

**University of Wisconsin-Eau Claire
Department of Communication and Journalism
Midterm Evaluation of Intern**

Intern:

Dates of Internship:

Organization:

1--strongly disagree
2--disagree
3--neither agree nor disagree

4--agree
5--strongly agree
0--not applicable (NA)

Communication Skills

	Strongly Disagree	←—————→				Strongly Agree	
1. The intern was able to effectively communicate with the host supervisor.	1	2	3	4	5	0	
2. The intern was able to effectively interact with members of the staff.	1	2	3	4	5	0	
3. The intern was able to communicate effectively with others such as customers.	1	2	3	4	5	0	
4. The intern was an effective speaker.	1	2	3	4	5	0	
5. The intern was an effective writer.	1	2	3	4	5	0	
6. The intern was an effective listener.	1	2	3	4	5	0	
7. The intern designed effective visual communication.	1	2	3	4	5	0	
8. The intern thought critically.	1	2	3	4	5	0	
9. The intern researched well.	1	2	3	4	5	0	

Professional Work Habits

10. The intern successfully adapted to the organizational culture.	1	2	3	4	5	0
11. The intern acted in a professional manner.	1	2	3	4	5	0
12. The intern was flexible and willing to accept new ideas.	1	2	3	4	5	0
13. The intern worked independently.	1	2	3	4	5	0
14. The intern worked effectively as part of a team.	1	2	3	4	5	0
15. The intern managed time well.	1	2	3	4	5	0

Job-Related Criteria

16. The intern developed effective technical skills.	1	2	3	4	5	0
17. The intern contributed new ideas and insights	1	2	3	4	5	0
18. The intern progressed throughout the internship.	1	2	3	4	5	0
19. The intern's overall performance was effective.	1	2	3	4	5	0

Please respond to the questions on the back of this form too.

Page 2 of Midterm Evaluation of Intern

Please comment on the strengths of the student during the last half of the internship:

Please comment on the student's readiness to succeed today in a professional position related to your field:

Please comment on the weaknesses of the student during the first half of the internship:

Please suggest how the student can improve.

Host Supervisor Date _____

Title _____

Please return this completed evaluation form to:

Internship Coordinator
Department of Communication and Journalism
University of Wisconsin-Eau Claire
Eau Claire, WI 54702-4004

Please give the student intern a copy of this completed form.

**University of Wisconsin-Eau Claire
Department of Communication and Journalism
Final Evaluation of Intern**

Intern:

Dates of Internship:

Organization:

1--strongly disagree
2--disagree
3--neither agree nor disagree

4--agree
5--strongly agree
0--not applicable (NA)

Communication Skills

	Strongly Disagree	←————→			Strongly Agree	N/A
1. The intern was able to effectively communicate with the host supervisor.	1	2	3	4	5	0
2. The intern was able to effectively interact with members of the staff.	1	2	3	4	5	0
3. The intern was able to communicate effectively with others such as customers.	1	2	3	4	5	0
4. The intern was an effective, speaker.	1	2	3	4	5	0
5. The intern was an effective writer.	1	2	3	4	5	0
6. The intern was an effective listener.	1	2	3	4	5	0
7. The intern designed effective visual communication.	1	2	3	4	5	0
8. The intern thought critically.	1	2	3	4	5	0
9. The intern researched well.	1	2	3	4	5	0

Professional Work Habits

10. The intern successfully adapted to the organizational culture.	1	2	3	4	5	0
11. The intern acted in a professional manner.	1	2	3	4	5	0
12. The intern was flexible and willing to accept new ideas.	1	2	3	4	5	0
13. The intern worked independently.	1	2	3	4	5	0
14. The intern worked effectively as part of a team.	1	2	3	4	5	0
15. The intern managed time well.	1	2	3	4	5	0

Job-Related Criteria

16. The intern developed effective technical skills.	1	2	3	4	5	0
17. The intern contributed new ideas and insights	1	2	3	4	5	0
18. The intern progressed throughout the internship.	1	2	3	4	5	0
19. The intern's overall performance was effective.	1	2	3	4	5	0

Please respond to the questions on the back of this form too.

Page 2 of Final Evaluation of Intern

Please comment on the strengths of the student during the last half of the internship:

Please comment on the student's readiness to succeed today in a professional position related to your field:

Please comment on the weaknesses of the student during the first half of the internship:

Please suggest how the student can improve.

Host Supervisor
Title _____

Date

Please return this completed evaluation form to:

Internship Coordinator
Department of Communication and Journalism
University of Wisconsin-Eau Claire
Eau Claire, WI 54702-4004

Please give the student intern a copy of this completed form.