

# INTERNSHIP EVALUATION

W. Page Pitt School of Journalism & Mass Communications

Marshall University

Student Name \_\_\_\_\_

Place of Employment \_\_\_\_\_

Type of Work \_\_\_\_\_

Semester: Fall 2014

50% of final grade

Please complete this form, discuss your evaluation with your intern and return to Allyson Goodman, internship coordinator at W. Page Pitt School of Journalism & Mass Communications, Marshall University, One John Marshall Drive, Huntington, WV 25755, fax at 304-696-2732 or email goodman4@marshall.edu. If you have questions, please contact me by email or phone at my office 304-696-6025 or my cell 304-539-3795. We encourage your comments and suggestions about the intern and the program of placing students in on-the-job training. **Thanks!**

\*\*\*\*\***TOTAL WORK HOURS COMPLETED/supervisor please verify:** \_\_\_\_\_

Please place a check mark in the appropriate block beside each work characteristic.

	EXCELLENT	GOOD	AVERAGE	POOR	NA	COMMENTS
Ability to work with others						
Follows instructions						
Adapts to job						
Shows initiative						
Appearance						
Meets deadlines						
Project carry through						
Grammar						
Spelling						
Overall writing ability						
Overall design ability						
Ability to work with multiple projects/clients						
Accuracy						
Punctuality						

## WHAT GRADE DO YOU RECOMMEND?

     **A**                           **B**                           **C**                           **D**                           **F**  
(excellent)                      (good)                      (average)                      (below average)                      (failure)

**PLEASE PROVIDE GENERAL COMMENTS ON THE BACK OF THIS FORM**

Signature of supervisor/evaluator: \_\_\_\_\_

Title: \_\_\_\_\_

**Please return form by Dec. 5, 2014**