



College of Educational, Professional and Graduate Studies

Department of Mass Communication

INTERN EVALUATION

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INTERN'S NAME: _____
Last First Middle Initial

ON-SITE SUPERVISOR: _____
(Please Print)

DEPARTMENT(S) THE INTERN RECEIVED PRACTICAL EXPERIENCE WITH:

The purpose of an internship is to provide the student with an opportunity to use the knowledge acquired in his/her specialized area of concentration in a professional setting.

Thank you for allowing our student(s) the opportunity to gain practical experience in your company.

Please provide an evaluation of the intern's performance during the internship period. The evaluation will determine the student's final semester grade. **The student is required to complete a minimum of 180 hours.** Please return your evaluation to the Intern Coordinator at the address above.

In addition to your evaluation, each student in the internship program is required to submit a portfolio at the end of the semester of his/her "on-the-job" training.

INSTRUCTIONS: The following pages list several dimensions that we believe are important to the successful completion of an internship experience. Please evaluate the intern on each of the dimensions by answering the following questions.

(If additional information is needed, please contact the person listed above)

Please indicate the response that corresponds with your rating for each item that applies to the internship. (A: Excellent B: Good C: Average D: Below Average F: Poor)

Attention to duty

Does the student work steadily and pay close attention to his/her business. A__B__C__D__F__

Initiative

Is the student a “self-starter” – able to find himself/herself constructive work when none is assigned? A__B__C__D__F__

Is the student able to work without constant supervision? A__B__C__D__F__

Cooperation

Does the student willingly cooperate with the staff and supervisors? A__B__C__D__F__

Basic Skills

Rate the student on his/her ability to perform the basic requirements of the job. A__B__C__D__F__

Speed

Is the student able to meet deadlines? A__B__C__D__F__

Attendance

Does the student come to work on a regular basis? A__B__C__D__F__

Please describe the assignments given and tasks the student completed.

Were the assignments completed satisfactorily?

Relative to the tasks, what were the intern's strengths?

Relative to the tasks, what were the intern's weaknesses?

Based on your experience with the intern, do you believe the intern has the basic skills, intelligence, and motivation to pursue a successful career in this field?

How many hours did the student spend working on assignments? (Please include the total number of hours per week and the number of weeks). When did the internship start and end? (Please include dates).

Other. If you care to comment on any other aspects of the student's internship which may not be covered above, please do so. We encourage any comments you might have about the student and his/her training. Please feel free to add additional sheets of paper.

Is the student punctual for work? ☐ Yes ☐ No

Is the student's physical appearance (grooming, dress demeanor) satisfactory? ☐ Yes ☐ No

Does the student readily accept constructive criticism? ☐ Yes ☐ No

If you had an opening when this student completes the Mass communication degree, would you consider hiring him/her? ☐ Yes ☐ No

May we share this evaluation with the student? ☐ Yes ☐ No

Organization _____ Signature _____

Address _____ Title _____

_____ Date _____

Suggested Grade (A, B, C, D, F) _____

PLEASE ACCEPT OUR THANKS FOR PARTICIPATING IN THE PROGRAM AND COMPLETING THIS REPORT. WE APPRECIATE YOUR COOPERATION.