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
   - Public relations
   - Music
   - News
   - Non-profit or association
   - Online media
   - Print media
   - 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
   - Online
   - Audio
   - Production
   - Editing/post production
   - Promotions
   - Film
   - Recordkeeping
   - Writing
   - Film
   - Recordkeeping
   - Other (describe) ________________________________

* Please rate the following items for the intern

3. Production skills
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

4. Writing skills
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

5. Motivation to learn
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

6. Motivation to accomplish work
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

7. Motivation to initiate new ideas
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

8. Motivation to network
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

9. Fulfillment of assigned duties
   - Poor
   - Fair
   - Average
   - Good
   - Excellent
   - Not applicable

10. Quality of work
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

11. Punctuality and work ethic
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

12. Overall on-the-job performance
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

13. Articulation of ideas
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

14. Understanding of assigned work
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

15. Communication with co-workers
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

16. Response to work requests
    - Poor
    - Fair
    - Average
    - Good
    - Excellent
    - Not applicable

Form available at http://www.bgsu.edu/departments/tcom/forms.html
17. Willingness to assist others
   Poor  Fair  Average  Good  Excellent  Not applicable

18. Working cooperatively
   Poor  Fair  Average  Good  Excellent  Not applicable

19. Taking initiative
   Poor  Fair  Average  Good  Excellent  Not applicable

20. Ability to follow directions
   Poor  Fair  Average  Good  Excellent  Not applicable

21. Understanding of the industry upon starting the internship
   Poor  Fair  Average  Good  Excellent  Not applicable

22. Understanding of the industry upon finishing the internship
   Poor  Fair  Average  Good  Excellent  Not applicable

23. General improvement upon completion of the internship
   Poor  Fair  Average  Good  Excellent  Not applicable

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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