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Community/organization:		Mentor name:	
Intern name:	Intern start date:	Intern end date:	

1. Overview of Year's Activities

Provide an overview of the activities or projects you undertook over the term of the internship:

Mentor Signature: _____

Date: _____

2. Evaluation of Personal Learning Outcomes

How did you manage the expectations of the workplan? Were you able to complete the majority of the activities listed? What were the challenges in completing these activities?

Please provide your comments and observations about how the intern and mentor relationship worked (communication, assignment of work, feedback and evaluations). What were the challenges and successes?

Did you feel you received sufficient exposure and training opportunities to gain a full appreciation of the complexities of local government administration, First Nations government administration, or business development (as applicable)?
Did the training sessions (either those sponsored by the program or through your host organization) provide you with sufficient skills and knowledge to apply to work activities?

What were the benefits of working for your organization as an intern?

What were the challenges of participating as an intern?

What was your most significant learning from this experience? Did you feel the internship helped you determine if you want a career in the field you interned?

What competencies did you focus on? Did you achieve your goals/objectives over the term of the internship?

3. Program Evaluation

Were the training opportunities and resources provided by the program administration helpful in making your internship experience successful? What other materials or resources should we consider that would be beneficial to you?

What type of involvement of program staff is most beneficial to you during the year? For example, is it of value to have staff visit you at your internship location to see how the internship is working in your environment?

Do you have any comments or suggestions about the orientation and training program for interns?

Do you feel you had enough contact with the other interns? Can you provide any suggestions to build on those relationships with each other?

In your experience, did the program meet its objectives? What enhancements to this program should we consider?

Overall, how would you describe your experience with the internship program?

Any other comments?

Date form completed:

This report is due within 30 days of the end of the internship. The completed intern final report along with the signed mentor page should be submitted to finance@northerndevelopment.bc.ca.