

CENTRAL CONNECTICUT STATE UNIVERSITY
DEPARTMENT OF COMMUNICATION

INTERN EVALUATION REPORT

Company Name

Internship Supervisor

Company Street Address

Internship Supervisor Title

City ST Zip

Intern's Name

Hours Intern Worked per Week

Total Hours Worked

Please rate the components below based on the following:

Outstanding Good Satisfactory Unsatisfactory

		Outstanding	Good	Satisfactory	Unsatisfactory
KNOWLEDGE OF JOB	Student possessed a clear understanding of the job, why it must be done accurately and how it was to be done.				
DEPENDABILITY	Conscientious. Consistency of performance. Reliable. Trustworthy. Ability to work under stress. Punctual.				
JUDGMENT	Ability to garner facts and arrive at a sound conclusion. Ability to make decisions.				
INITIATIVE	Earnestness in seeking increased responsibilities. Self-starter. Able to work alone.				
COOPERATION	Ability and willingness to work with associates and supervisors.				
QUALITY OF WORK	Accurate, thorough, neat. Acceptable work.				
QUANTITY OF WORK	Volume of work acceptable under normal conditions.				
PERSONAL QUALITIES	Personable, Sociable. Good personal grooming. Possesses leadership skills, integrity and tact.				

The Department of Communication would greatly appreciate written comments regarding the Intern's performance. Comments may be attached to this form. Please fax this form and any attachments to 860-832-2702 prior to the close of the semester. Or, if you prefer, it may be mailed to: Director of Interns, Dept of Communication-VAC 317, CCSU, 1615 Stanley Street; New Britain, CT 06050.

Reviewer's Signature

Date

Thank you for participating in our Internship Program! We appreciate the time and effort that you invest in our students and in their future.