



COMM4941: COMMUNICATION SR. INTERNSHIP
Final Evaluation

INTERNSHIP IN COMMUNICATION
SITE SUPERVISOR'S FINAL EVALUATION

Thank you very much for serving as a site supervisor in our Communication Internship program. As an internship site supervisor you help students to understand their education through practical experience, to learn more about their career choices, and you allow them to see the diligence and care that goes into every aspect of professional practice. Your guidance and advice is very much appreciated. If possible, please meet with our student to give them the valuable experience of a supervisor's evaluation and advice.

Intern's Name: Kofi Anokye

Supervisor's name Michael Walker Title Assistant Store Manager

Supervisor's phone and/or email Michael.Walker@Staples.com Date: 5/5/24

Company/Dept Name Staples

Supervisor: Please checkmark your *overall* evaluation of this intern's productivity and potential:

☒ **A/exceptional** ☐ **B/good** ☐ **C/average** ☐ **D/unsatisfactory** ☐ **F/unacceptable**

Also, please checkmark as appropriate below:

ATTENDANCE: ☒ Regular ☐ Irregular

PUNCTUALITY ☒ Regular ☐ Irregular

TOTAL HOURS WORKED DURING INTERNSHIP: 150 (150 hrs min required)

1. Briefly list this intern's typical work assignments and responses:

Cashier, Blocking, Sign changes, selling, merchandising

2. Did your internship opportunity (hours and assignments) provide a realistic experience in the student's chosen field of work? why or why not?

Yes, as they prepared me for collaboration and planning within the workforce.

3. What traits have you observed that may help or hinder this student's career potential?

Helps Communication: He communicates with every customer that comes in, and helps them all in a timely fashion.

4. In your opinion, how may this student increase his/her potential in this field?

Kofi is a very intelligent, and hard worker. As long as he stays the way he is. He will do amazing in all fields of work.