Please Complete By\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## INTERNSHIP SUPERVISOR’S EVALUATION

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approx. no. of hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Grade: Pass / Fail

* Internship experiences are intentionally not given a letter grade. They are intended to give students the opportunity to test a career path rather than impact GPA. However, if the student did not meet even minimum expectations, you can assign a “fail” grade.
* I am always available to discuss concerns you may have about the intern. By working together we can provide the student with the best possible experience. Do not hesitate to contact me at olivia.m.vogt@ndsu.edu.

**To the supervisor:** TheNDSU Department of Communication appreciates your vital role in
the success of its internship program. Please adhere to the date the student has given you for returning this form. *The student cannot receive a grade or credit until this form is returned*.

**GUIDELINES FOR EVALUATION**

Relations with others Interacted with others effectively and professionally.

Judgment Perceived and distinguished situations, relationships, or alternatives. Made sound decisions.

Ability to learn Demonstrated willingness and capacity to learn new skills and processes. Accepted suggestions and guidance in a positive, enthusiastic manner.

Attitude toward work Exuded a generally positive, friendly demeanor. Approached assigned tasks with enthusiasm.

Dependability Was reliable and followed through in an appropriate and professional manner.

Quality of work Completed tasks accurately and thoroughly. Work reflected neatness, attention to detail, and conformance to organization’s standards.

Attendance Regularly attended work, meetings, and appointments at which he or she was required or expected.

Punctuality Was on time. Met deadlines.

Overall rating Demonstrated knowledge and applied skills, or learned them, to satisfactorily complete assigned tasks.

**EVALUATION**

**Check the appropriate rating**  **Additional Comments**

RELATIONS WITH OTHERS:

 \_\_Exceptionally well accepted

 \_\_Works well with others

 \_\_Gets along satisfactorily

 \_\_Difficulty working with others

 \_\_Works very poorly with others

JUDGMENT:

 \_\_Exceptionally mature

 \_\_Above average in making decisions

 \_\_Usually makes the right decision

 \_\_Often displays poor judgment

 \_\_Consistently uses bad judgment

ABILITY TO LEARN:

 \_\_Learns independently

 \_\_Learns rapidly: rarely need to explain twice

 \_\_Learns at the expected pace

 \_\_Rather slow to learn

 \_\_Repeatedly unable or unwilling to learn

ATTITUDE APPLICATION TO WORK:

 \_\_Outstanding in enthusiasm

 \_\_Very interested and industrious

 \_\_Average in diligence and interest

 \_\_Somewhat indifferent

 \_\_Definitely not interested

DEPENDABILITY:

 \_\_Completely dependable

 \_\_Above average in dependability

 \_\_Usually dependable

 \_\_Sometimes neglectful or careless

 \_\_Unreliable

INITIATIVE:

 \_\_A true self-starter; undertakes projects without being asked

 \_\_Goes above and beyond with assigned tasks

 \_\_Does everything a supervisor asks

 \_\_Needs a great deal of supervision

 \_\_Can’t or won’t work without supervision

QUALITY OF WORK:

 \_\_Superb: beyond highest expectations

 \_\_Impressive: above expectations

 \_\_Competent, sometimes impressive

 \_\_Below expectations

 \_\_Poor: results unusable, work needs redoing

ATTENDANCE

 \_\_Regular

 \_\_Irregular

PUNCTUALITY

 \_\_Regular

 \_\_Irregular

OVERALL RATING

 \_\_Exceptional: among the best I’ve worked with

 \_\_Excellent: compliments on a job well done

 \_\_Typical: acceptable work; knows where improvement is needed

 \_\_Marginal: trying out for the team; might not get to join

 \_\_Poor: significant improvement needed

1. Was the student prepared for the position with sufficiently developed oral/written skills?

2. What are the student’s most notable strengths?

3. In what academic or personal areas does the student need improvement?

4. How much did the student learn from on-the-job tasks?

5. How did the student apply knowledge and skills unique to a communication background or connect job tasks to his or her classroom education?

6. In what ways is this student ready or unready to function as an independent professional in your field?

7. What overall comments would you make to the student’s faculty?

Would you be interested in having another NDSU intern work with you in the future?

 \_\_Yes \_\_No

*Please review your evaluation with the student before he or she leaves the internship.*

**Supervisor signature and date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this report been discussed with the student? \_\_Yes \_\_No

**Student signature and date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to:**

Olivia Vogt, Internship Coordinator

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