



COLLEGE OF COMMUNICATION
INTERNSHIP FINAL EVALUATION BY ON-SITE SUPERVISOR

To the on-site Internship Supervisor: Please fill out these forms. The evaluation is confidential and will **not** be placed in the student's official file.

Date: _____

Student: _____

Supervisor: _____

Supervisor Phone: _____ Email: _____

Company: _____

Company Address: _____

Please comment on your intern's performance in the following areas:

Communication Skills (writing, speaking, listening):

Knowledge of Technology:

Personal Traits (ability to get along with others, flexibility, etc.):

Professional Traits (punctuality, absences, ability to meet deadlines, etc.):

Professional Preparation (appropriate professional skills or knowledge):

How would you rate the student's overall performance in the internship?

Excellent Good Satisfactory Poor

Please elaborate:

Additional Comments:

On-Site Supervisor's General Evaluation of Hosting a Rowan Intern

This part of the document will be removed from the individual student information and assists us in determining whether Rowan College of Communication interns would be useful to you in future semesters.

Organization: _____

Intern Supervisor Name _____

1. Briefly describe the type of work for which your intern was responsible.

2. Briefly discuss the training you provided to this intern.

3. What is your overall evaluation of having a Rowan communication student as an intern?

Not Useful 1 2 3 4 5 6 7 **Very Useful**

4. Rate your interest in having another Rowan communication student as an intern.

Not Interested 1 2 3 4 5 6 7 **Very Interested**

Agree Neutral Disagree

5. I believe this experience was useful to my organization.

6. I believe this experience was useful to the intern.

7. I found it easy to create appropriate tasks for this intern.

8. I found the end-of-term intern assessment appropriate.

9. If you were to have a Rowan communication intern in the future, what specific skills/knowledge should he/she possess prior to the internship experience?

10. Would you recommend Rowan communication interns to other organizations? Why or why not?

*Thank you for your assistance. We hope this internship experience has been a positive one for you and our student. As soon as possible, **after** the internship has been completed, please return these forms in the enclosed envelope to*

Prof. Janice Rowan, Internship Contact, Hawthorn Hall, Rowan University, 201 Mullica Hill Rd., Glassboro, NJ 08028, Phone: 856-256-4096, FAX: 856-256-xxxx

If you would like to offer additional internships to Rowan University students, please contact Janice Rowan.