Intern Supervisor Evaluation Form

Internship Supervisor Final Evaluation Form

This form is to be completed by the intern's immediate supervisor. We suggest that the evaluation be discussed with the student. Please fill out this form and submit to the Mass Communications Internship Coordinator. To obtain the password, please e-mail [mcintern@westga.edu](mailto:mcintern@westga.edu).

Internship Site Industry and Intern Duties

Student Intern First Name

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

Student Intern Last Name

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

How would you categorize your industry?

(Choose all that apply)

* Advertising, marketing, and promotions
* Audio Production
* Education
* Film
* Live events
* Music
* Names
* Nonprofit or association
* Online media
* Print media
* Public Relations
* Radio
* Sports
* TV
* Video Production
* Other

What were the primary job duties of the intern?

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

Please select all appropriate categories pertaining to the intern's job duties.

* Administrative / clerical
* Audio
* Editing / post production
* Film
* Online
* Production
* Promotions
* Recordkeeping
* Research
* Sales / marketing
* Video
* Writing
* Other

Professional Values and Competencies

For the following topics, please rate the student according to the following scale: 1 = Strongly Disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree. If a particular question does not apply, or you did not have the opportunity to assess the intern in the context of the question, please select the Not Applicable ("N/A") option.

Appeared to understand the principles and laws of freedom of speech and press.

1 2 3 4 5 N/A

Demonstrated an understanding of the history and role of professionals and institutions in

shaping communications.

1 2 3 4 5 N/A

Demonstrated an understanding of diversity in relation to mass communications.

1 2 3 4 5 N/A

Demonstrated an understanding of the impact of mass communications in a global society.

1 2 3 4 5 N/A

Appeared to understand concepts and apply theories in the use and presentation of images and information.

1 2 3 4 5 N/A

Demonstrated an understanding of professional ethical principles and worked ethically in pursuit of truth, accuracy, fairness, and diversity.

1 2 3 4 5 N/A

Demonstrated ability to think critically and creatively.

1 2 3 4 5 N/A

Demonstrated ability to conduct research and evaluate information by methods appropriate to the communications profession.

1 2 3 4 5 N/A

Demonstrated ability to write correctly and clearly in forms and styles appropriate for the communications professions, audience, and purposes they serve.

1 2 3 4 5 N/A

Demonstrated ability to critically evaluate one's own work for accuracy and fairness, clarity, appropriate style, and grammatical correctness.

1 2 3 4 5 N/A

Demonstrated ability to apply basic numerical and statistical concepts.

1 2 3 4 5 N/A

Demonstrated ability to apply current tools and technologies appropriate for the communications professions in which they work.

1 2 3 4 5 N/A

Attitude and Behavior

For the following topics, please rate the student according to the following scale: 1 = Strongly Disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree. If a particular question does not apply, or you did not have the opportunity to assess the intern in the context of the question, please select the Not Applicable ("N/A") option.

Responded well to feedback and constructive criticism

1 2 3 4 5 N/A

Demonstrated initiative and an ability to work independently

1 2 3 4 5 N/A

Demonstrated adaptability (ability to alter activities to accommodate change)

1 2 3 4 5 N/A

Learned new concepts quickly

1 2 3 4 5 N/A

Worked well on teams and demonstrated favorable interpersonal relations with co-workers

1 2 3 4 5 N/A

Followed through on assignments and completed tasks efficiently

1 2 3 4 5 N/A

Demonstrated dependability by coming to work regularly and on time

1 2 3 4 5 N/A

Demonstrated a professional demeanor and positive attitude.

1 2 3 4 5 N/A

Open-Ended Assessment Questions

Work hours completed

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

Were the goals of the internship met? Why or why not?

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Was the intern academically prepared to handle the internship? Were there strong or weak areas academically?

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Did the intern show progress or develop skills during the internship? Please explain.

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What were the intern's primary strengths?

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What recommendations would you suggest for his/her improvement?

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

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Other comments.

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This report has been discussed with the student

* Yes
* No

Intern Supervisor's Title/Contact Information

Immediate Supervisor Information

Supervisor's name

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

Supervisor's position/title

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

Organization

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

Telephone number

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

E-mail

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

Mailing address

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

Immediate Supervisor's Electronic Signature

I certify that this evaluation was completed by me, the student's immediate supervisor.

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