



*Internship
Program Guide*

Accounting

Employer Information
Southeastern Technical College
3001 East First Street
Vidalia, Georgia 30474
(912)538-3100

Southeastern Technical College
346 Kite Road
Swainsboro, Georgia 30401
(478)289-2200

[Link to Southeastern Tech Web Page](#)

5/16/2022

EMPLOYER PACKET

- ◆ Memo to Employers
- ◆ Employer/Supervisor Evaluation Form (for mid-term)
- ◆ Employer/Supervisor Evaluation Form (for final)

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

MEMORANDUM

Date: May 16, 2022
To: Employers with Interns
From: Lori Sweat, Accounting Instructor/Advisor
RE: Employer Packet

At Southeastern Technical College we appreciate your willingness to give our students an opportunity to work with you. Internships allow them to put into practice the training they have received at our school and to learn real world applications for their talents and skills.

Employers are asked to do four things:

1. Read the **course syllabus** and see that all competencies listed are addressed at the worksite.
2. Read and sign **Internship Agreement** in the student's *Internship Application Packet*.
3. Sign **time sheets** every two weeks (please do not count meal breaks as work time).
4. Fill out the enclosed **Employer/Supervisor Evaluation** both at mid-term and at the end of the semester rating the intern's activities. Please mail them directly to me at:

Southeastern Technical College
ATTN: Lori Sweat
246 Kite Road
Swainsboro, GA 30401

Since this internship is a credit course, the intern will receive a grade. This grade will be based on (1) the **employer/supervisor evaluation** of the student, (2) the student's **self evaluation**, and (3) **other requirements** as outlined in the course syllabus.

I realize that for some of our interns this internship is a full-time job. However, please consider the evaluation in the light of a learning/training experience when you fill out the evaluation form.

Interns will be given a midterm and a final evaluation at the end of the semester. However, if you have any concerns about the student (work, work ethics or attitude), please feel free to contact me during the semester. I will work with you to make this a valuable experience for the both the intern and the employer.

Accounting

EMPLOYER/SUPERVISOR EVALUATION FORM

Student: _____
Evaluation

Supervisor: Mid- Semester
 Final Evaluation

Please rate the intern on the following statements using the scale below:

5 – Almost Always
4 – Usually

3 - Sometimes
2- Seldom

1 – Never
NA – Not Applicable

Personal Traits

Arrives/Leaves on time	5	4	3	2	1	NA
Keeps work area neat and clean	5	4	3	2	1	NA
Respects the rights of others	5	4	3	2	1	NA
Displays loyalty, honesty, and trustworthiness	5	4	3	2	1	NA
Displays leadership skills	5	4	3	2	1	NA
Prioritizes and manages time and stress	5	4	3	2	1	NA
Displays appropriate nonverbal and/or verbal skills	5	4	3	2	1	NA
Deals appropriately with cultural/racial diversity	5	4	3	2	1	NA
Demonstrates a positive attitude	5	4	3	2	1	NA
Dresses appropriately	5	4	3	2	1	NA
Accepts responsibility	5	4	3	2	1	NA
Practices good grooming	5	4	3	2	1	NA
Acts professionally	5	4	3	2	1	NA
Speaks clearly	5	4	3	2	1	NA
Shows interest in work	5	4	3	2	1	NA
Is willing to adapt/be flexible	5	4	3	2	1	NA
Is tactful/courteous	5	4	3	2	1	NA
Interacts well with co-workers	5	4	3	2	1	NA
Is a good representative of our company	5	4	3	2	1	NA

Abilities

Listens attentively	5	4	3	2	1	NA
Accepts constructive criticism	5	4	3	2	1	NA
Follows instructions	5	4	3	2	1	NA
Attends to details	5	4	3	2	1	NA
Solves problems acceptably	5	4	3	2	1	NA
Produces quality work	5	4	3	2	1	NA
Makes intelligent decisions	5	4	3	2	1	NA
Prioritizes tasks correctly	5	4	3	2	1	NA
Meets work deadlines	5	4	3	2	1	NA
Retains composure under pressure	5	4	3	2	1	NA

Skills

Performs the following in an acceptable/correct manner

Records daily, weekly and monthly transactions.	5	4	3	2	1	NA
Records entries in appropriate ledgers.	5	4	3	2	1	NA
Prepares reconciliations	5	4	3	2	1	NA
Prepares appropriate daily, weekly and monthly reports	5	4	3	2	1	NA

Abilities

Exhibits knowledge or understanding of the following concepts:

Chosen career field	5	4	3	2	1	NA
Correct grammar	5	4	3	2	1	NA
Punctuation	5	4	3	2	1	NA
Computerized equipment	5	4	3	2	1	NA
Spelling	5	4	3	2	1	NA
Mathematics	5	4	3	2	1	NA
Telephone etiquette	5	4	3	2	1	NA
Receptionist duties	5	4	3	2	1	NA
Wise use of supplies	5	4	3	2	1	NA
Work area housekeeping	5	4	3	2	1	NA
Confidentiality	5	4	3	2	1	NA
Company policies	5	4	3	2	1	NA
Using resources/reference materials	5	4	3	2	1	NA

Comments:

Signature: _____

Date: _____

Accounting

EMPLOYER/SUPERVISOR EVALUATION FORM

Student: _____ Employer: _____

Mid- Semester Evaluation

Final Evaluation

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Comments:

Signature: _____

Date: _____