



**Eastern
Mediterranean
University**
"Virtue, Knowledge, Advancement"

**Eastern Mediterranean University
Faculty of Tourism**

Internship and Career Development Program Questionnaire

To be completed by the company supervisor.

Program: Internship Program

Company: _____

Student No: _____

Student Name and Surname: _____

Date of Commencement: ____/____/____

Date of Completion: ____/____/____

Duration of Internship (Working Days): _____

Number of Employees in the Department: _____

Number of Overall Staff in the Company: _____

- We kindly ask you to answer as complete as possible in the following a set of questions.
- Your feedback will be treated confidentially and shall be used only for purposes of evaluating the internship and career development programme and for its improvement.
- Upon written request we will be pleased to share with you some analytical information based on the feedback, made anonymous, by other companies as well.
- The questions are grouped in 2 sections:
 - A – Overall Performance Summary of the Internship Program and the Intern Student**
 - B – Detailed Performance Survey**
- Please direct the feedback form to the e-mail address below.

internship.tourism@emu.edu.tr

Thank you very much for offering this internship program and providing us with this feedback!





A. Overall Performance Summary of the Internship Program and the Intern Student

1. Please give a short description of the main duties the intern student has carried out during the internship.

2. How do you rate the intern student's performance with regard to?

<i>Please use the rating below when answering the questions.</i>				
	Excellent (4)	Good (3)	Fair (2)	Poor (1)
Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Knowledge and Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add your general comments about the internship program and the intern student.



B. Detailed Performance Survey

1. What is your position and responsibilities in the company? (*Company Supervisor*)

2. Which main function did you undertake during the internship?

- Managing the internship programme by coordinating it with different departments
 - Developing and adjusting learning objectives for the intern student
 - Supervising the performance and behaviour of the intern student during the internship
 - Liaising with the university internship coordinator to manage the internship
 - Providing practical support to the intern student
 - Providing feedback to the intern on his/her performance
 - Other (*Please add.*)
-

3. How do you evaluate the preparation and implementation of this internship programme?

<i>Please use the rating below when answering the questions.</i>				
	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)
Information about the objectives was sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about the intern student individual objectives was sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation by the university internship coordinator was sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Internship coordinator was easily reached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support provided in case of emerging issues was sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please add your general comment about the internship program and the university internship coordinator.

4. How do you see the content of the internship provided?

<i>Please use the rating below when answering the questions.</i>				
	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)
The learning outcomes have been clearly defined and communicated at the beginning of the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning outcomes proved to be realistic with regard to the specific knowledge and skills of the intern shown during the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The practical knowledge and skills provided during the internship were a perfect match with theoretical knowledge of the intern prior to the internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please state the level to which you believe the intern student has attained the indicated skills.



To what extent did the internship program significantly contribute to the following learning outcomes of the intern student?

<i>Please use the rating below when answering the questions.</i>				
	<i>Strongly Agree (4),</i>	<i>Agree (3),</i>	<i>Disagree (2),</i>	<i>Strongly Disagree (1)</i>
	4	3	2	1
Demonstrate competencies in food and beverage operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn cooking methods and apply in different products. (Gastronomy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn safety and hygiene regulations and apply them in hospitality operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply practical knowledge acquired in professional kitchens. (Gastronomy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate sensitivity to maintain and protect natural and manmade resource areas in the kitchen. (Gastronomy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate ethical behaviour in personal and professional activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate effective oral and written communication skills with co-workers, supervisors, managers, guests, and organizational groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform basic mathematical computations accurately and appropriately, regarding to purchasing, cost control, storing and accounting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop problem solving skills to analyze problems, to think laterally about a problem, to identify strategic options and to evaluate the success of different strategies for operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employ appropriate information technology skills to use IT as a communication and learning tool, to access and manage information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further improve their target language skills through reading, speaking, writing and listening within professional operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. In case of learning outcomes changing over time during the internship, please indicate which ones have changed or needed adaptation.



<input type="checkbox"/>	Professional Skills (e.g. applying technical knowledge to provide practical solutions, business applications)
If yes , please explain why:	
<input type="checkbox"/>	Social skills (e.g. communication, team work)
If yes , please explain why:	
<input type="checkbox"/>	Self-management skills (e.g. self-leadership, time management, stress resilience)
If yes , please explain why:	

7. In which way did your company benefit from offering this internship? (You may tick more than one answer.)

<input type="checkbox"/>	Obtaining new technical knowledge by the interns as result of his/her recent completion of studies
<input type="checkbox"/>	Obtaining a better understanding of the knowledge and skills provided by the university.



<input type="checkbox"/>	Identifying knowledge and skills, which should be amended or added to the university curriculum to better fit with corporate needs. <i>(Please state any comment below.)</i>
<input type="checkbox"/>	Supporting the recruitment of motivated and skilled employees <i>(permanent or temporary staff)</i>
<input type="checkbox"/>	The company did not benefit from this internship. <i>(Please indicate the reason below.)</i>

8. Do you think that the intern student has gained from the internship?

<i>Please use the rating below when answering the questions.</i>				
	Strongly Agree (4)	Agree (3)	Disagree (2)	Strongly Disagree (1)
The intern has improved professional skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern student has improved business skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern student has improved communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern student has improved self-management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern student received relevant new technical knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The intern student used this opportunity to grow in his/her career development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please add your thoughts and comments below.</i>				



--

9. Overall, are you satisfied with the internship?

<input type="checkbox"/>	Yes, because...	<input type="checkbox"/>	Partly, because...	<input type="checkbox"/>	Not really, because...
<i>Please state your explanation below.</i>					

10. How do you rate the duration of the internship?

<input type="checkbox"/>	Too long...	<input type="checkbox"/>	Perfect...	<input type="checkbox"/>	Too short...
--------------------------	-------------	--------------------------	------------	--------------------------	--------------

11. Do you have any recommendations on how to improve the internship?

--

Thank you very much for your cooperation!