

 <p>San José State UNIVERSITY</p>	<p>Internship Directors: Kimb Massey Phone: (408)-924-4571 Email: massey@sjsu.edu Scott Sublett Phone: (408)-924-4572 cinemaprofessor@cs.com Television, Radio, Film, Theatre Department San José State University San José, California 95192-0098</p>	
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INTERNSHIP EVALUATION

This form may be used for the evaluation of your intern. However, the form itself is not a requirement so please feel free to provide your own written evaluation (in letter form, for example).
 Please consult your intern for the evaluation deadline. Thank you.

Name of Intern: _____
Organization or Firm: _____
Site Supervisor/Evaluator:(print clearly) _____
Site Supervisor's signature: _____
Phone #1: () - _____ Phone #2: () - _____

Indicate on the scale below your evaluation of your intern during his/her semester with your firm.

CHARACTERISTIC	Superior	Good	Average	Below Average	Do Not Know
Promptness Comments:					
Resourcefulness Comments:					
Maturity Comments:					
Interest in Job Comments:					
Ability to Learn Comments:					
Ability to Communicate Comments:					
Ability to Organize Comments:					
Ability to Work With Others Comments:					
Ability to Work Independently Comments:					
Ability to Work Under Deadline Pressure Comments:					
Ability to Contribute to the Organization Comments:					
Understanding of Organizational Procedures Comments:					
Acceptance and Constructive Use of Criticism Comments:					
Promise of Success in the Profession Comments:					

1. Did the intern submit a final report to you? _____ Yes _____ No

2. What do you consider the intern's most significant strengths? _____

3. How could the intern improve? _____

4. What letter grade do you feel this intern should receive for their work?

A _____ B _____ C _____ D _____

5. Do you have any suggestions for the improvement of the internship program?

6. Any other questions or comments? _____

Thank you again for your participation with San Jose State's Radio-Television-Film-Theatre internship program. We really appreciate the opportunity to work with you.

Please return to:
TRFT Internship Directors
Television, Radio, Film and Theatre Department San Jose State University
San Jose, CA 95192-0098