REV. 11-21-24

University of Arizona

SUPERVISOR INTERNSHIP EVALUATION FORM

This form, **to be completed by the intern's on-site supervisor**, is meant to provide constructive feedback to the student and internship coordinator about the student's relative strengths and weaknesses as demonstrated in the internship.

Student Name: _____ **Semester(s) of Internship:** _____

Sponsoring Organization: _____ **Organization Supervisor:** _____

The supervisor should evaluate the intern as objectively as possible by circling the number in each range (Excellent = 5; Poor = 1) that best describes the intern's performance for that characteristic. If the quality in question is irrelevant to the work the student has been performing, please circle "N/A" (not applicable).

Attitude	Excellent	5	4	3	2	1	Poor	N/A
Dependability	Excellent	5	4	3	2	1	Poor	N/A
Ability to Learn	Excellent	5	4	3	2	1	Poor	N/A
Skills and Accuracy in Work	Excellent	5	4	3	2	1	Poor	N/A
Quantity of Work	Excellent	5	4	3	2	1	Poor	N/A
Quality of Work	Excellent	5	4	3	2	1	Poor	N/A
Relations with Others	Excellent	5	4	3	2	1	Poor	N/A
Initiative	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills – Written	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills – Oral	Excellent	5	4	3	2	1	Poor	N/A
Organizational Skills	Excellent	5	4	3	2	1	Poor	N/A
Attendance	Excellent	5	4	3	2	1	Poor	N/A
Punctuality	Excellent	5	4	3	2	1	Poor	N/A
Flexibility	Excellent	5	4	3	2	1	Poor	N/A
Observance of Rules, Policies and Procedures	Excellent	5	4	3	2	1	Poor	N/A
Leadership	Excellent	5	4	3	2	1	Poor	N/A
Creativity	Excellent	5	4	3	2	1	Poor	N/A
Math	Excellent	5	4	3	2	1	Poor	N/A
Tolerance	Excellent	5	4	3	2	1	Poor	N/A
Technology*	Excellent	5	4	3	2	1	Poor	N/A
Responsiveness to Criticism	Excellent	5	4	3	2	1	Poor	N/A

Other Skills Unique to Position (please list below and rank excellent to poor)								
1.	Excellent	5	4	3	2	1	Poor	N/A
2.	Excellent	5	4	3	2	1	Poor	N/A
3.	Excellent	5	4	3	2	1	Poor	N/A

***In regard to technology, please list here any specific notes related to particular programs used at your media outlet (Adobe, Edius, etc.) and any clarification in regard to the score for "Technology" above.**

_____

_____

What are the student's outstanding STRENGTHS?

_____

_____

In what areas does the student need IMPROVEMENT?

_____

_____

How often did you provide feedback to the intern about his/her work?

Weekly_____ Monthly_____ 1-2 times_____ Never _____

Verification that student has worked a minimum of _____ hours per week for _____ weeks at this internship.

Has this report been discussed with the intern? Yes_____ No _____

General comments:

_____

_____

Supervisor's name and phone number (please print): _____

_____ _____

Organization Supervisor's Signature Date

_____ _____

Student's Signature (if jointly completed) Date

Please complete and return this form to the School of Journalism Internship Coordinator via email at journal@arizona.edu or FAX to 520.621-7557 or by mail to: PO Box 210158B, Tucson, AZ 85721-0158.

OUTCOMES EVALUATION:

Here is a list of outcomes that the School of Journalism sets for students. Please think about your intern's experience this past semester and whether any of these outcomes were enhanced by the student's experience at the internship.

Please note: 1 = not enhanced, and 5 = enhanced greatly. Choose N/A if not applicable.

Role of the press: The student will be able to describe the role of the press in a democracy, as well as the historical and contemporary relationships among the press, the public and the government. The student also will be able to articulate the relevance of journalism to individuals, institutions and society.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Independence: The student will apply the principles of freedom of speech and the press, and explain how these principles include the rights to monitor and criticize those in power, as well as to dissent.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Law: The student will recognize the legal frameworks in which the rights and responsibilities of the press have evolved in the United States and countries around the world and will be able to cite national constitutions, case law, statutes, policies, and international laws, as well as the social, political, and cultural contexts of those frameworks.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Ethics: The student will apply ethical principles in work, whether professional or academic, and work ethically in pursuit of truth, accuracy, fairness, and diversity. The student will describe the philosophical foundations of ethical decision-making.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Critical thinking: The student will recognize and describe the ways in which political, economic, cultural, and social factors influence, and are influenced by, the information that the news media present. The student will demonstrate creativity and independence in reporting and writing.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Diversity: The student will demonstrate an ability to work as a journalist serving diverse, communities in a global society, including the complexities of gender, race, ethnicity, sexual orientation, socio-economic status, and other forms of diversity. The student will demonstrate an understanding of the digital divide at home and globally.

Not enhanced Enhanced greatly

1 2 3 4 5 N/A

Theory: The student will be able to describe fundamental communications theories as they relate to the use and presentation of information and images.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Numeracy: The student will be able to perform basic mathematical computations, evaluate statistical data, including public opinion polls, and detect innumeracy in the work of others.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Research: The student will effectively gather and critically evaluate information through interviews, observation, public records, and other methods central to journalism.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Writing: The student will show that he or she writes correctly and clearly with attention to style, spelling and grammar, as well as clarity, accuracy and fairness.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A

Technology: The student will demonstrate knowledge of software for video, photographic, and online storytelling, as well as other technologies used by the profession. The student will be able to describe the relationship among journalism, information technology, and society, and the ways in which technological developments affect the content and dissemination of news.

Not Enhanced Enhanced greatly

1 2 3 4 5 N/A