

Scripps Howard School of Journalism & Communications
Supervisor's Evaluation of Intern Form

Student _____ ID: _____

Period of Internship _____ Hours Worked _____

Company/Organization: _____

Supervisor's Name and Title _____

Please attach a description of the internship duties and responsibilities.

Please evaluate the intern's performance on the following using the scale from 1 (strongly disagree) to 5 (strongly agree) or NA (not applicable to the work environment or internship) for each of the items below. Please include comments whenever possible. They are helpful.

1. The student had good attendance. 1 2 3 4 5 NA

Comments: _____

2. The student was punctual. 1 2 3 4 5 NA

Comments: _____

3. The student was reliable 1 2 3 4 5 NA

Comments: _____

4. The student was able to work independently in completing tasks. 1 2 3 4 5 NA

Comments: _____

5. The student showed creative potential in completing work assignments. 1 2 3 4 5 NA

Comments: _____

6. The student was able to analyze, solve problems and think critically. 1 2 3 4 5 NA

Comments: _____

7. The student had research and information seeking skills. 1 2 3 4 5 NA

Comments: _____

8. The student demonstrated a clear, correct and appropriate writing style. 1 2 3 4 5 NA

Comments: _____

9. The student was knowledgeable about script style and formats. 1 2 3 4 5 NA

Comments: _____

10. The student had the ability to evaluate the work of self and others. 1 2 3 4 5 NA

Comments: _____

11. The student had knowledge of and the ability to use computer applications and equipment. 1 2 3 4 5 NA

Comments: _____

12. The student had the ability to use basic numerical and statistical concepts. 1 2 3 4 5 NA

Comments: _____

13. The student understood laws, regulations and issues that pertain to the work environment. 1 2 3 4 5 NA

Comments: _____

14. The student had knowledge of the well-known individuals, history and/or issues pertaining to the profession. 1 2 3 4 5 NA

Comments: _____

15. The student showed awareness of diversity in the workplace and in the creation of communication content. 1 2 3 4 5 NA

Comments: _____

16. The student understood the theoretical concepts related to the presentation of images and information (such as, composition of images, persuasive appeals, influence of message on audience and society, etc.). 1 2 3 4 5 NA

Comments: _____

17. The student demonstrated appropriate ethical behavior for the professional workplace. 1 2 3 4 5 NA

Comments: _____

18. The student demonstrated clear and appropriate verbal and nonverbal presentation skills. 1 2 3 4 5 NA

Comments: _____

19. The student demonstrated good interpersonal communications skills (worked well to achieve group tasks). 1 2 3 4 5 NA

Comments: _____

20. The student had the appropriate appearance, grooming and attire for the workplace. 1 2 3 4 5 NA

Comments: _____

21. The student was able to receive constructive criticism. 1 2 3 4 5 NA

Comments: _____

22. The student completed assignments on time. 1 2 3 4 5 NA

Comments: _____

23. The student demonstrated the level of common sense of a professional. 1 2 3 4 5 NA

Comments: _____

24. What were the student's greatest strengths?

25. What were the student's greatest weaknesses?

26. Would you consider hiring this student?

_____ Yes _____ No

27. If this were a course, what grade would you assign the student? _____

Signature _____

Title _____

Phone _____ Date _____

Please fax, mail or e-mail this form to:

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