Midterm Internship Assessment

Name of Intern: ________________________________________________

Name of Supervisor: _______________________ phone: ____________

Company: ___________________________________________________

Start Date of Internship: _____________

End Date of Internship: ______________

Total number of hours to 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. Is the intern showing a weakness in any particular skill set? **Yes/No**
   If yes, which area(s)?

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

4. 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: