

On-Site Internship Supervisors' Evaluation of Intern

When both pages are completed, signed & dated, the supervisor is to directly mail or fax to:
Internship Director
Department of Communication Arts
Salisbury University
1101 Camden Avenue
Salisbury, Maryland 21801-6860
Fax: 410-548-3002

Student Name _____

Your Name (On-Site Internship Supervisor): _____

Title: _____ Phone: _____

Address: _____ E-Mail: _____

Major Intern Activities you Supervised

Please rate the student using the following scale:

5 - Outstanding 4 - Good 3 - Fair 2 - Poor 1 - unacceptable 0 - not applicable

1. Punctuality _____
2. Enthusiasm _____
3. Willingness to take responsibility _____
4. Willingness to follow direction _____
5. Creative Input _____
6. Competence in performing duties _____
7. Overall performance _____
8. Professional attitude _____
9. Professional appearance _____
10. Quality of webfolio _____

On-Site Intern Supervisor's Signature

Date

Indicate the student's strengths and weaknesses as an intern, giving a specific example if possible.

Strengths:

Weaknesses:

What additional skills should the intern work on?

What other suggestions do you have for the intern?

In viewing the student's webfolio –

Do the “logs” accurately describe the work the student completed?

Are the “hours worked” the same as your record of the time the intern spent per day/project?

Do the “samples” reflect work that the student actually completed?

What suggestions do you have for the intern regarding their professional webfolio?

Additional Comments: (feel free to also forward a letter of evaluation)

On-Site Intern Supervisor's Signature

Date

**Thank you for your participation in the Department of Communication Arts internship
program at Salisbury University**