



Department of Communication Studies
214 Rickenbach Learning Center
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Kutztown, PA 19530
Fax: 484-646-4180

CONFIDENTIAL INTERNSHIP EVALUATION REPORT

This evaluation is confidential between the Faculty Supervisor and Internship Supervisor. It will contribute to the student’s grade for the Internship. The final grade is at the discretion of the Faculty Supervisor and determined from a number of assignments and factors, including this evaluation. Please evaluate this Intern as you would an entry level employee.

It is necessary for this form to be submitted for the intern to receive a grade for the internship. You may return the form by FAXing it to 484-646-4180, or scanning it and emailing it to the Faculty Supervisor below. Thank you for completing the Intern’s evaluation.

Faculty Supervisor: _____ Email: _____

Intern: _____ Date: _____

Client: _____ Phone: _____

Address: _____

City, State, Zip: _____

Internship Supervisor: _____

Evaluation Period: From: _____ To: _____

Total number of hours at the internship site _____

Please list the Intern’s duties during the evaluation period and complete the evaluation on page two.

Using the following scale, please rate the Intern on the following characteristic and skills.

	Excellent	Very Good	Average	Fair	Poor
Responsibility toward Internship duties					
Dependability in meeting the requirements of the internship					
Effort toward activities and duties					
Enthusiasm					
Ability to work with others					
Innovation					
Oral Communication – ability to express ideas and represent your organization to others					
Written Communication					
Initiative					
Willingness to learn					
Adaptability to new ideas and duties					
Attitude toward others					
Attitude toward work assigned					
Overall quality of work performed					

What are this Intern’s major strengths? How did the Intern positively contribute to your organization?

In what ways can the Intern improve? Please comment on any category you rated the Intern at Fair or Poor?

What grade would you recommend for this Intern? _____

Approved 3/16/2016

Internship Supervisor's Signature: _____ Date: _____