Final Internship Assessment

Name of Intern: _______________________________________________

Name of Supervisor: ___________________________ phone:____________

Company: ___________________________________________________

Start Date of Internship: _____________

End Date of Internship: ______________

Total number of hours: ______________

Intern Assessment
1. Please check (or select and boldface) the skills the intern developed and/or practiced over the course of the internship.

☐ Developing community relations, consumer relations, and/or employee relations
☐ Problem solving and negotiating
☐ Writing informative and persuasive documents
☐ Writing news or feature articles
☐ News reporting
☐ Conducting interviews
☐ Working on a deadline
☐ Editing and/or copyediting
☐ Writing business communications (memos, letters, emails for internal or external use)
☐ Employing document design principles
☐ Managing a team
☐ Managing a project
☐ Analyzing and understanding an employer’s corporate culture
☐ Writing press releases/persuasive marketing pieces
☐ Producing oral business communications (phone calls, client meetings, press conferences)
☐ Operating audio or video equipment, including cameras, microphones, sound boards, and teleprompters
☐ Composing computer graphics for on-air release
☐ Directing video production
☐ Writing scripts for video production
☐ Learning and employing a house style and/or technical vocabulary associated with a specific field
☐ Producing or updating a website
☐ Other: _______________________


2. In which area(s) did the intern show particular strength?

3. In which area(s), if any, did the intern show a weakness or a need for further training?

4. Please place a number from 1 to 5 next to the following statements, with 1 being “strongly disagree” and 5 being “strongly agree.”

**Professionalism**

______ The intern displayed professional conduct.

______ The intern dressed appropriately for the job.

______ The intern was never late for work and did not leave early.

______ The intern completed the number of hours agreed upon for this internship.

*Comments:*

**Work Ethic/Quality**

______ The intern was receptive to criticism

______ The intern’s work improved over the course of the internship.

______ The intern needed too much direction.

______ The intern was a self-starter.
The intern showed an ability to problem solve and make good decisions.
The intern could move on to new tasks with little coaching.

Comments:

Teamwork
The intern helped support a positive working climate.
The intern showed the ability to contribute constructively during discussions on team projects.
The intern constructively managed conflict when working on a team.

Comments:

Internship Program Assessment

1. How many total Armstrong State University (ASU) student interns have you supervised? _______

2. How many total interns have you supervised (including non-ASU students)? _______

3. What recommendations do you have for ASU’s Internship Program? (Internship Agreement, midterm assessment, final assessment, other)
4. Based on your experience with Armstrong interns, what suggestions would you make, if any, to better prepare Armstrong Atlantic's Professional Communication students for the job market (additional coursework, specific skill development, etc.)?