

Hiatt Career Center

Transcript Notation Evaluation Criteria

Below are the evaluation criteria & procedures that the Hiatt Career Center uses to assess Transcript Notation applications.

Logistical

- Internship is at least 5 weeks in length.
- At least 100 hours completed at the site.
- Submission of Learning Agreement, Letter of Offer to Hiatt within 2 weeks of the internship start date.
- Completion of the Student Evaluation after internship
- Positive feedback on Supervisor Evaluation

Learning Agreement

- Student articulates clearly his or her interest in the proposed industry.
- Student articulates how the experience will be useful in his/her career and/or academic exploration.
- Learning Agreement contains clear, realistic, and measurable learning goals for the experience.
- Goals are written through the lens of skill development, personal growth and development, and career development.
- Goals are well-written and demonstrate thorough research and preparation.
- The internship provides the student with a meaningful experience.

Letter of Offer

- The proposed internship site is an organization equipped to host and adequately supervise the student.
- The Letter of Offer invites the student for a specific period, indicates there is a position and appropriate work for the student, and agrees to mentor the student.
- Host organization acknowledges an understanding of the student's learning goals.

Student Reflection and Evaluation

- Student demonstrates progress toward learning objectives as outlined in the Learning Agreement.
- Student's reflection on internships demonstrates supervision and feedback by the Supervisor and host organization.
- Student can analyze chief strengths and weaknesses of the experience, and how they relate to the learning objectives.

Supervisor Evaluation

- Supervisor rates student's performance good to excellent in the areas identified in the evaluation.
- Evaluation demonstrates student's progress toward learning objectives as outlined in the Learning Agreement.
- Supervisor indicates student completed the minimum work hours and length of stay at the host organization (see above).

The Process

- Hiatt Career Center staff evaluates the Learning Agreement and Letter of Offer upon submission and decides whether the materials fit above criteria.
- At the end of the internship, the staff evaluates Student Reflection & Evaluation and Supervisor Evaluation and again determines whether the materials fit the criteria.
- If materials are submitted in a timely manner, and fit above criteria, student's application for Transcript Notation is forwarded to the Registrar's Office.
- Notation appears on the Brandeis transcript typically at the end of the semester.