

## DEPARTMENT OF MEDIA, CULTURE, AND COMMUNICATION

### Supervisor Evaluation for Internship Course

*This form is to be completed, printed and signed by the on-site internship supervisor. Please give this form to the student/intern as it must be turned in with their final portfolio assignment. If you are concerned about the privacy of the form you may put it in a sealed envelop.*

Evaluation of (Student Name)

Company

Supervisor's Name

Phone

E-mail

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Please rate using the following key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding

Quality of work (accurate and thorough)

1    2    3    4    5

Use of time (efficient/effective use of time to complete tasks)

1    2    3    4    5

Takes initiative (ability to work independently)

1    2    3    4    5

Grasp of subject (understanding of applicable standards and procedures)

1    2    3    4    5

Judgment skills (ability to make appropriate work related decisions)

1    2    3    4    5

Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)

1    2    3    4    5

Adaptability (ability to alter activities to accommodate change)

1    2    3    4    5

Problem solving/critical thinking skills

1    2    3    4    5

Dependability

Punctuality

Attendance

1    2    3    4    5    1    2    3    4    5

Communication skills

Verbal

Written

1    2    3    4    5    1    2    3    4    5

## SUPERVISOR EVALUATION CONTINUED

Were the goals of the internship met?

What skills do you think this student developed?

What were the intern's primary strengths?

What recommendations would you suggest for his/her improvement?

What is your overall assessment of the student's performance?

Other Comments

**Supervisor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_