

Advertising Internship Evaluation Form Harding University

One of our students, _____, has been participating in the Harding University internship program at your facility this semester. In order to give this student credit for the course, we need your evaluation. Please give a candid assessment concerning this student.

Has this student successfully completed at least 240 hours with this internship? Yes No

1. Please indicate the readiness of this student for success in an entry-level position compared to other interns you have supervised.

Not Ready								Well prepared		
1	2	3	4	5	6	7	8	9	10	

2. Please indicate in the areas given below the preparedness of this student as compared to other interns you have supervised.

	Less prepared			Equally prepared				Better prepared			
Work ethic/attitude	1	2	3	4	5	6	7	8	9	10	N/A
Creativity	1	2	3	4	5	6	7	8	9	10	N/A
Computer Skills	1	2	3	4	5	6	7	8	9	10	N/A
Communication skills	1	2	3	4	5	6	7	8	9	10	N/A

3. In your own words, please evaluate this student's performance, including strengths and weaknesses.

4. Please suggest a grade for this student's internship. A B C D F

Signature of Supervisor

Date

Company	Address	Phone	Email
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Please return this form to:	Harding University Department of Communication Box 10765 Searcy, AR 72149	or, FAX to: (501) 279-4065
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Thanks so much for your willingness to use our students in internship positions.