VALENCIA
A BETTER PLACE TO START.

CUSTOMIZED LEARNING PLAN AND EMPLOYER EVALUATION

Circle the Term Student was Registered:

Fall	Spring	Summer	Fall	Spring	Summer
2008-10	**2008-20**	**2008-30**	**2009-10**	**2009-20**	**2009-30**

DIRECTIONS TO THE STUDENT: Complete this section and Student Section of Major Learning Objectives below.

Student's Name	Susan A. Student	**Faculty Name**	Professor Smith
Std Home Phone **Std Alternate Phone**	555-555-5555 xxx-xxx-xxxx	**Faculty Phone/** **Faculty Fax No.**	555-555-5555 xxx-xxx-xxxx
Employer Name	ACME Labs, Inc.	**Intern Job Title**	Lab Assistant
Site Supervisor/ **Supervisor Phone**	Mr. Acme 555-555-5555	**Total Hours Required of Internship**	80
One year educational/employment/career goals:		**Three-year educational/employment/career goals:**	
1. Be enrolled in UCF by January.		1. Graduation from UCF.	
2. Participate in medical mission trip.		2. Proceed to medical school.	

DIRECTIONS TO THE EMPLOYER:
Please use the scoring system at right to rate the student's job performance.

Rating of Job Requirements/Internship Goals

Rating	Point Value	How to Determine
Excellent (E)	**4 pts**	**Exceeds Job Requirements**
Very Good (VG)	**3 pts**	**Often Meets Job Requirements**
Good (G)	**2 pts**	**Sometimes Meets Job Requirements**
Fair (F)	**1 pt**	**Needs Improvement**

MAJOR LEARNING OBJECTIVES

	PERFORMANCE RATING *(Completed by the Employer)*			
PROGRAM OBJECTIVES -- (Developed by FIS)	**E(4)**	**VG(3)**	**G(2)**	**F(1)**
1. Develop good interpersonal skills with fellow employees and supervisor(s).	X			
. Learn about the tests performed at the lab.	X			
3. Develop good lab techniques.	X			
4. Learn about lab safety.	X			
EMPLOYER OBJECTIVES -- (Developed by Employer re: Specific duties assigned to this Student.)				
1. Read and acknowledge application SOP's.	X			
2. Demonstrate proficiency in solvent reduction techniques.	X			
3. Assist with sample storage/retrieval.	X			
4. Learn principles of Organic extractions.	X			
STUDENT OBJECTIVES — (Developed by Student with FIS)				
1. Follow safety precautions/procedures.	X			
2. Understand the procedures.	X			
3. Fill out the paperwork correctly.	X			
4. Know the chemicals used in the lab.	X			
Subtotal Score for this Page	48			

WORKPLACE SKILLS	PERFORMANCE RATING *(Completed by Employer)*			
	E(4)	VG(3)	G(2)	F(1)
1. **Adaptability**	X			
2. **Appearance**	X			
3. **Ask questions to clarify expectations/instructions**	X			
4. **Attendance**	X			
5. **Communication skills**	X			
6. **Critical thinking**	X			
7. **Follow directions appropriately**	X			
8. **Follow safety procedures/precautions**	X			
9. **Initiative**	X			
10. **Interest in work**	X			
11. **Interpersonal skills**	X			
12. **Quality of work**	X			
13. **Quantity of work**	X			
14. **Teamwork**	X			

Subtotal Score for This Page	56			
Subtotal Score from First Page	48			
TOTAL POINTS	104			

HOW MANY HOURS DID THE STUDENT COMPLETE WITH YOUR COMPANY? **167**

EMPLOYER'S COMMENTS:

1. What skills/qualities did the student demonstrate during the internship that enhanced the performance of his/her job?

Student adapted to the work environment quickly and showed a determination to learn more.

2. What does the student need to do to improve his/her marketable skills in order to compete for positions in this industry?

Student does not need to improve on anything but should maintain her enthusiasm for learning and willingness to learn new techniques.

Mr. Acme — *7/1/2008*

EMPLOYER'S SIGNATURE/TITLE — **DATE**

ACME Labs, Inc. — *Environmental Lab*

NAME OF COMPANY — **INDUSTRY TYPE (Ex: Computer Related, Education, Finance, Government, Health Related, Hospitality/Tourism, Radio/TV, Soc. Sciences, etc.)**

Fax this completed form to the Faculty Internship Supervisor at xxx-xxx-xxxx.

FACULTY SUPERVISOR'S COMMENTS:

The student did an excellent job and fulfilled all her objectives within the term.

Overall grade = 90% (A)

Professor Smith *7/3/2008*

FACULTY SUPERVISOR'S SIGNATURE **DATE**