

UMD College of Journalism Intern **FINAL** Evaluation
JOUR 396 – Spring 2024 – **DUE Thursday, May 9.**

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 (kdenny12@umd.edu)
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

_____ Writing

_____ Research

_____ Editing

_____ Photography

_____ Videography

_____ Logging events

_____ Web editing

_____ Design/Graphics

_____ 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?

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