

**UNIVERSITY OF PITTSBURGH
DEPARTMENT OF COMMUNICATION**

1117 Cathedral of Learning, Pittsburgh, Pennsylvania 15260

INTERNSHIP EVALUATION FORM: Phone 412-624-6567 Fax 412-624-1878

Please print all information clearly. Feel free to attach additional sheets.

Intern's Name _____ Date _____

Intern's Supervisor _____

Organization _____

Do you permit the student to receive a copy of this evaluation? Yes No

	Excellent	Good	Average	Fair	Poor	N/A
Comprehension and Communication						
Listens to and understands assignments						
Asks appropriate questions/seek clarification						
Effective written and oral communication						
Works well as a team player/with others						
Attitude/Work Habits						
Seeks out and uses constructive criticism						
Adaptable and flexible						
Punctual and reliable						
Shows initiative						
Proper appearance and etiquette						
Enthusiastic/willing to learn						
Performance						
Manages time/meets deadlines						
Demonstrates skills necessary for the work						
Uses academic knowledge and skills						
Shows responsibility for work						

Describe the assignments, projects, and tasks of the intern.

What are the intern's strengths?

What are suggested areas for improvement?

Please provide additional feedback about the intern's performance.

Overall performance of the intern: Excellent Good Average Fair Poor

Thank you very much for completing this evaluation of your intern. We take your comments very seriously. The faculty sponsor will review the completed form in order to determine satisfactory fulfillment of the conditions of the internship agreement. Please return this evaluation to the FAX number or address listed above.