

# HOST SCHOOL - FINAL EVALUATION



Please answer the following questions and submit to IIP during the last month of the internship.

- To complete this form in Word.doc format: double-click each  to check mark or add relevant details.

## A. HOST DETAILS

Country:		Province / State:	
School Name:		Number of times we have hosted an IIP intern:	
Principal:	Mr. Mrs. Ms. Name:		

## B. INTERN DETAILS

Intern Name:	Mr. Mrs. Ms. Name:	Start Date:	
Nationality	<input type="checkbox"/> Korean <input type="checkbox"/> Japanese <input type="checkbox"/> Chinese <input type="checkbox"/> Thai <input type="checkbox"/> Other:		
Role of Intern:		End Date:	

## C. INTERN PARTICIPATION

Please give full details and rate each skill (1-5), 1 = low, 5 = high

<ul style="list-style-type: none"> <li>How well did the intern adjust to their new environment? <i>Rate: Adaptability</i></li> </ul>	
<ul style="list-style-type: none"> <li>What classroom activities / lessons were presented by the intern? <i>Rate: Teaching Ability</i></li> </ul>	
<ul style="list-style-type: none"> <li>What school events were managed or presented by the intern? <i>Rate: Leadership Skills</i></li> </ul>	
<ul style="list-style-type: none"> <li>Has the intern improved their communicative ability? <i>Rate: English Ability</i></li> </ul>	
<ul style="list-style-type: none"> <li>In what ways did the intern try to integrate into their host family? <i>Rate: Involvement</i></li> </ul>	

# HOST SCHOOL - FINAL EVALUATION



## D. PROGRAM EVALUATION

● How has this program benefited your school / community?	Rate: Overall Benefit	
● In what ways could IIP improve the program?	Rate: Overall Presentation	

## E. FUTURE CULTURE / LANGUAGE EXCHANGE

● Will you be interested in hosting another Intern: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please indicate below the countries that interest you). <input type="checkbox"/> Any <input type="checkbox"/> Korean <input type="checkbox"/> Japanese <input type="checkbox"/> Chinese <input type="checkbox"/> Thai <input type="checkbox"/> Other:
● When would you like to participate? Month: _____ Year: _____ Duration: _____ (months)

## F. REFERRALS (Please recommend another school that would be interested in hosting an intern.)

School Name:		City:	
Contact Person:	Mr. Mrs. Ms. Dr. Name:		
Direct Email:		Direct Tel:	

## G. TESTIMONY (What comments would you like to share with other potential host schools and families?)

----------------------

## H. ACKNOWLEDGEMENT

<b>For the purpose of promotion, IIP may use my:</b> <input type="checkbox"/> Final Evaluation <input type="checkbox"/> Testimony (only) <input type="checkbox"/> Name & Position <input type="checkbox"/> Contact Details (Referee only) <input type="checkbox"/> School Logo <input type="checkbox"/> School Web Link In checking the boxes above, I _____ (print name) authorize IIP to use this information for the sole purpose of promoting their Internship Programs to potential host schools and families on their website and in their newsletters, information brochures or other promotional media. In addition, I reserve the right to withdraw this authorization in part or in full, at any time for any reason.			
Date		Signature:	
	(required)		If submitting by email, signature is not required.
		Position:	
			(required)

Please return to IIP by: Fax: 81+ 3 - 5754 - 4343 or Email: intl-presenters@intertraining.com

To assist the intern in their future endeavors and in gaining recognition for their experience overseas, please consider providing a reference outlining their contributions, character strengths and transferable skills. The template below can be used if desired. Please give the original to your intern and email / fax a copy to IIP. Thank you for your kind support.

*Please use the letterhead of your school!*

**XX Month, 200X**

(Intern's Full Name)

C/O International Internship Programs  
3-35-5 Okusawa, Setagaya-ku,  
Tokyo 158-0083 JAPAN

### Letter of Recommendation

To whom it may concern:

This is to verify that (Intern's full name) worked at (organization / institution name) from 00 Month, 200X to 00 Month, 200X.

As an intern cultural exchange / assistant language teacher (intern's name) played an important role and was responsible for the following:

- Presenting (his/her) native culture to our students
- Introducing (his/her) native language to our students, and teaching basic language skills.
- Supervising students of all ages in and out of class with assignments and cultural study

While performing the above mentioned tasks (intern's name) has been able to develop the following skills, which can be transferred into any work environment:

- Experience and ability to adjust to foreign environments; i.e. cultural elements and languages
- English language comprehension stemming from (his/her) extended immersion in a totally English environment.
- Live under their own supervision in a foreign country, improving their skills as independent people.
- Widened their understanding of (xyz country)'s business/cultural practices and strengthen employment opportunities.

(Intern's) initiative, drive and enthusiasm proved valuable in working as a productive, approachable and team-oriented member of our organization. During (his/her) internship, I found (intern) to be helpful, polite, punctual and trustworthy. (He/she) maintained a high level of professional integrity and was extremely cooperative in all dealings with my self, staff and students. (Intern) has thus been a valuable addition to our (school/institution) and therefore I can fully recommend (him/her) without hesitation for any endeavor (he/she) chooses to pursue.

Yours faithfully,

(Signature)

(Principal's Full Name)