


HOPE COLLEGE
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM

Site Supervisor Midterm 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


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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 personal qualities/strengths of the intern?

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

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How can the student work to improve these areas?

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

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

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

Thank you for participating in the evaluation of this Hope College student intern. You may share your feedback with the student.

This form is due on _____ at the midterm point of the semester.
(Date)