

Ohio University School of Communication Studies Student Internship Evaluation

Intern's Name: _____ Job Title: _____

Student PID#: _____ Semester: _____

Company: _____

Address: _____

Supervisor: _____ Title: _____

Email: _____ Phone: _____

Evaluation Period: _____ to _____
(Mo/Yr) (Mo/Yr)

RATING ELEMENTS	RATINGS				
	Excellent	Above Average	Good	Fair	Poor
JOB PERFORMANCE: Consider the quality, quantity and timeliness in accomplishing tasks. Did the intern work without constant supervision, show initiative, motivation, and interest in work?					
WORK HABITS: Consider ability to manage time, professional attitude, and willingness to learn. Did the intern seek out and utilize appropriate resources, as well as accept constructive criticism and increasing responsibility?					
KNOWLEDGE OF WORK: Consider the intern's knowledge and skills appropriate for the profession. Did the student demonstrate an understanding of concepts and practices of the profession?					
COMMUNICATION: Consider the intern's ability to write effectively and efficiently in the form and style appropriate to the profession. Did the intern display effective oral and written communication skills?					
PROBLEM SOLVING: Consider the intern's ability to think critically, creatively and independently. Was the intern able to collect and evaluate various forms of information?					
PROFESSIONALISM: Consider the intern's sense of values, respect for the profession as well as the employees in the company. Did the intern show respect for the diversity within the profession and the company?					
GENERAL CONDUCT: Consider the intern's attendance, punctuality, adherence to work schedules, appropriateness of dress for the position, manner and courtesy on the job and relations with the public.					
OVERALL EVALUATION: Did the intern meet established employer expectations? Consider the ratings for all of the personal and performance elements above.					

1. Would you be interested in sponsoring future interns from the School of Communication Studies?

2. If yes, would you like to advertise for future interns? When would you like to advertise?

QUALITATIVE ASSESSMENT: As a means of adding detail to the evaluation of this intern, please provide additional feedback regarding the following topics.

- A. What do you believe this intern's *strengths* to be?

- B. In what areas does this intern need to improve?

- C. Summarize your overall assessment of this intern's work performance in your organization.

- D. If the opportunity were available, would you consider hiring this intern in your organization upon graduation from Ohio University? Please explain why or why not.

- E. Using the following grading scale, what letter grade would you assign the intern based on how he/she performed in their position? **GRADE ASSIGNED?** _____

GRADE	PERCENT	GRADE	PERCENT
A	100%-93%	C	76%-73%
A-	92%-90%	C-	72%-70%
B+	89%-88%	D+	69%-67%
B	87%-83%	D	66%-63%
B-	82%-80%	D-	63%-60%
C+	79%-77%	F	Below 60%

Are you an alumnus/alumna of Ohio University? NO YES Degree: _____ Year: _____

Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Thank you for the time you dedicated to this intern and for completing this thoughtful evaluation. Please return the completed evaluation via email or fax to:

Dr. Karen L. Deardorff, Internship Coordinator
 Ohio University School of Communication Studies
deardorf@ohio.edu
 (740) 593-4810 (fax)