

**Scripps Howard School of Journalism & Communications  
Intern 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 intern's performance 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. The student had good attendance. 1 2 3 4 5 NA

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

2. The student was punctual. 1 2 3 4 5 NA

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

3. The student was reliable 1 2 3 4 5 NA

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

4. The student was able to work independently in completing tasks. 1 2 3 4 5 NA

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

5. The student showed creative potential in completing work assignments. 1 2 3 4 5 NA

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

6. The student was able to analyze, solve problems and think critically. 1 2 3 4 5 NA

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

7. The student had research and information seeking skills. 1 2 3 4 5 NA

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

8. The student demonstrated a clear, correct and appropriate writing style. 1 2 3 4 5 NA

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

9. The student was knowledgeable about script style and formats. 1 2 3 4 5 NA

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

10. The student had the ability to evaluate the work of self and others. 1 2 3 4 5 NA

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

11. The student had knowledge of and the ability to use computer applications and equipment. 1 2 3 4 5 NA

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

12. The student had the ability to use basic numerical and statistical concepts. 1 2 3 4 5 NA

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

13. The student understood laws, regulations and issues that pertain to the work environment. 1 2 3 4 5 NA

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

14. The student had knowledge of the well-known individuals, history and/or issues pertaining to the profession. 1 2 3 4 5 NA

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

15. The student showed awareness of diversity in the workplace and in the creation of communication content. 1 2 3 4 5 NA

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

16. The student understood the theoretical concepts related to the presentation of images and information (such as, composition of images, persuasive appeals, influence of message on audience and society, etc.). 1 2 3 4 5 NA

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

17. The student demonstrated appropriate ethical behavior for the professional workplace. 1 2 3 4 5 NA

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

18. The student demonstrated clear and appropriate verbal and nonverbal presentation skills. 1 2 3 4 5 NA

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

19. The student demonstrated good interpersonal communications skills (worked well to achieve group tasks). 1 2 3 4 5 NA

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

20. The student had the appropriate appearance, grooming and attire for the workplace. 1 2 3 4 5 NA

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

21. The student was able to receive constructive criticism. 1 2 3 4 5 NA

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

22. The student completed assignments on time. 1 2 3 4 5 NA

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

23. The student demonstrated the level of common sense of a professional. 1 2 3 4 5 NA

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

24. What were the student's greatest strengths?

\_\_\_\_\_  
\_\_\_\_\_

25. What were the student's greatest weaknesses?

\_\_\_\_\_  
\_\_\_\_\_

26. Would you consider hiring this student?

\_\_\_\_\_ Yes \_\_\_\_\_ No

27. If this were a course, what grade would you assign the student? \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

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

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