


HOPE COLLEGE
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM

Site Supervisor Final Evaluation

Student Name:	Date:
Internship Site:	
Site Supervisor:	

Please circle the number on the scale which best describes the student intern's performance.

PERSONAL QUALITIES

	Unsuitable				Neat
Appearance	1	2	3	4	5
	Awkward/Timid				Poised/Confident
Maturity	1	2	3	4	5
	Uninterested				Enthusiastic
Attitude	1	2	3	4	5
	Uncooperative				Cooperative
Cooperation	1	2	3	4	5
	Has difficulty working w/others				Works well w/others
Interpersonal Relations	1	2	3	4	5

WORK HABITS

	Disorganized				Organized
Organization	1	2	3	4	5
	Slow to learn				Learns quickly
Ability to Learn	1	2	3	4	5
	Needs monitoring				Able to work alone
Initiative	1	2	3	4	5
	Poor				Excellent
Judgment	1	2	3	4	5


HOPE COLLEGE
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM

WORK HABITS, cont.

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 characteristics of the intern?

What do you consider to be the weaknesses of the intern?

How can the student work to improve these areas?


HOPE COLLEGE
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM

Site Supervisor Final Evaluation, page 3

Have any problems been encountered since midterm? Please explain the problems and if/how they have been resolved.

Do you have any suggestions for this intern?

Do you have any recommendations regarding the Hope College Communication Internship Program?

Specific Learning Objectives:

On a scale of 1-5 (1 = very little, 5 = very much), please indicate how much the student was able to learn about the following aspects of your organization while working in this internship position.

Specific Learning Objectives	<i>Very Little</i>				<i>Very Much</i>
Key skills and competencies required by internship organization	1	2	3	4	5
The core business of the internship organization	1	2	3	4	5
How the internship organization measures its success	1	2	3	4	5
How teamwork functions in the internship organization	1	2	3	4	5
How networking functions in the internship organization	1	2	3	4	5
The organizational culture of the internship organization	1	2	3	4	5
The internship organization's hierarchy	1	2	3	4	5
The internship organization's policies and procedures	1	2	3	4	5
How the site communicates with its constituents/key publics	1	2	3	4	5

 **HOPE COLLEGE**
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM

Site Supervisor Final Evaluation, page 4

Given the ratings and responses you have provided, and using the following point system, please assign the student a point total for his/her overall performance for the internship. _____

A	=	94-100	C	=	74-76
A-	=	90-93	C-	=	70-73
B+	=	87-89	D+	=	67-69
B	=	84-86	D	=	64-66
B-	=	80-83	D-	=	60-63
C+	=	77-79	F	=	59 and below

Please return this form to: Internship Director
Hope College
Department of Communication
257 Columbia Avenue
Holland, MI 49423

Thank you for helping to evaluate this Hope College student intern. You may share your feedback with the student. Thank you also for your support and participation in our program. If you have questions or comments, please let us know.

This form is due on _____ at the end of the academic semester.
(Date)