

Public Relations 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 the preparedness of this student in each area below as compared to other interns you have supervised.

	Less prepared			Equally prepared				Better prepared			
Communication Skills	1	2	3	4	5	6	7	8	9	10	N/A
Writing/Press release	1	2	3	4	5	6	7	8	9	10	N/A
Event Planning	1	2	3	4	5	6	7	8	9	10	N/A
Attitude /Work Ethic	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

Thanks so much for your willingness to use our students in internship positions.