Oral communication skills	<input type="checkbox"/>					
14. Written communication skills	<input type="checkbox"/>					
15. Listening skills	<input type="checkbox"/>					

OVERALL RATING	<input type="checkbox"/>					
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PART TWO: ACCOMPLISHMENTS

Please describe any noteworthy teaching experiences or accomplishments the student intern has completed during the internship. (If additional space is needed, please attach additional page to evaluation.)

OVERALL EVALUATION

Please describe your overall evaluation of the student intern. (If additional space is needed, please attach additional page to evaluation.)

Teaching Mentor's Signature: _____

Date: ___/___/___

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