

Internship Evaluation Form

University of Arkansas Department of Journalism

Name of intern _____
Employer _____
Address _____
City/State/Zip _____
Phone _____ e-mail _____
Evaluator _____

A. On a scale of 1-5, please evaluate your intern on the characteristics below, where 5 is superior, and 0 is poor. If you don't know about a certain characteristic, or if it's not applicable to the intern's responsibilities, please enter X. Use additional paper if necessary.

PROFESSIONAL SKILLS

- _____ The intern's handling of the tools and technologies appropriate for the profession of this internship.
- _____ Ability to conduct research and evaluate information using appropriate methods.
- _____ Ability to write correctly and clearly in required forms and styles.
- _____ Ability to critically evaluate his/her own work and that of others for accuracy and fairness, clarity, style and grammatical correctness.
- _____ Ability to use numbers and statistical concepts.
- _____ Ability to use photographs, maps, graphs or other visuals as needed.
- _____ Understanding of professional ethical principles, and ability to work ethically in pursuing truth, accuracy, fairness and diversity.
- _____ Ability to think critically, creatively and independently.

B. PROFESSIONALISM & WORK HABITS

- | | |
|------------------------------|---|
| 1. _____ Promptness | 5. _____ Willingness to learn |
| 2. _____ Maturity | 6. _____ Working well with clients, sources, colleagues |
| 3. _____ Interest in the job | 7. _____ Working well under deadline pressure |
| 4. _____ Organization | 8. _____ Accepts criticism |

C. YOUR OPINIONS

1. Do you think this student will succeed in the business?

2. What do you consider the intern's most significant strength?

3. How could the intern improve his/her performance?

4. If your organization had an opening for a person with the background of this intern, would you hire him/her? Briefly, why or why not?

5. What grade do you think this intern should receive? A B C D F

6. Would you be interested in having another intern in the future? _____

Evaluator's Signature

Date