Final Intern Evaluation Form

Journalism Department, Western Washington University 516 High St., Bellingham, Wash. 98225-9161 Phone: (360) 650-3252

Academic adviser: Phone: Email:						
Date: Name of intern: Supervisor's name: Organization:						
Nature of internship	(i.e., new	spaper, pu	ublic relati	ons, phot	ojournali	sm):

Please rate the intern for professionalism in the workplace:

1 = poor 4 = very good2 = fair 5 = excellent

3 = average

Being on time for work or appointments
Responsible for follow-through on assignments
Handling absences, if any
Productive relations with co-workers
Appropriate dress and manner
Handling telephone and e-mail contacts
Showed ethical behavior
Worked well with others and independently
Appropriate level of confidence/assertiveness
Leadership skills exhibited when necessary
Could be trusted with difficult tasks

1	2	3	4	5

Please rate the intern for the level of professional skill development:

Other:

Ability to write grammatically
Use of AP Style and punctuation
Strategic planning or setting goals
Initiative or enterprise
Judgment shown in work
Seeking direction as needed
Openness to criticism and suggestions
Familiarity with necessary software
Willingness to perform ALL tasks assigned
Limited repetition of mistakes
Met deadlines
Accurately reported facts
Other:

1	2	3	4	5

Please describe the range of responsibility	given to the intern	and the kinds o	f tasks he or she
has handled:			

Please assess the change or growth that you have seen in the intern's skills during this experience, checking only those that are applicable:

Beginning skill level		/el	Skill	Finishing skill level			el			
1	2	3	4	5		1	2	3	4	5
					Writing breaking news					
					Long or investigative pieces					
					Features and profiles					
					P.R. news releases					
					Other P.R. writing					
					Creating infographics					
					Spot news photography					
					Other photo assignments					
					Copy editing, proofreading					
					Page layout, design					
					Writing for the Web					
					Other:					
ll ass	essm	ents:	:							

Does the intern show some special talents or strengths?

Does the intern need to improve in any specific areas to be ready for entry-level professional work?

Do you have any comments or suggestions for the Journalism Department's internship program?

Thank you again for working with us to help college students prepare to succeed in the professional world. Please e-mail this form to the academic supervisor listed on the front.