Thank you again for helping college students prepare for success in mass communications professions. Please complete and sign this form around the time the intern has worked 100 hours. Give the form to the student as it must be turned in as part of their final progress report. Supervisors can contact the internship instructor directly with concerns or questions.

|  |  |
| --- | --- |
| **Student Name:** | **# of hours worked:** |
| **Supervisor Name:** | **Organization Name:** |
| **Supervisor Phone #:** | **Supervisor Email Address:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RATING ELEMENTS** | **RATINGS (check one)** | | | | |
|  | **Excellent** | **Above Average** | **Satisfactory** | **Poor** | **Not Applicable** |
| **KNOWLEDGE** of pertinent standards and procedures in the profession. |  |  |  |  |  |
| **WRITTEN COMMUNICATION** in the forms and styles appropriate in the field. |  |  |  |  |  |
| **RESEARCH** and **EVALUATE** information critically, creatively and strategically. |  |  |  |  |  |
| **INITIATIVE** as appropriate to the workplace setting and culture. |  |  |  |  |  |
| **RESPONSIVENESS** to following directions and receiving constructive feedback. |  |  |  |  |  |
| **PROFICIENCY** in **TECHNOLOGY** (software, tools, etc.) utilized in the field. |  |  |  |  |  |
| **PROFESSIONALISM** in punctuality, meeting deadlines and appropriate attire. |  |  |  |  |  |
| **OVERALL PERFORMANCE** during the internship. |  |  |  |  |  |

**Please provide additional comments on the intern’s performance and career readiness.**

|  |
| --- |
|  |

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**