

**SUPERVISOR'S EVALUATION OF STUDENT'S INTERNSHIP
EXPERIENCE**

SCHOOL OF COMMUNICATION

Western Michigan University
Kalamazoo, Michigan 49008-5318

Please mail back by: _____

Student Name _____ Telephone # _____

Internship Dates: Started: _____ Ending: _____ Approx. hrs. worked: _____

Supervisor: _____ Telephone # _____

Company/Organization: _____

Address: _____

Email Address: _____

DIRECTIONS: Please rate the student comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with your organization's standards for a trainee.

Relations with others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

Initiative

- Exceptionally able as self-starter
- Frequently initiates ideas or action
- Usually is self-starter
- Often must be told to take action
- Consistently lacks initiative

Quality of Work

- Excellent
- Very good
- Average
- Below average

Quantity

- Excellent
- Very good
- Average
- Below average

Attitude - Application to Work

- Outstanding in enthusiasm
- Very interested & industrious
- Average in diligence & interest
- Some what indifferent

Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Ability to Learn

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

Attendance

- Regular
- Irregular

Punctuality

- Regular
- Irregular

Highlight a few of the **specific strengths** (accomplishments, unusual talent/skills, curiosity, willingness to learn, personality traits, and so on) that this student has shown during the internship?

Please describe in detail **any problems** encountered during the internship. Were these problems resolved or managed successfully?

Was this internship **mutually beneficial** for both the intern and your organization?

Overall performance: Unsatisfactory Marginal Average Very good Outstanding

If you had an entry-level opening in your organization, would consider this person for the position?

Yes, with enthusiasm

Might consider

No

Signed _____ Title _____ Date _____
(Supervisor)

NOTE: Please mail completed evaluation in your company's envelope directly to:

Professor Marilyn S. Kritzman (marilyn.kritzman@wmich.edu)

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Or

Fax to (269) 387-3990