

**Communication**

**BECTON COLLEGE OF ARTS & SCIENCES**

**Florham Campus**

285 Madison Avenue, M-ZN2-02

Madison, New Jersey 07940

973-443-8465 **Voice**

COMM4001: COMMUNICATION INTERNSHIP

Mid-Semester Evaluation

Dear Internship Supervisor:

Thank you for your participation in the Department of Communication Studies Internship program. We hope this internship will be an excellent experience for you and for our student. The following is a short evaluation form, which offers you an opportunity to provide feedback to the intern on his/her progress to date. If possible, please discuss this evaluation with the student and offer constructive criticism on how they can succeed in their chosen career field. There is also a more detailed final evaluation form to be completed at the end of the semester. These evaluations are requirements of the course and in combination with the intern’s academic products, are considered in calculating the student’s final grade. Please feel free to call or email me at any time with questions or concerns.

* Mid-Semester Evaluation should be completed after 75 hours on site.

Email Prof. Foster or return to student who may email this form to:

**Prof. Christine Foster, Sr. Lecturer, Department of Communication**

**T: 973-443-8463 (not in office over summer) E:** [**ckfoster@fdu.edu**](mailto:ckfoster@fdu.edu)

# Mid Semester Progress Report

**FDU Intern’s Name: \_\_\_\_\_Kofi Anokye\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Company/Organization: \_\_Staples Inc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor: \_Mikey/Will/Jaida\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_   
email \_\_**

Please rate the intern on the following areas by placing a checkmark by the appropriate grade:

**(A =Outstanding, B=Above Average, C=Satisfactory, D=Poor)**

**1. Quality of Work A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_**

**2. Punctuality, attendance A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_**

**3. Attitude A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_**

Specific Comments:

Premiere Stages faced an unusual challenge as we abruptly had to change ticketing systems mid-season.

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Kiley learned the new system quickly and maintained a positive attitude. She is communicative, curious,

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and eager to take on healthy challenges as she grows as a theatre professional.

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