**Internship Host Feedback Form**

*(Students to complete sections I, II, III, part A of section IV (highlighted in yellow) before handing form to supervisor.   
Please use softcopy to complete before printing for signature.)*

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| **I. STUDENT PERSONAL INFORMATION *(To be completed by student)*** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Department/School** | |  | **Programme** | | | |  | | **Stream** | |  | | | **Year** | |  |
| **Name** | |  | | | | | | | **Student ID** | |  | | | | | |
| **No. of Courses Studied during WIE** | | | | | |  | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **II. THE INTERNSHIP *(To be completed by student)*** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Placement Nature** |  | | | | | | | | **Company Industry** | | | |  | | | |
| *(e.g. shipping)* | | | | | | | | | *(e.g. insurance)* | | | | | | | |
| **Name of employer** |  | | | | | | | | | | | | | | | |
| **Work Address** |  | | | | | | | | | | | | | | | |
| **Position** |  | | | | | | | | | | | | | | | |
| *(e.g. senior claims clerk)* | | | | | | | | | | | | | | | | |
| **Job function** |  | | | | | | | | | | | | | | | |
| *(e.g. administration)* | | | | | | | | | | | | | | | | |
| **Hours Agreed** |  | | | | **Hours Worked** | | |  | | **Hours/week** | | | |  | | |
| **Start Date** |  | | | | **End Date** | | |  | | **Nature** | | **FT /  PT /  Ad-hoc** | | | | |
| **Salary** |  | | | | **If Yes, Amount** | | | HK$ | | **Other stipend and benefits** | | | | |  | |
|  | | | | | | | | | | | | | | | | |
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| **III. THE SUPERVISOR *(To be completed by student)*** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Supervisor evaluating student** | | | |  | | | | | **Position** | |  | | | | | |
| **Department** | | | |  | | | | | | | | | | | | |
| **Telephone** | | | |  | | | | | **Email** | |  | | | | | |
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| **IV. STUDENT APPRAISAL *(Part A: To be completed by student / Part B: To be completed by the Supervisor)***  *(To be completed near/at the end of the student internship.)* | | | | | | | | | | | | | | |
| **A. Student Self-Appraisal** | | | | | | **Assessment Criteria** | | **B. Supervisor Appraisal** | | | | | | |
| **N/A = Not applicable; 1 = Poor; 2 = Fair; 3 = Average; 4 =** **Good; 5 = Excellent** | | | | | | | | | | | | | | |
| **N/A** | 1 | 2 | 3 | 4 | 5 | |  | | **N/A** | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  | | 1. Is always punctual | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Maintains excellent attendance | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Has positive work attitude | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Is a team player | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Problem solving skill | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Has effective interpersonal skills | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Shows a sense of responsibility | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Demonstrates knowledge & skills | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Works ethically | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Effective written communication | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Demonstrates high quality of work *(good organizational skills)* | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Shows good initiative | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Can follow instructions | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Can prioritize work tasks | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Is creative in problem solving | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Demonstrates sufficient IT knowledge/skills | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Interested in cultural difference | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Adaptive to local culture | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Language skills  *(Chinese, if applicable)* | |  |  |  |  |  |  |
|  |  |  |  |  |  | | 1. Language skills  *(English, if applicable)* | |  |  |  |  |  |  |
|  |  |  |  |  |  | | **OVERALL** | |  |  |  |  |  |  |

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| **V. ENDORSEMENT OF WORK HOURS *(To be completed by the Supervisor)*** | | | | |
| Do you agree with the total number of hours worked by the student stated in section II? | | | | **Yes /  No** |
| If no, kindly specific the hours you will endorse: |  | Reasons, if any: |  | |
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| **VI. Supervisor Feedback *(To be completed by the Supervisor)*** | | | | | |
| Q1. Comments for the students | | | | | |
| Q2. How many PolyU student interns did you supervise over the past 6 months? | | |  | | |
| Q3. What is your general impression about the usefulness of our Work Integrated Education (WIE) to your organization? | | | | | |
| Not useful at all | Somewhat Useful | Moderately Useful | | Very Useful | |
| Kindly explain your rating.  *(Please enter in point form)* | | | | | |
| Q4. What do you think are the major strengths and weaknesses of the PolyU students attached to your organization?  *(Please enter in point form)* | | | | | |
| (i) Strengths | | (ii) Weaknesses | | | |
| Q5. How can our PolyU students contribute more effectively to your organization and/or your industry?  *(Please enter in point form)* | | | | | |
| Q6. How should PolyU improve this WIE programme?  *(Please enter in point form)* | | | | | |
| Q7. Based on this WIE experience, would you consider employing our students after their graduation given the opportunity?  If your response to this question is NO, please explain.  *(Please enter in point form)* | | | | | **Yes**  **No** |
| Q8. Can we list your organization as a partner in our Work-Integrated Education programme in brochures and website? | | | | | **Yes**  **No** |

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| **VII. SUPERVISOR SIGNATURE** | Completed form should be returned to us by:   1. handing it (in a sealed envelope) to the student concerned before he/she completes his/her WIE training, or 2. sending to:   Faculty of Business Work-Integrated Education Office M921 Li Ka Shing Tower,  The Hong Kong Polytechnic University,  Hung Hom,  Kowloon,  Hong Kong |
| Signature of Supervisor  *(with company chop)* |
| Date: |

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| **Personal Information Collection Statement (PICS)** |
| The University pledges to meet fully, and where possible exceeds internationally recognized standards of personal data privacy protection, in complying with the requirements of the Personal Data (Privacy) Ordinance. The personal data collected in this form will be used for internship-related purposes and viewed by designated staff of The Hong Kong Polytechnic University and student(s) ONLY. Strict confidentiality will be observed and no personal identity will be revealed. |

**Thank you for helping our students to learn at a whole new level!**