

**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. 1 2 3 4 5 NA

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: \_\_\_\_\_  
\_\_\_\_\_

6. Your supervisor took an active interest in your learning goals and your success on the job. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. There was enough work assigned to keep you busy. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

8. There was adequate supervision and direction for your work. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

9. Adequate explanation was given to you concerning what was expected of you as an intern and the nature of tasks assigned. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

10. You are better prepared to enter the work world after this internship. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

11. You were treated on the same professional level as the other employees. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

12. This internship helped you to clarify your career goals. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

13. You felt as though your participation was an integral part of the work being done. You felt like part of the team. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

14. You had adequate time to observe the various departments/divisions operations of the organization. 1 2 3 4 5 NA

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. 1 2 3 4 5 NA

Comments: \_\_\_\_\_  
\_\_\_\_\_

16. The internship experience changed your earlier decisions (during pre-registration) on the selection of courses for the coming year in your program. 1 2 3 4 5 NA

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:

Joy McDonald, Asst. Professor  
Hampton University  
Scripps Howard School of Journalism and Communications  
546 E. Queen Street  
Hampton, VA 23668  
Phone: 757/723-7178  
Fax: 757/728-6011  
joy.mcdonald@hamptonu.edu