

Intern Performance Review Forms

Intern Name (First and Last) _____ Newman Lanier

Department _____ Supervisor/Manager _____

Review Date _____ Next Review Date _____

Reviewer's Name _____

Part I: The intern's perspective on his/her achievement

(Areas of strength, areas for development, overall satisfaction or dissatisfaction of his/her internship.)

When completing this section, think not only about technical skills that you have accomplished this period, but also think about skills such as interpersonal relations and communications (writing and speaking), team work, etc. You should also think about the goals you set out to obtain during this internship period. Did you meet these goals? Have any goals been left unfinished? In what ways could you have more efficiently or successfully completed these goals? Do you regret any of the goals you reached? Honest answers will provide for an even more successful internship.

What are your major accomplishments this review period? (Did you achieve your goals? What major skills have you improved?)

Building PED 101 online course from the ground up and following the ADDIE process from start to finish was my major accomplishment. In addition, I practiced my collaboration, brainstorming, and problem solving skills working with Dr. Sidman and the other PED 101 instructors.

What are your areas of strength? (What fields have you excelled in? What areas are you particularly good at?)

I believe my strength is presenting theoretical information in a way that generates positive results in the final work. Instead of focusing on the negative, 'things you can't do' approach, I presented the theories in the most positive, helpful, 'Things you CAN do' way. I believe this strength of communication and team work helped make this internship a success.

What areas need development? (In what fields do you feel you could improve in?)

I would love to have more experience to balance out with my theory. As an instructional designer, I feel too new and untested. I have many ideas about what might work, but I don't feel confident in those innovations. The phrase we used during the internship was 'put the ball in play', which means make safe, conservative decisions concerning innovations and style. But, I would like to 'swing for the fence' in the future, which means to try out more risky, progressive innovations.

How well do you feel your goals were met? (Efficiently? Easily? Should you set more difficult or realistic goals?)

I feel setting up a new online course was a worthy goal of the internship. And, it was accomplished. I feel the collaboration with Dr. Sidman was easy, which made the very hard work we were doing seem easier. With another internship supervisor, the goal may have been too ambitious.

Do you have any suggestions for your supervisor/manager(s)? (How could your manager(s) improve or better help you)

I really can't think of anything the professor could improve. She has been very forthright and inclusive with me. At every opportunity she has sought to keep me informed and engaged in the projects related to the internship.

Do you have any suggestions for the internship program as a whole? (Should the internship be better integrated into curriculum? How can we make this program more successful?)

I'm glad that the program allows us quite a bit of support for the internship. One possibility would be creating a database or a standard format for explaining our internships to future MIT students. There is a list of previous internship sites, but I think this could be taken further with a link or short description of the work. This could be a very simple type of knowledge management that captures our experiences for the benefit of future students. It need not be very complex or difficult.

My internship went very well, but I've heard that others were very difficult. Perhaps this suggestion would help curtail that happening in the future.

How has your internship made an impact on your future plans? (Has it guided you in deciding on a career? How has it changed your plans for the future? Or has it?)

Yes, I feel very confident in my abilities to help professors build online courses and provide technical assistance. Furthermore, I feel rewarded and inspired by this internship process.

I will look for professional work practicing what I learned on this internship. There are many opportunities in this part of the instructional design field and, based on my experiences during my internship, I feel like I can be a valuable addition to any instructional design and technical support group.

Do you have comments about your site supervisor/manager's comments on your review?

Dr. Moallem, Dr. Sidman, and I had a review session last week. During this session we reviewed our work and discussed the internship. I was very happy to get positive feedback and share my work. I'm very proud of what we were able to accomplish.

Part II: The Intern's Future Goals

(Areas for development, goals of next review period, hopes for the future of your internship.)

