

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

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

WORK HABITS:

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

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?
Your comments regarding our program and the preparation of our students are appreciated.

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 at the midpoint of the internship. You may share your feedback with the student.