Final Internship Assessment, Writing and Linguistics Armstrong Campus Internship Program

Name of Intern: _______________________________________________
Name of Supervisor: ___________________________ phone: ____________
Company: ___________________________________________________
Start Date of Internship: _____________
End Date of Internship: ______________
Total number of hours at completion date: ______________

1. Please check the skills the intern is developing and/or practicing over the course of the internship.

- [ ] Developing community relations, consumer relations, and/or employee relations
- [ ] Problem solving and negotiating
- [ ] Writing informative and persuasive documents
- [ ] Writing news or feature articles
- [ ] News reporting
- [ ] Conducting interviews
- [ ] Working on a deadline
- [ ] Editing and/or copyediting
- [ ] Writing business communications (memos, letters, emails for internal or external use)
- [ ] Employing document design principles
- [ ] Managing a team
- [ ] Managing a project
- [ ] Analyzing and understanding an employer’s corporate culture
- [ ] Writing press releases/persuasive marketing pieces
- [ ] Producing oral business communications (phone calls, client meetings, press conferences)
- [ ] Operating audio or video equipment, including cameras, microphones, sound boards, and teleprompters
- [ ] Composing computer graphics for on-air release
- [ ] Directing video production
- [ ] Writing scripts for video production
- [ ] Learning and employing a house style and/or technical vocabulary associated with a specific field
- [ ] Producing or updating a website
- [ ] Writing for social media platforms
- [ ] Creating marketing and communication materials
- [ ] Other: _____________________
2. In which area(s) did the intern show particular strength?

3. In which area(s) did the intern show weaknesses (if any) or need further training?

4. Have you given the intern feedback on his or her performance? Yes/No
   If no, do you plan to do so?

Please place a number from 1 to 5 next to the following statements, with 1 being “strongly disagree” and 5 being “strongly agree.”

**Professionalism**

______ The intern has displayed professional conduct.

______ The intern has dressed appropriately for the job.

______ The intern has never been late for work and has not left early.

______ The intern is working the scheduled number of hours per week as defined by the Internship Agreement.

**Comments:**

**Work Ethic/Quality**

______ The intern is receptive to criticism

______ The intern’s work is improving over the course of the internship.

______ The intern needs too much direction.

______ The intern is a self-starter.

______ The intern shows an ability to problem solve and make good decisions.

______ The intern can move on to new tasks with little coaching.
Comments:

Teamwork

_____ The intern helps support a positive working climate.

_____ The intern shows the ability to contribute constructively during discussions on team projects.

_____ The intern constructively manages conflict when working on a team.

Comments:

Internship Program Assessment

1. How many total Georgia Southern, Armstrong Campus, student interns have you supervised? ______

2. How many total interns have you supervised (including non-Armstrong students)? ______

3. What recommendations do you have for our Internship Program? (Internship Agreement, midterm assessment, final assessment, other)

4. Based on your experience with Armstrong interns, what suggestions would you make, if any, to better prepare our Writing and Linguistic students for the job market (additional coursework, specific skill development, etc.)?