

INTERNSHIP MID-TERM EVALUATION

www.buffalostate.edu/communication
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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 submit it online to the Internship Academic Supervisor, with an e-mail copy noted to the intern.

Evaluate the intern's performance & abilities

(1=poor, 4=excellent)

Student Intern

Supervisor

Initiative

Maturity

Dependability

Creativity

Promptness

Professional appearance

Professional demeanor & attitude

Competence in speaking skills

Competence in writing to professional standards

Ability to work with others

Ability to learn

Positive response to constructive criticism

Ability to research & analyze information

Ability to analyze & solve problems

Accuracy of work produced

Shows interest in the profession

Shows promise of success in the profession

Shows basic expected entry-level skills

Shows awareness of professional ethics

Shows awareness of technology in this field

What are the intern's most significant strengths?

How might the intern improve his/her competence?