**University of Illinois at Urbana-Champaign**

**College of Media: 495 - Internship Course**

**Supervisor Mid-Evaluation**

[To be completed by the site supervisor (must be a professional employee)]

Please rate the student who is completing an internship in your area based on their skills and performance thus far. A meeting with the student for a mid-internship evaluation prior to returning this evaluation to the course instructor is recommended. Include any comments that will assist the course instructor in assigning a satisfactory/unsatisfactory completion.

Student’s Name: Date:

Employer: Department:

Rating Scale:

**1** = completely failed to meet expectations; **2** = minimally adequate but less than expected

**3** = met expectations in a satisfactory manner; **4** = exceeded expectations; **5** = exceptional performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Oral Presentation:** Effectively communicates verbally in a concise, articulate and professional manner. Public speaking skills are apparent and expresses ideas to others well. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Difficult to understand  -Poor grammar  -Uses inappropriate or unprofessional language  -Frequent use of “filler” words (uh, um, like) |  | -Speaks clearly, concisely and professionally  -Uses appropriate grammar  -Easy to understand |  | -Well articulated  -Shows appropriate emotion and expression  -Uses gestures appropriately to convey information |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Written Communication:** Effectively communicates in writing in a concise and professional manner. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Written work is difficult to understand  -Poor grammar and sentence structure  -Uses inappropriate or unprofessional language |  | -Writes in concise and professional language  -Writing is easy to understand  -Usually uses proper grammar and sentence structure |  | -Tailors written language and style to different audiences  -Well articulated  -Always uses proper grammar and sentence structure |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Digital Technology:** Able to successfully use and adapt to digital technology as necessary to advance content, solve problems, complete tasks, and accomplish goals. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Unable to adapt to digital technology  -Demonstrates minimal or no use of digital knowledge to advance content, solve problems, complete tasks, and accomplish goals |  | -Understands most of the necessary digital processes and technology  -Somewhat effective use of digital knowledge to advance content, solve problems, complete tasks, and accomplish goals |  | -Understands and adapts quickly to new technology  -Consistently demonstrates effective use of digital knowledge to advance content, solve problems, complete tasks, and accomplish goals |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initiative/Self-starter:** Takes initiative to complete tasks and seeks opportunities to learn without direction of others. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Needs to be told what to do  -Does not seek new tasks when all others are completed  -Requires frequent reminders to complete tasks |  | -Seeks new tasks when all others are complete  -Does not require supervision to complete tasks  -Completes daily activities without assistance |  | -Begins new projects or tasks without being told  -Fills downtime with work-related activities  -Displays enthusiasm |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interpersonal:** Appropriately interacts with others. Values, respects, and learns from diverse cultures. Interacts respectfully with people and understands individual and group differences. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Rude  -Treats others poorly  -Does not listen to others  -Does not allow others to speak or frequently interrupts them |  | -Treats others with respect  -Polite, even when opinions differ  -Maintains composure during disagreements  -Actively listens to others when they speak |  | -Goes out of way to value individual opinions  -Expresses sincere interest in others |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teamwork and Leadership:** Works well with others in order to complete projects and meet objectives. Uses strengths and skills of others to achieve group goals as a leader. Uses interpersonal skills to coach and develop others, and uses empathy to guide, motivate, organize, prioritize, and delegate work when necessary. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Causes disruption in group work  -Disturbs cohesiveness of groups  -Does not actively participate in team activities |  | -Works well with others  -Cooperates  -Accepts assigned tasks  -Contributes to team decisions and discussions  -Willing to compromise |  | -Facilitates group effectiveness  -Voluntarily takes leadership role  -Volunteers for tasks when no one else does |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Critical Thinking and Problem Solving:** Identifies problems and generates/evaluates solutions to problems. Uses reasoning to analyze issues, make decisions, and overcome problems. Effectively uses critical thinking to demonstrate originality and inventiveness when solving problems by obtaining and interpreting knowledge, facts, and data. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Does not learn from previous mistakes  -Frequently overwhelmed by problems  -Suggests inappropriate or impractical solutions |  | -Accurately identifies nature of problem  -Develops viable solutions to problems  -Gathers input from others when evaluating solutions |  | -Generates novel solutions to problems  -Evaluates alternative solutions, including practicality  -Executes solutions  -Anticipates future problems |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planning and Organization:** Organizes and prioritizes tasks and materials in order to manage projects, complete tasks and locate information easily. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Does not prioritize tasks  -Procrastinates  -Cannot locate information or materials  -Unorganized |  | -Orderly  -Sets goals and deadlines  -Divides large tasks and projects into manageable components  -Prioritizes tasks |  | -Adapts schedule to unanticipated events or changes  -Distributes tasks effectively  -Arranges material systematically |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibility and Reliability:** Demonstrates a consistent level of self-discipline, organization, and dependability. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| -Consistently late  -Misses meetings or appointments  -Misplaces/loses work material  -Does not complete tasks on time |  | -Punctual  -Able to locate work related materials  -Meets deadlines  -Completed work may need revisions |  | -Early to work and other appointments  -Completes assignments before deadlines  -Work is consistently of superior quality |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Career Management:** Demonstrates knowledge of the field from coursework and the utilization of knowledge in practice, has the ability to progress towards goals, and overall confidence and sense of personal ability. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| Comments: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance and Skill Review:** Please comment on how well you feel the student is meeting the goals contracted with you prior to the start of the internship, as well as their professional growth thus far. | | | | |
| **1** | **2** | **3** | **4** | **5** |
| Comments: | | | | |

|  |
| --- |
| **Strengths:** Please comment on any specific area(s) of strength. |
| Comments: |

|  |
| --- |
| **Area(s) of Improvement:** Please comment on any suggested area(s) of improvement. |
| Comments: |

Recommended Completion (at this point): **Satisfactory** **Unsatisfactory**

Site Supervisor’s Signature  Date: 

Student Intern’s Signature  Date: 

Return completed evaluation form to:

Internship Course Instructor

Media Career Services

College of Media

University of Illinois at Urbana-Champaign

18 Gregory Hall, MC-477

810 S. Wright Street

Urbana, IL 61801

Or

Media-careerservices@illinois.edu