California State University, Sacramento  
Department of Communication Studies and Journalism  
Internship Program

Supervisor's Evaluation of Intern

Intern: _______________________________________________________
Organization: _______________________________________________________
Supervisor: ___________________________  Title: ______________________

1. Please indicate the total hours completed by the intern at the end of the internship:

   50    100    150    200    250    300  

   Other: _____

2. This intern was employed from: ____/____/_____ to ____/____/_____.

3. How valuable has this internship been for your organization?

   very valuable  ☐  valuable  ☐  not very valuable  ☐

4. Please rate the qualities of the intern's performance using the scale provided:

<table>
<thead>
<tr>
<th>A. Oral communication competence (Speaks clearly and fluently; expresses ideas articulately)</th>
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<tbody>
<tr>
<td>B. Written communication competence (Writes grammatically and succinctly)</td>
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<tr>
<td>C. Interpersonal competence (Relates well to co-workers, clients and public)</td>
</tr>
<tr>
<td>D. Critical thinking competence (Solves problems resourcefully and creatively)</td>
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<tr>
<td>E. Commitment to work (Accepts and follows through on assigned tasks)</td>
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<tr>
<td>F. Professionalism (Dresses appropriately, is punctual, displays positive attitude and confidence)</td>
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</tbody>
</table>
5. This intern's main responsibilities were:

6. In what ways do you feel that working with you has been educational for the intern?

7. Additional comments or concerns:

__________________________________  _____________
Signature of Supervisor   Date

Thank you for your feedback!

Please return this survey by mail or fax:  Internship Coordinator Assistant
Department of Communication Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6070

Or

Fax: (916) 278-7216