

EVALUATION OF COMMUNICATION INTERN

(to be completed by the supervisor)

The original of this evaluation will be placed in the intern's file with the supervising professor at Columbia College. A copy of the evaluation will be available for the intern to read. The supervisor is encouraged to attach a letter of reference concerning the intern's performance to provide additional information.

Name of the Intern: _____

Name of the Supervisor: _____

This internship started on (date) _____ and was completed on (date) _____

at (location) _____

Please give a brief summary of the internship:

Evaluation of **personal qualities** of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under that level that represents the intern's performance.

	Excellent	Good	Average	Poor	Not applicable
Ability to adapt to a variety of tasks					
Decision making; judgment; setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					

Professional abilities related to communication. Select **one** evaluation level for each.

	Excellent	Good	Average	Poor	Not applicable
Ability to synthesize information and communicate it effectively					
Analysis skills; ability to determine information needs for self and others					
Ability to select the best potential resources to meet communication and/or research needs					
Ability to organize, classify, and deliver information effectively					
Ability to plan with and work cooperatively with others					
Ability to create and communicate possible solutions to problems					
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field					

Additional comments:

Signature of Supervisor and date of evaluation: _____

The supervisor is encouraged to discuss this evaluation with the intern before sending the evaluation to the supervising professor.

Completed evaluations should be sent to:

DR. AMY DARNELL
Humanities Department
Columbia College
1001 Rogers Street
Columbia, MO 65216

If you have any questions or concerns, Dr. Darnell can be reached by phone at (573) 875-7593 or via e-mail at aldarnell@ccis.edu

