

**INTERNSHIP EVALUATION
SCHOOL OF COMMUNICATION
TEXAS SOUTHERN UNIVERSITY**

_____ is a student majoring in _____
enrolled in the internship class - CM430. She/he will receive a 3 hour credit at the completion of the internship. As the student's supervisor, please evaluate the student's performance upon the completion of the internship (**100 hrs. min.**). Candid evaluations are appreciated as this is a learning experience for our students.

Dates of Internship: Start Date _____ End Date _____

Organization _____ Supervisor _____

Has the student successfully completed at least 100 hours? Yes _____ NO _____

PLEASE INDICATE THE NUMBER WHICH BEST DESCRIBES THE INTERN'S PERFORMANCE.
OUTSTANDING PERFORMANCE TO BELOW AVERAGE, **5-1 with 5= OUTSTANDING, 4=VERY GOOD, 3=GOOD OR AVERAGE, 2= BELOW AVERAGE AND 1=NOT OBSERVED**

PERSONAL QUALITIES:

Appearance	5	4	3	2	1
Maturity	5	4	3	2	1
Cooperation	5	4	3	2	1
Professionalism	5	4	3	2	1

COMMUNICATION

effective writing skills	5	4	3	2	1
effective verbal skills	5	4	3	2	1
contributes ideas & input	5	4	3	2	1

WORK HABITS

Dependable /Responsible	5	4	3	2	1
Initiative/work independently	5	4	3	2	1
Can work under supervision	5	4	3	2	1
Can work as a member of a team	5	4	3	2	1
Quality of work	5	4	3	2	1
Attendance	5	4	3	2	1
Punctuality	5	4	3	2	1
Can complete tasks on time	5	4	3	2	1

SKILLS IN TASK PERFORMANCE

Good People Skills	5	4	3	2	1
Demonstrates skills necessary for job	5	4	3	2	1
Seeks additional job responsibilities	5	4	3	2	1
Willing to learn new skills	5	4	3	2	1
Judgment/decision making	5	4	3	2	1
Creativity	5	4	3	2	1
Technical/video/film skills	5	4	3	2	1

ATTITUDE

Motivated	5	4	3	2	1
Attitude toward learning	5	4	3	2	1
Accepts constructive criticism	5	4	3	2	1
Work Ethic	5	4	3	2	1
Pleasant with staff & clients	5	4	3	2	1
Willingness to take direction	5	4	3	2	1
Follows directions instruction	5	4	3	2	1
Diligent, enthusiastic, focused	5	4	3	2	1
Ability to get along with others	5	4	3	2	1

ACADEMIC PREPARATION

Sufficient subject knowledge in field	5	4	3	2	1
Seeks out others to gain knowledge	5	4	3	2	1

Student's overall performance in the internship is/was:

5 – Outstanding 4 - Very Good 3 - Good 2 - Satisfactory 1 – Poor

1. What do you consider to be the outstanding personal qualities/strengths of the intern?

2. What do you consider to be the weakness of the intern?

3. If you had a job opening in the area of the intern student's experience, would you seriously consider the student as a candidate for that position? (This is not a commitment of a position to the student.)
YES _____ NO _____

4. Do you have any suggestions for improvement in our internship program?

Sponsor Signature _____ Title _____
Organization _____ Date _____
Address _____ Phone _____
Email _____

Please Email (clyde.duncanj@tsu.edu), or Mail evaluation to:

**Clyde E. Duncan, Jr., Internship Coordinator
Texas Southern University
School of Communication
3100 Cleburne St.
Houston, Texas, 77004**

Phone number: 713-313-4401

**Evaluation must be received one week before the end of the semester.
Thank you.**