**PST 410 Fall 2023**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Covered by this Memo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The memo describes your internship experience since the last class meeting.**

# Overall, how well has your internship experience been since our last class meeting? Circle one.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Poor | Poor | Neither Poor nor Good | Good | Very Good |
| -2 | -1 | 0 | 1 | 2 |

Why?

What outputs and/or outcomes did the client want to see?

What assignments and activities did you to carry out to help realize these outputs and/or outcomes?

What skills have you learned or improved as a result of these assignments and activities?

What skills related to your current or previous coursework have you used to accomplish these assignments and activities?

How many days have you gone to your internship since our last class meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many total hours have you completed at your internship since our last class meeting? \_\_\_\_\_

What percent of these hours do you think were spent productively? \_\_\_\_\_\_\_\_\_

What do you think made the difference between time spent productively and time spent non-productively?

How often were you interacting with your supervisor and in what ways were you interacting?

Assess yourself on the following as it relates to your internship experience since the last class meeting:

My ability to complete tasks assigned to me.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Poor | Poor | Neither Poor nor Good | Good | Very Good |
| -2 | -1 | 0 | 1 | 2 |

My motivation to complete tasks assigned to me.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Poor | Poor | Neither Poor nor Good | Good | Very Good |
| -2 | -1 | 0 | 1 | 2 |

My time management.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Poor | Poor | Neither Poor nor Good | Good | Very Good |
| -2 | -1 | 0 | 1 | 2 |

My ability to communicate with others.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Very Poor | Poor | Neither Poor nor Good | Good | Very Good |
| -2 | -1 | 0 | 1 | 2 |

Other Comments?