Journalism
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.

<table>
<thead>
<tr>
<th>Not Ready</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>Well Prepared</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Less prepared</th>
<th>Equally prepared</th>
<th>Better prepared</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Ethic/Attitude</td>
<td>1  2  3</td>
<td>4  5  6  7</td>
<td>8  9  10</td>
<td>N/A</td>
</tr>
<tr>
<td>Writing/Editing Proficiency</td>
<td>1  2  3</td>
<td>4  5  6  7</td>
<td>8  9  10</td>
<td>N/A</td>
</tr>
<tr>
<td>News Judgment</td>
<td>1  2  3</td>
<td>4  5  6  7</td>
<td>8  9  10</td>
<td>N/A</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>1  2  3</td>
<td>4  5  6  7</td>
<td>8  9  10</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

Please return this form to: Harding University
                          Department of Communication
                          Box 10765
                          Searcy, AR 72149
                          or FAX to: (501) 279-4065
                          or email to: communication@harding.edu

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