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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s phone and/or email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Dept Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 hrs min required)

1. Briefly list this intern’s typical work assignments and responsibilities:
2. Did your internship opportunity (hours and assignments) provide a realistic experience in this student’s chosen field of work? Why or Why not?

1. What traits have your observed that may help or hinder this student’s career potential?
2. In your opinion, how may this student increase his/her potential in this field?

**EVALUATION INSTRUCTIONS: Please check one descriptor for each category.**

**ATTITUDE/EFFORT AT WORK**

\_\_\_\_Outstanding \_\_\_Very good \_\_\_\_ Average \_\_\_\_ Indifferent \_\_\_\_ Poor attitude

**ABILITY TO LEARN**

\_\_\_\_ Exceptional \_\_\_\_Learned easily \_\_\_\_Average \_\_\_\_ Slow \_\_\_\_Very slow

**QUALITY OF WORK**

\_\_\_\_Excellent \_\_\_\_Very Good \_\_\_\_Average \_\_\_\_Below average \_\_\_\_Very poor

**QUANTITY OF WORK**

\_\_\_\_Unusually high output \_\_\_\_Normal amount \_\_\_\_Below average

**DEPENDABILITY**

\_\_\_\_Excellent \_\_\_\_Very Good \_\_\_\_Average \_\_\_\_Below average \_\_\_\_Very poor

**COLLABORATION AND COOPERATION**

\_\_\_\_Excellent \_\_\_\_Very Good \_\_\_\_Average \_\_\_\_Below average \_\_\_\_Very poor

**JUDGMENT**

\_\_\_\_Exceptional \_\_\_\_Appropriate \_\_\_\_Demonstrates poor judgment

Would you recommend this student for future employment? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you discussed this evaluation with your intern? Yes\_\_\_\_\_ No\_\_\_\_\_

Additional Comments:

Please return completed form by emailing or giving to the student to submit:

**Prof. Christine K Foster, Sr. Lecturer**

**Department of Communication**

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