

Professional Evaluation of Student Intern

Speech Communication and Dramatic Arts
Central Michigan University

Please return by _____ to: Internship Coordinator, Speech Communication and Dramatic Arts Department, 333 Moore Hall, Central Michigan University, Mt. Pleasant Michigan, 48859, (989) 774-3177.

Please evaluate _____ according to your observations and supervision of his/her work as an intern. Check only those items you think are applicable. Your evaluation will be used to help determine credit for the internship, and to counsel the student.

Thank you for your time and cooperation.

	<i>EXCELLENT</i>	<i>GOOD</i>	<i>AVERAGE</i>	<i>BELOW</i> <i>AVE.</i>	<i>POOR</i>
	(A A-)	(B- C+)	(B- C+)	(C C-)	(D+ D)
ABILITY TO MEET DEADLINES	_____	_____	_____	_____	_____
INITIATIVE	_____	_____	_____	_____	_____
WILLINGNESS TO ASSUME RESPONSIBILITY	_____	_____	_____	_____	_____
DEPENDABILITY	_____	_____	_____	_____	_____
ABILITY TO WORK WITH COLLEAGUES AND SUPERVISORS	_____	_____	_____	_____	_____
ABILITY TO COMMUNICATE WITH OTHERS	_____	_____	_____	_____	_____
ABILITY TO ANALYZE AND SYNTHESIZE	_____	_____	_____	_____	_____
ABILITY TO FOLLOW INSTRUCTIONS	_____	_____	_____	_____	_____
PROFESSIONAL ATTITUDE	_____	_____	_____	_____	_____
DEGREE OF IMPROVEMENT	_____	_____	_____	_____	_____
OVERALL QUALITY OF WORK	_____	_____	_____	_____	_____

Are there any qualities specific to this internship which need to be included? If so, please list below and assign a grade.

Quality

Grade

In your opinion, did the student have the basic knowledge and skills required for this internship?

Please comment.

What are the intern's apparent strong points?

Weak points?

Other Comments?

I would appreciate it if the Internship Coordinator would:

- _____ call me
- _____ visit this agency
- _____ call the intern
- _____ write a note to the intern
- _____ provide the intern with additional information (please specify)
- _____ do nothing more, things are fine

If I were assigning a grade, it would be (*please circle*)

A A- B+ B B- C+ C C- D+ D D-

Signature _____ Date: _____

****Please attach any additional information relevant to the intern's performance****