Midterm Internship Assessment

Name of Intern: _______________________________________________
Name of Supervisor: ___________________________ phone:____________
Company: ___________________________________________________
Start Date of Internship: _____________
End Date of Internship: ______________
Total number of hours to date: ______________

1. Please check the skills the intern is developing and/or practicing 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. Is the intern showing a weakness in any particular skill set? **Yes/No**  
   If yes, which area(s)?

3. Have you given the intern feedback on his or her performance? **Yes/No**  
   If no, do you plan to do so?

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 has displayed professional conduct.
   ______ The intern has dressed appropriately for the job.
   ______ The intern has never been late for work and has not left early.
   ______ The intern is working the scheduled number of hours per week as defined by the Internship Agreement.

*Comments:*

**Work Ethic/Quality**

   ______ The intern is receptive to criticism.
   ______ The intern’s work is improving over the course of the internship.
   ______ The intern needs too much direction.
   ______ The intern is a self-starter.
   ______ The intern shows an ability to problem solve and make good decisions.
   ______ The intern can move on to new tasks with little coaching.

*Comments:*
Teamwork

______ The intern helps support a positive working climate.

______ The intern shows the ability to contribute constructively during discussions on team projects.

______ The intern constructively manages conflict when working on a team.

Comments: