

FINAL INTERN EVALUATION

Department of Telecommunications | School of Media & Communication | Bowling Green State University

INTERN'S NAME: _____**NOTE:** This evaluation will be available to the intern for review.

1. How would you categorize your industry? (check all that apply)

Advertising, marketing, and promotions

Audio production

Education

Entertainment

Film

Live events

Music

News

Non-profit or association

Online media

Print media

Public relations

Radio

Sports

TV

Video production

Other (describe) _____

2. What were the primary job duties of the intern?

2a. Please select all appropriate categories pertaining to the intern's job duties.

Administrative/clerical

Audio

Editing/post production

Film

Online

Production

Promotions

Recordkeeping

Research

Sales

Video

Writing

Other (describe) _____

* Please rate the following items for the intern

Poor Fair Average Good Excellent Not applicable

3. Production skills

4. Writing skills

5. Motivation to learn

6. Motivation to accomplish work

7. Motivation to initiate new ideas

8. Motivation to network

9. Fulfillment of assigned duties

10. Quality of work

11. Punctuality and work ethic

12. Overall on-the-job performance

13. Articulation of ideas

14. Understanding of assigned work

15. Communication with co-workers

16. Response to work requests

Poor Fair Average Good Excellent Not applicable

- 17. Willingness to assist others
- 18. Working cooperatively
- 19. Taking initiative
- 20. Ability to follow directions

- 21. Understanding of the industry upon starting the internship
- 22. Understanding of the industry upon finishing the internship

- 23. General improvement upon completion of the internship

24. Given the right circumstances, would you hire the intern as a permanent full time employee?

Yes No

24a. Tell us why or why not?

25. How many total hours did the intern work for you? _____ hours

26. Was the intern academically prepared to handle the internship? Were there strong or weak areas?

27. Did the intern show progress during the internship? Please explain.

28. What did you like most about the intern?

29. What advice would you give to the intern?

30. Please recommend *satisfactory* or *unsatisfactory* for the intern's academic grade.

Satisfactory

Unsatisfactory

30a. In case of *unsatisfactory*, describe your rationale for the unsatisfactory grade recommendation.

*** Supervisor's information**

Name: _____

Position: _____

Name of Organization: _____

Telephone #: _____

Email: _____

Street address: _____

City: _____

State: _____ Zip code: _____

Country (if not U.S.): _____

Supervisor's signature: _____

Date: _____

Please print out and return to (by mail or fax):

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