This section helps to focus on your goals and begin to look at timelines for achieving those goals. Agreeing to performance objectives is critical to optimizing performance. Discuss and list these goals for the coming review period. In order to ensure clarity and understanding, make each objective specific, measurable, achievable, result-oriented, and time bound. These goals will provide a working document of what is expected. Please discuss on an on-going basis and revise when changes occur during the performance period.

What are your goals for the next review period? (Specifically, what do you hope to learn or accomplish)

There is one more thing I would like to accomplish during the internship. I would like to be involved with working the analysis of pre and post data collected during the first iteration of the course.

What would you like to see yourself doing next? (Do you wish to learn a whole new field? Work a different department?)

I have discovered something that I love to do – work in a collaborative team applying learning and instructional technology theories. I hope to work in a university eLearning department as a part of increasingly large teams and with increasingly more responsibility. Also, I would like to share my experiences with a wider audience through published papers and blogs.

Part III. Supervisor's/Manager's Perspective on the Intern's Achievement

(Interns' areas for development, goals of the next review period, hopes for the future of your internship)

What were the major accomplishments this review period? (Did the intern achieve his/her goals? What major skills has he/she improved on?)

The major accomplishment was the development of online and blended versions of PED 101, Physical Activity & Wellness. Not only was this accomplished, but the application of sound instructional design theories was at the forefront of the course design. This made the online requirements much more unique and effective than it would have been without Newman's knowledge and skills.

I honestly cannot think of any skills to improve, other than just more experience with the teaching aspects Blackboard use. That being said, however, that was not a necessity for the purposes of this internship. It may just help him in the future to better understand the faculty members' perspective (i.e., assignment dropbox, intricacies of Bb features, etc.)

What are his/her areas of strength? (What fields has he/she excelled in? What areas is he/she particularly good at?)

Newman is particularly strong in project management, brainstorming, and application of instructional design theories. He is also exceptional at communication, patience, and in his enthusiasm regarding the use of technology in aiding course delivery and management. Lastly, Newman clearly demonstrated a commitment to the successful development of online PED 101 in its entirety. He was always willing to do whatever was necessary to help the instructors and to complete any assigned tasks.

What areas need development? (In what fields do you feel he/she can improve?)

Just gaining more experience with similar course developments (taking a completely face-to-face course and developing a consistent online version) would be mutually beneficial to Newman and the faculty members with which he will be working.

How well do you feel his/her goals were met? (Efficiently? Easily? Should he/she set more difficult or realistic goals?)

Newman met his goals efficiently and effectively, but not necessarily easily, especially due to the challenges faced along the way. I believe developing the online PED 101 in one week for the start of a 4-week summer course was phenomenal. It took hard work, efficiency, and tactful collaboration to complete. The PED 101 basic studies program is grateful to have an instructional technology graduate student to assist in the summer

curriculum development initiative. Also, making revisions for the fall, which included the development of 5 different course shells for blended, face-to-face, and online PED 101 sections, training 18 instructors, and then implementing the course were all substantial objectives that were met. Essentially, it became evident throughout the internship that Newman went above and beyond in this internship, demonstrating his dedication to developing an effective course, and contributing to greatly exceeding his goals.

How can you better help the intern?

I could probably better help the intern by giving him more constructive feedback along the way on things to improve/work on. I was so thankful to have an educated assistant to aid in course development, my focus on his learning may have gotten “lost” a few times. That being said, however, I did make it a point to check in with Newman to be sure he was achieving his internship objectives and if he felt like it was too much.

Do you have any suggestions for the internship program as a whole? (How can we make this program more successful?)

It would be beneficial to know up front the primary goals/objectives of the internship and the expectations of the intern supervisor. Some ideas may be to simply view the learning objectives in the beginning, and/or establishing contact with the internship coordinator at the beginning and mid-way to be sure the intern is progressing as expected. That way, there would still be time to make any necessary modifications.

Part IV: Review Comments and Notes

For use by the reviewer and supervisor/manager only.

Comments and notes from intern’s review.

Reviewer:

Review Date:

