Buffalo State Communication Department logo


**Internship Mid-Term Evaluation**

(716) 878-6008 – Buckham B112 – SUNY Buffalo State– 1300 Elmwood Ave – Buffalo NY 14222-1095 –

ATTN: Gabe DiMaio

To the Professional Supervisor: As our intern reaches the mid-point of this semester or term, it is time for you to complete the following evaluation. This is the same form you will use at the end of the semester for your grade recommendation. It is our expectation that you will discuss this evaluation with our intern. Please complete this form and email it to the internship coordinator at [comminternships@buffalostate.edu](mailto:comminternships@buffalostate.edu) with an email copy to the intern.

**Please evaluate the intern on a 1-4 scale Student Intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(1=poor, 4-=excellent)

1 2 3 4 Initiative **Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1 2 3 4 Maturity **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1 2 3 4 Dependability1 2 3 4 Creativity

**What are the intern’s most significant strengths?**

1 2 3 4 Promptness

1 2 3 4 Professional appearance

1 2 3 4 Professional demeanor & attitude

1 2 3 4 Competence in speaking skills

1 2 3 4 Competence in writing to professional standards

1 2 3 4 Ability to work with others

1 2 3 4 Ability to learn

1 2 3 4 Positive response to constructive criticism **competence?**

**How might the intern improve his/her professional performance?**

1 2 3 4 Ability to research & analyze information

1 2 3 4 Ability to analyze & solve problems

1 2 3 4 Accuracy of work produced

1 2 3 4 Interest in the profession

1 2 3 4 Shows promises of success in profession

1 2 3 4 Possesses basic expected entry-level skills

1 2 3 4 Awareness of ethical issues in the profession

1 2 3 4 Awareness of technological issues in the   
 profession

( *Additional Comments on Reserve Side*