Scripps Howard School of Journalism & Communications
Student Internship Evaluation Form

Student_________________________________________ ID#_____________________________________
Period of Internship_________________________________ Hours Worked_________________________

Company/Organization:_____________________________________________________________________

Supervisor’s Name and Title:________________________________________________________________

________________________________________________________________________________________

Please attach a description of the internship duties and responsibilities.

Please evaluate the internship experience on the following using the scale from 1 (strongly disagree) to 5 (strongly agree) or NA (not applicable to the work environment or internship) for each of the items below. Please include comments whenever possible. They are helpful.

1. Your internship met your expectations. 1 2 3 4 5 NA
   Comments:_____________________________________________________________________________
   _______________________________________________________________________________________

2. You were able to produce work samples for a portfolio submission. If so, please explain. If not, please explain.
   Comments:_____________________________________________________________________________
   _______________________________________________________________________________________

3. The work you did was challenging and substantive. 1 2 3 4 5 NA
   Comments:_____________________________________________________________________________
   _______________________________________________________________________________________

4. You were able to assume additional responsibility as your experience increased. 1 2 3 4 5 NA
   Comments:_____________________________________________________________________________
   _______________________________________________________________________________________

5. You were satisfied with the amount of training you received. 1 2 3 4 5 NA
   Comments:_____________________________________________________________________________
   _______________________________________________________________________________________

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6. Your supervisor took an active interest in your learning goals and your success on the job.
   Comments: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. There was enough work assigned to keep you busy.
   Comments: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

8. There was adequate supervision and direction for your work.
   Comments: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

9. Adequate explanation was given to you concerning what was expected of you as an intern and the nature of tasks assigned.
   Comments: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

10. You are better prepared to enter the work world after this internship.
    Comments: ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________

11. You were treated on the same professional level as the other employees.
    Comments: ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________

12. This internship helped you to clarify your career goals.
    Comments: ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________

13. You felt as though your participation was an integral part of the work being done. You felt like part of the team.
    Comments: ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
     ____________________________________________________________
14. You had adequate time to observe the various departments/divisions operations of the organization.
   Comments:____________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

15. Your academic education at Hampton University was helpful in preparing you for your internship (or world of work in general). If not, please list what would have been helpful below.
   Comments:____________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

16. The internship experience changed your earlier decisions (during pre-registration) on the selection of courses for the coming year in your program.
   Comments:____________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

Please provide your responses to the following questions:

17. What was the most valuable aspect of your internship?
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

18. What was the least valuable aspect of your internship?
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

19. Would you consider working for this organization?
   __________ Yes  __________ No

20. Did you develop skills that will be valuable to you in your future career? If so, please list them below.
   _____________________________________________________________________________
   _____________________________________________________________________________
21. Were you able to apply existing skills? If so, please list them below.

________________________________________________________
________________________________________________________
________________________________________________________

22. Would you recommend this internship to other students? ______________

If yes, why? If not, why not?

________________________________________________________
________________________________________________________
________________________________________________________

23. If this were a course, what grade would you assign this internship experience?

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Name (print) ______________________________________________________

Signature _______________________________________________________

Phone ___________________________ Date __________________________

Please fax, mail or e-mail this form to:

Marisa Porto, Assistant Dean
Hampton University
Scripps Howard School of Journalism and Communications
546 E. Queen Street
Hampton, VA 23668
Phone: 757/723-7178
Fax: 757/728-6011
marisa.porto@hamptonu.edu