



HERBERGER BUSINESS SCHOOL

Get ready to work.

Internship Presentation Evaluation Form

Please give this form to the instructor evaluating your presentation. The first four items on the form should be filled out by the intern (please print), and the remainder of the form should be completed by the instructor. If a particular item does not apply, please state that. Instructors should return the completed form to the Internship Office in CH 229. If a student receives an overall rating (#6) of poor, the presentation must be repeated until a fair or better rating is received.

Intern's Name _____

Semester of Internship _____

Instructor's Name _____

Date of Presentation _____

Grading Scale:

	Excellent	Very Good	Good	Fair	Poor
1. Eye contact with audience and effective use of gestures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Varied speed and volume, posture and appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Logical sequence and effective transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Well planned and executed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Handling of student questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Overall presentation evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Comments:

Instructor's Signature