

TCU School of Strategic Communication Intern Evaluation Form

Intern Name: _____ Evaluation Date: _____

This is a..... Mid-term evaluation Final evaluation

Instructions: Please provide a professional evaluation of the intern's performance while working at your company or organization. Next to each area of performance below, write the letter grade that you feel is appropriate.

After completing this form, please save it and email it to **Broc Sears, Internship Director, at b.sears@tcu.edu**. Please email this form from the professional email account you use for work.

Feel free to provide additional information or comments about the student's performance in your email.
We encourage you to share your evaluation with your intern as a learning opportunity for him/her.

Key: *A=Excellent, B=Above Average, C=Average, D=Below Average, F=Fails NA=Not applicable*

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_____ Is punctual
_____ Is creative/innovative
_____ Can work under supervision
_____ Meets deadlines
_____ Is intellectually alert
_____ Interacts easily with clients
_____ Is congenial
_____ Shows initiative
_____ Is highly motivated toward profession
_____ Readily applies instruction
_____ Shows positive attitude toward learning
_____ Readily accepts constructive criticism

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_____ Is dependable
_____ Can work independently
_____ Can work as a member of a team
_____ Is faithful to complete responsibilities
_____ Interacts easily with peers/coworkers
_____ Interacts easily with supervisor(s)
_____ Shows leadership ability
_____ Seeks additional work opportunities
_____ Takes education seriously
_____ Is dedicated to self-improvement
_____ Appreciates importance of internship experience
_____ Readily Accepts Challenges

Agency Supervisor/Representative

Supervisor Name: _____ Phone: _____

Title: _____ Email: _____

Organization: _____

Email evaluations to b.sears@tcu.edu