

# INTERNSHIP FINAL EVALUATION

www.buffalostate.edu/communication  
(716) 878-6008 – Bishop 210 – Buffalo State College (SUNY) – 1300 Elmwood Av – Buffalo NY 14222-1095

*To the Professional Supervisor: As our intern reaches the mid-point of this semester or term, it is time for you to complete the following evaluation. This is the same form you will use at the end of the semester for your grade recommendation. It is our expectation that you will discuss this evaluation with our intern. Please complete this form and submit it online to the Internship Academic Supervisor, with an e-mail copy noted to the intern.*

**Evaluate this intern’s performance & abilities**

(1=poor, 4=excellent)

- Initiative
- Maturity
- Dependability
- Creativity
- Promptness
- Professional appearance
- Professional demeanor & attitude
- Competence in speaking skills
- Competence in writing to professional standards
- Ability to work with others
- Ability to learn
- Positive response to constructive criticism
- Ability to research & analyze information
- Ability to analyze & solve problems
- Accuracy of work produced
- Shows interest in the profession
- Shows promise of success in the profession
- Shows basic expected entry-level skills
- Shows awareness of professional ethics
- Shows awareness of technology in this field

**Grade Recommendation**

**Student Intern**

**Supervisor**

**What are the intern’s most significant strengths?**

**How might the intern improve his/her competence?**

**Hypothetically, if you had a entry-level opening, would you consider hiring this intern?**

*As an educational partner with Buffalo State in working with our Communication interns, your observations are important to us. In this section, please help us by critiquing our academic program at Buffalo State, as you have seen it through this intern or other interns you may have had in the past.*

How many interns from Buffalo State have you supervised or worked with?

How many interns from other colleges have you supervised or worked with?

*Please rate the level of professional preparation you have observed in our interns, using a scale of 1=poorly prepared to 4=well prepared.*

In general, how well prepared do you find Buffalo State students to enter your professional field?

How prepared are Buffalo State students in **basic principles & skills** in your professional field?

How prepared are Buffalo State students in **ethical issues** in your field?

How prepared are Buffalo State students in **technological aspects** important to your field?

How prepared are Buffalo State students in **management and leadership issues** to your field?

Additional comments concerning the preparation of student interns.