

**DEPARTMENT OF COMMUNICATION STUDIES
INTERNSHIP FINAL EVALUATION**

Thank you for accepting a Communication Studies student intern from Minnesota State University, Mankato. We appreciate your willingness to let our students complement their academic studies with practical experience. We would appreciate your evaluation of the intern's performance and personal development. As a faculty advisor, I may share this evaluation with the student intern unless you specifically request that it remain confidential.

Please complete the checklist below. Under the COMMENTS section, please provide feedback about the intern's strengths, weaknesses, and areas of improvement. What was the intern's most significant contribution to your organization?

Student: _____ Supervisor: _____

Agency: _____ Title: _____

Date _____ Telephone _____

INTERN PERFORMANCE	Excellent	Good	Average	Poor
Quality of work?	_____	_____	_____	_____
Quantity of work?	_____	_____	_____	_____
Accuracy/thoroughness?	_____	_____	_____	_____
Dependability?	_____	_____	_____	_____
Initiative and Enthusiasm?	_____	_____	_____	_____
Decision making?	_____	_____	_____	_____
Attendance?	_____	_____	_____	_____
Punctuality?	_____	_____	_____	_____
ATTITUDE				
Relations with co-workers?	_____	_____	_____	_____
Relation with supervisor?	_____	_____	_____	_____
Reaction to criticism?	_____	_____	_____	_____
ABILITIES AND APTITUDE				
Learning new tasks?	_____	_____	_____	_____
Solving problems?	_____	_____	_____	_____
Writing ability?	_____	_____	_____	_____
Oral communication?	_____	_____	_____	_____
Maturity and Judgment?	_____	_____	_____	_____
Analytical thinking?	_____	_____	_____	_____

Would you like to have another Communication Studies intern from Minnesota State University, Mankato in the future? Yes No

COMMENTS:

Supervisor's Signature

Please return to: Department of Communication Studies
Minnesota State University, Mankato
230 Armstrong Hall
Mankato, MN 56001 OR FAX: 507-389-3284