

# INTERNSHIP MID-TERM EVALUATION

www.buffalostate.edu/communication  
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*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 the 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

## Student Intern

### Supervisor

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

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