# CURTIN UNIVERSITY FACULTY OF BUSINESS AND LAW

# MKTG3009 Business Internship Host Organisation Appraisal

Name of Student

Placement Organisation

Name of Placement Supervisor

I confirm that the student has completed a minimum of 100 hours with my organisation

$\bigcirc$	Yes	$\cap$	No

Please be aware the student will see a copy of the completed form.

Please return completed form as soon as possible after receiving it

#### Brief Student Reflection of Internship

To inform your appraisal, the following is a brief reflection of the student's internship with your organization. (Student's please paste your brief reflection below. Please ensure your answer does not exceed the text box below)

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#### Thank you for being part of the Internship Unit at Curtin.

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In my professional opinion the student's:

	Was far below expectations	Did not meet expectations	Just met expectations	Easily met expectations	Far exceeded expectations	Was not applicable
Communication with others	0	0	0	0	0	- 0
Ability to work with others	0	0	0	0	0	20
Ability and willingness to follow directions and instructions	0	0	0	0	R	0
Eager pursuit of tasks	0	0	0	0	0	0
Completion of tasks	0	0	0	0	0	0
Demonstrated interest in tasks	0	0	0	$\boldsymbol{\langle}$	0	0
Acceptance of suggestions and criticism	0	¢,	27	0	0	0
Generation of new ideas	0		0	0	0	0
Time management	0	NOC	0	0	0	0
Ability to work independently and without constant supervision	18	10	0	0	0	0
Standard of work	0	00	0	0	0	0
Enthusiasm for the work	10	0	0	0	0	0
Punctuality	20	0	0	0	0	0
Dress and grooming	0	0	0	0	0	0
Ability to quickly pick up tasks	0	0	0	0	0	0
Willingness to learn	0	0	0	0	0	0
Oral communication skills	0	0	0	0	0	0
Written communication skills	0	0	0	0	0	0
Grasp of business practices and principals	0	0	0	0	0	0
Resilience under pressure	0	0	0	0	0	0
Reliability	0	0	0	0	0	0

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	URPOSES
Further comments	X
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Please indicate out of 20, the students overall performance during the internship.	
Supervisor Signature (emailing this document from your work email will suffice)	Date form completed
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To help the student, can you suggest areas for improvement that would make them more employable?

Thank you for completing this appraisal. Please return to Unit Coordinator at businessinternship3009@curtin.edu.au