**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](mailto: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?

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:**

1. Evaluate your intern’s strengths and give examples of those positive attributes:
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**](mailto:kdenny12@umd.edu) **and share this with your intern. Thank you!**

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