

# Bowling Green State University ★ Department of Telecommunications

## FINAL EVALUATION of INTERN

INTERN'S NAME: \_\_\_\_\_

**NOTE:** This evaluation will be available to the student for review. Most of the student's grade ("satisfactory / unsatisfactory") will be determined by this evaluation as completed by the on-the-job Supervisor. Students must receive at least 80% marks of 1 or 2 in order to pass.

**KEY:** 1 = Consistently Exceeded Requirements  
2 = Met Requirements

3 = Failed to Meet Requirements  
4 = Not Applicable / Unable to Evaluate

Please circle the number that most accurately describes the intern's performance:

- |  |   |   |   |        |
|--|---|---|---|--------|
| 1. Knowledge of subject matter, procedures, etc. | 1 | 2 | 3 | 4 (NA) |
| 2. Overall performance of duties.                | 1 | 2 | 3 | 4 (NA) |
| 3. Written communication skills.                 | 1 | 2 | 3 | 4 (NA) |
| 4. Oral & interpersonal communication skills.    | 1 | 2 | 3 | 4 (NA) |
| 5. Organizational skills.                        | 1 | 2 | 3 | 4 (NA) |
| 6. Cooperation with others.                      | 1 | 2 | 3 | 4 (NA) |
| 7. Judgment.                                     | 1 | 2 | 3 | 4 (NA) |
| 8. Responsibility.                               | 1 | 2 | 3 | 4 (NA) |
| 9. Initiative.                                   | 1 | 2 | 3 | 4 (NA) |
| 10. Reaction to supervision.                     | 1 | 2 | 3 | 4 (NA) |
| 11. Response to criticism.                       | 1 | 2 | 3 | 4 (NA) |
| 12. Attitude toward job and organization.        | 1 | 2 | 3 | 4 (NA) |
| 13. Self-confidence.                             | 1 | 2 | 3 | 4 (NA) |
| 14. Maturity.                                    | 1 | 2 | 3 | 4 (NA) |
| 15. Quantity of work accomplished.               | 1 | 2 | 3 | 4 (NA) |
| 16. Quality of work accomplished.                | 1 | 2 | 3 | 4 (NA) |
| 17. Ability to solve problems.                   | 1 | 2 | 3 | 4 (NA) |
| 18. Ethical behavior.                            | 1 | 2 | 3 | 4 (NA) |
| 19. Acquisition of new media-related skills.     | 1 | 2 | 3 | 4 (NA) |
| 20. Promptness.                                  | 1 | 2 | 3 | 4 (NA) |

21. Given the right circumstances, would you hire the student as a permanent full-time employee?      **YES**      **NO**

22. How many hours did the intern work for you this semester? \_\_\_\_\_

23. On the back of this form, please provide additional comments pertaining to the student's job performance.

Printed Name of Supervisor: \_\_\_\_\_ Printed Name of Organization: \_\_\_\_\_

Supervisor's Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

★ Please return to: **Dr. Lori Liggett, Internship Coordinator, BGSU Dept. of Telecommunications**  
302 West Hall, Bowling Green, OH 43403      -- or FAX: (419) 372-0202

**★ Please provide additional comments pertaining to the student's job performance. Feel free to comment on any particular strengths or weaknesses this student exhibited and offer appropriate suggestions for improvement. In particular, if you marked any item on the other side (#1 - #20) with a three (3 -- "failed to meet requirements"), please provide more details.**

**Thank you for taking the time to help the student improve her / his job skills.**

**★ PLEASE RETURN THIS FORM TO:**

**Dr. Lori Liggett  
Internship Coordinator  
Dept. of Telecommunications  
Bowling Green State University  
302 West Hall  
Bowling Green, OH 43403**

**Or FAX Both Sides to: (419) 372-0202  
ATTENTION: DR. LORI LIGGETT**