

QUEENS COLLEGE – DEPARTMENT OF MEDIA STUDIES – INTERNSHIP PROGRAM

SUPERVISOR PERFORMANCE EVALUATION OF _____

Please rate the student intern on each of the characteristics listed below by circling the appropriate number.

RATING SCALE: 1 = UNSATISFACTORY; 2 = BELOW AVERAGE; 3 = AVERAGE; 4 = ABOVE AVERAGE; 5 = OUTSTANDING

		Unsatisfactory	Below Average	Average	Above Average	Outstanding
1	Preparation of tasks and assignments	1	2	3	4	5
2	Interest	1	2	3	4	5
3	Ability to learn	1	2	3	4	5
4	Initiative: willingness to take on new assignments	1	2	3	4	5
5	Quality of work performed	1	2	3	4	5
6	Acceptance of responsibility	1	2	3	4	5
7	Reaction to criticism	1	2	3	4	5
8	Cooperation: willingness to work effectively with others	1	2	3	4	5
9	Dependability: working through an assignment to completion	1	2	3	4	5
10	Judgment	1	2	3	4	5
11	Communication skills	1	2	3	4	5
12	Potential for further development in the field	1	2	3	4	5
13	Creativity and/or resourcefulness	1	2	3	4	5
14	Degree to which you think the intern accomplished his/her objectives for the internship	1	2	3	4	5
15	Attendance and punctuality	1	2	3	4	5
16	Knowledge: degree of preparation	1	2	3	4	5
17	Overall evaluation of the intern's performance	1	2	3	4	5

Did the intern fulfill the number of working hours specified for the internship period?

Yes _____

No _____

DATE _____ SUPERVISOR _____

(Signature)

ORGANIZATION _____