



## SCHOOL OF COMMUNICATION, FILM, AND MEDIA

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### Intern Evaluation Form

#### Internship Site Industry and Intern Duties

How would you categorize your industry?

(Choose all that apply)

- Advertising, marketing, and promotions
- Audio Production
- Education
- Film
- Live events
- Music
- Names
- Nonprofit or association
- Online media
- Print media
- Public Relations
- Radio
- Sports
- TV
- Video Production
- Other

What were the primary job duties of the intern?

Please select all appropriate categories pertaining to the intern's job duties.

- Administrative / clerical
- Audio

- Editing / post production
- Film
- Online
- Production
- Promotions
- Recordkeeping
- Research
- Sales / marketing
- Video
- Writing
- Other

### Professional Values and Competencies

For the following topics, please rate the student according to the following scale: 1 = Strongly Disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree. If a particular question does not apply, or you did not have the opportunity to assess the intern in the context of the question, please select the Not Applicable ("N/A") option.

Applied the principles and laws of freedom of speech and press, in a global context.

1                      2                      3                      4                      5                      N/A

Demonstrated an understanding of the multicultural history and role of professionals and institutions in shaping communications.

1                      2                      3                      4                      5                      N/A

Demonstrated culturally proficient communication that empowers those traditionally disenfranchised in society, especially as grounded in race, ethnicity, gender, sexual orientation and ability, domestically and globally, across communication and media contexts.

1                      2                      3                      4                      5                      N/A

Presented images and information effectively and creatively, using appropriate tools and technologies.

1                      2                      3                      4                      5

N/A

Wrote correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.

1                      2                      3                      4                      5                      N/A

Demonstrated an understanding of professional ethical principles and worked ethically in pursuit of truth, accuracy, fairness and diversity.

1                      2                      3                      4                      5                      N/A

Applied critical thinking skills in conducting research and evaluating information by methods appropriate to the communications professions in which they work.

1                      2                      3                      4                      5                      N/A

Effectively and correctly applied basic numerical and statistical concepts.

1                      2                      3                      4                      5                      N/A

Critically evaluated their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.

1                      2                      3                      4                      5                      N/A

Applied tools and technologies appropriate for the communications professions in which they work.

1                      2                      3                      4                      5                      N/A

### Attitude and Behavior

For the following topics, please rate the student according to the following scale: 1 = Strongly Disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree. If a particular question does not apply, or you did not have the opportunity to assess the intern in the context of the question, please select the Not Applicable ("N/A") option.

Responded well to feedback and constructive criticism

1                      2                      3                      4                      5                      N/A

Demonstrated initiative and an ability to work independently

1                      2                      3                      4                      5                      N/A

Demonstrated adaptability (ability to alter activities to accommodate change)

1                      2                      3                      4                      5                      N/A

Learned new concepts quickly

1                      2                      3                      4                      5                      N/A

Worked well on teams and demonstrated favorable interpersonal relations with co-workers

1                      2                      3                      4                      5                      N/A

Followed through on assignments and completed tasks efficiently

1                      2                      3                      4                      5                      N/A

Demonstrated dependability by coming to work regularly and on time

1	2	3	4	5	N/A
Demonstrated a professional demeanor and positive attitude.					
1	2	3	4	5	N/A

### Open-Ended Assessment Questions

1. Work hours completed
2. Were the goals of the internship met? Why or why not?
3. Was the intern academically prepared to handle the internship? Were there strong or weak areas academically?
4. Did the intern show progress or develop skills during the internship? Please explain.
5. What were the intern's primary strengths?
6. What recommendations would you suggest for the intern's improvement?
7. What is your overall assessment of the student's performance?
8. Other comments.

This report has been discussed with the student

- Yes
- No