

**ASSIGNMENT 3: INTERNSHIP SELF-EVALUATION**  
**BMGT 357– Summer 2016**

Your last assignment is to write a 4-5 page self-evaluation of your internship experience. The purpose of the self-evaluation is to help you reflect upon your internship and analyze its effect on your career plans. Please organize your self-evaluation as follows:

I. Title page:

Your name  
Name of organization for which you worked  
Type of business  
Name and title of supervisor

II. Body of paper:

- A. Describe your job as an intern. Please be thorough enough so I have a clear idea of what your responsibilities were.
- B. Analyze your performance as an intern.
  1. What did you do well?
  2. What do you think you could have done better?
  3. Which of your responsibilities did you enjoy and which did you dislike?
- C. Evaluate your supervisor's performance.
  1. What did you like and what did you dislike about your relationship with your supervisor?
  2. Discuss what you think your supervisor did well and what you think your supervisor could have done better.
- D. Describe what you learned about yourself this summer/.
  1. What did you learn about your strengths and weaknesses?
  2. What effect, if any, did your internship have on your career plans? This can be either a positive or negative influence on your future career plans.
- E. Did you meet your personal and professional goals? Why or why not? (If some of this was covered in II-B, state "see above") List them and discuss your progress towards reaching each one individually.
- F. Summarize your reaction to your internship. Overall, was it a worthwhile experience?
- G. List of at least 10 trade association websites, blogs or Twitter accounts that individuals in your firm read to stay abreast with changes in the industry. Be sure to give me a short summary of each.
- H. A screen short of your LinkedIn profile with constructive suggestions made by your coworkers on how you might improve your profile.--Be sure to include your 2016 internship in your profile.

**Send electronically to [mharms@rhsmith.umd.edu](mailto:mharms@rhsmith.umd.edu) by 5:00 p.m. on August 20<sup>th</sup>. Include your name and self-evaluation in the subject line.**

