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.  
   Comments:________________________________________________
   ____________________________

2. The student was punctual.  
   Comments:________________________________________________
   ____________________________

3. The student was reliable
   Comments:________________________________________________
   ____________________________

4. The student was able to work independently in completing tasks.  
   Comments:________________________________________________
   ____________________________

5. The student showed creative potential in completing work assignments.  
   Comments:________________________________________________
   ____________________________

6. The student was able to analyze, solve problems and think critically.  
   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________________________ Date____________________

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

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