Scripps Howard School of Journalism & Communications
Supervisor’s Evaluation of Intern 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.

Comments:________________________________________________
_________________________________________________________

8. The student demonstrated a clear, correct and appropriate writing style.

Comments:________________________________________________
_________________________________________________________

9. The student was knowledgeable about script style and formats.

Comments:________________________________________________
_________________________________________________________

10. The student had the ability to evaluate the work of self and others.

Comments:________________________________________________
_________________________________________________________

11. The student had knowledge of and the ability to use computer applications and equipment.

Comments:________________________________________________
_________________________________________________________

12. The student had the ability to use basic numerical and statistical concepts.

Comments:________________________________________________
_________________________________________________________

13. The student understood laws, regulations and issues that pertain to the work environment.

Comments:________________________________________________
_________________________________________________________

14. The student had knowledge of the well-known individuals, history and/or issues pertaining to the profession.

Comments:________________________________________________
_________________________________________________________
15. The student showed awareness of diversity in the workplace and in the creation of communication content.

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.).

Comments:________________________________________________
_________________________________________________________

17. The student demonstrated appropriate ethical behavior for the professional workplace.

Comments:________________________________________________
_________________________________________________________

18. The student demonstrated clear and appropriate verbal and nonverbal presentation skills.

Comments:________________________________________________
_________________________________________________________

19. The student demonstrated good interpersonal communications skills (worked well to achieve group tasks).

Comments:________________________________________________
_________________________________________________________

20. The student had the appropriate appearance, grooming and attire for the workplace.

Comments:________________________________________________
_________________________________________________________

21. The student was able to receive constructive criticism.

Comments:________________________________________________
_________________________________________________________

22. The student completed assignments on time.

Comments:________________________________________________
_________________________________________________________
23. The student demonstrated the level of common sense of a professional.

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:

Marisa Porto, Assistant Dean
Hampton University
Scripps Howard School of Journalism and Communications
Room #113
200 William R. Harvey Way
Hampton, VA 23668
Phone: 757/727-5713
Fax: 757/728-6011
Marisa.Porto@hamptonu.edu