UMD College of Journalism Intern <u>FINAL</u> Evaluation JOUR 396 – Spring 2024 – <u>DUE Thursday, May 9.</u>

EMPLOYERS - Please fill out this form completely including the top portion

highlighted in yellow, and all of the abilities and comments. Thank you!

Please then email it to me (<u>kdenny12@umd.edu</u>) and to the intern by Thursday, May 9. Interns: Please submit via ELMS.

Student: Organization: Supervisor's Name and Title: Semester/year: Spring 2024	
Percentage of time spent on:	
Reporting	Videography
Writing	Logging events
Research	Web editing
Editing	Design/Graphics
Photography	Other:

Part 1: Please evaluate your intern's abilities.

On a scale of 1-10, with 1 being the poorest performance and 10 being the best possible performance, please evaluate your intern on the following criteria. "DNA" is does not apply to this intern's duties

Attitude - How did your intern handle assignments, office policies and criticism?

1 2 3 4 5 6 7 8 9 10 DNA

Dependability – Was your student reliable, punctual and able to hit deadline?

1 2 3 4 5 6 7 8 9 10 DNA

In-house Communication – Did your intern follow instructions? Relate to peers? Seek feedback? Request clarification?

1 2 3 4 5 6 7 8 9 10 DNA

Outside Communication -- How did your intern deal with sources? The public?

1 2 3 4 5 6 7 8 9 10 DNA

Job Knowledge - Did your intern understand your company? Your policies?

1 2 3 4 5 6 7 8 9 10 DNA

Adaptability - Was your intern flexible and able to solve problems?

1 2 3 4 5 6 7 8 9 10 DNA

Professional Knowledge – Did your intern demonstrate knowledge of the journalism industry? Changes in the business?

1 2 3 4 5 6 7 8 9 10 DNA

Judgment – Did your intern show good news judgment and decision-making?

1 2 3 4 5 6 7 8 9 10 DNA

Appearance – Was your intern clean, neat and dressed for your workplace?

1 2 3 4 5 6 7 8 9 10 DNA

Overall Performance – Compared to your expectations for interns, how did this intern's performance meet the needs of your workplace?

1 2 3 4 5 6 7 8 9 10 DNA

Part II. Supervisor's Comments:

4	□lt	! 1	! 1 1		C 11	!1! 11! 1
1	י סזביווביים	v∧iir intarn	e etranathe and	MIND DVAMNIDE O	TINACA	positive attributes:
Ι.		voui iiiteiii	าง จแตกนแกง สกับ	aive evailibles o	เแบงธ	טטטווועס מווווטעוכט.

2. In what areas does this intern need to improve? Where should he or she concentrate time and energy?

3. Was this student prepared for this internship, in terms of his or her skills, maturity and professional attitude? Please give examples.

4. How would you rate this intern's performance? (A=90-100; B=80-89; C=70-79; D=60-69)

100 95 90 85 80 75 70 65 60 55 50 45 40 >40

Please EMAIL this to kdenny12@umd.edu and share this with your intern. Thank you!

Karen Denny, Director of Internships and Career Development, Philip Merrill College of Journalism, University of Maryland, 301-775-8483