School of the Arts, English and Media
INTERNSHIP EVALUATION FORM

Name of Intern: _________________________________________________________________

Note: Please express your professional opinion of the intern as an employee by placing a tick at some point on the five-point scale. Constructive criticisms and suggestions for further improvements are welcomed.

Personal relationships:
Harmonious, amicable                                                      Antagonising

Ability to learn on the job:
Quick to learn       Slow to learn

Initiative and maturity:
Works on own, finds things to do           Shirks responsibility

Ability to work independently:
Self -reliant, resourceful               Needs constant supervision

Preparation for journalistic work:
Well prepared                                Poorly prepared

Ability to communicate:
Excellent writing / verbal skills           Poor communicator

Work attitude:
Enthusiastic, industrious            Indifferent

Reliability:
Very reliable, accurate                  Unreliable, careless

News judgement:
Well-trained and incisive                        Vague and unsure

Quality of work:  

Well-trained and incisive                        Vague and unsure

Ability to meet deadlines:  

Excellent | | Poor

Intern’s Attendance:  

( ) Satisfactory ( ) Unsatisfactory

Punctuality:  

( ) Satisfactory ( ) Unsatisfactory

Comments:

Other Remarks: Please describe the qualifications and abilities of the intern which have been covered in the previous scale

What are the intern’s strong points?

Which abilities and/or characteristics need improvement?

Type of work for which the intern is best qualified:

Additional comments:

Overall rating:

Excellent | Very Good | Average | Marginal | Poor

This report has / has not been discussed with the intern (please circle one).

Supervisor Name: ____________________________ Title or Position: ________________________

Organisation: ________________________________________________________________________

Signature: ____________________________ Date: ____________________________
After completion of this evaluation, please send to:

Journalism Program Convenor
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University of Wollongong
WOLLONGONG NSW 2522