

**WESTERN KENTUCKY UNIVERSITY
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM**

Final Evaluation: Site Supervisor Feedback

Student's Name:	Date:
Internship Site:	
Site Supervisor:	

Please circle the number on the scale which best describes the intern's performance.

PERSONAL QUALITIES:

Appearance	Unsuitable	1	2	3	4	5	Neat
Maturity	Awkward/Timid	1	2	3	4	5	Poised/Confident
Attitude	Uninterested	1	2	3	4	5	Enthusiastic
Cooperation	Uncooperative	1	2	3	4	5	Cooperative
Interpersonal relations	Has difficulty working with others	1	2	3	4	5	Works well with others

WORK HABITS:

Organization	Disorganized	1	2	3	4	5	Organized
Ability to Learn	Slow to Learn	1	2	3	4	5	Learns Quickly
Initiative	Needs Monitoring	1	2	3	4	5	Able to Work Alone
Judgment	Poor	1	2	3	4	5	Excellent
Responsibility	Neglectful	1	2	3	4	5	Dependable
Attendance	Irregular	1	2	3	4	5	Regular
Punctuality	Tardy	1	2	3	4	5	On Time

WORK PERFORMANCE:

Quantity of Work	Low Output 1	2	3	4	High Output 5
Quality of Work	Poor 1	2	3	4	Excellent 5

What do you consider to be the outstanding personal qualities/strengths of the intern?

What do you consider to be the weaknesses of the intern?

How can the student work to improve these areas?

Have there been any problems? Please explain the problems and if/how they have been resolved.

Do you have any recommendations regarding the Department of Communication Internship Program?

On a scale of 1-5 (1 = strongly disagree, 5 = strongly agree), please indicate how well the student accomplished the internship learning objectives.

Specific Learning Objectives	1	2	3	4	5
Key skills and competencies required by internship organization	0	0	0	0	0
The core business of the internship organization	0	0	0	0	0
How the internship organization measures its success	0	0	0	0	0
How teamwork functions in the internship organization	0	0	0	0	0
How networking functions in the internship organization	0	0	0	0	0
The organizational culture of the internship organization	0	0	0	0	0
The internship organization's hierarchy	0	0	0	0	0
The internship organization's policies and procedures	0	0	0	0	0
How the site communicates with its constituents/key publics	0	0	0	0	0

Please return this form to: Professor Carl Kell
Director of Internships
Department of Communication
Western Kentucky University
1906 College Heights Blvd. #21029
Bowling Green, KY 42101-1029

This form is due after the internship has been completed. You may share your feedback with the student.