

Department of Communication Internship Program  
233 Stillwell  
Western Carolina University  
Cullowhee, NC 28723

EMPLOYER FINAL APPRAISAL

Name of Intern Student: \_\_\_\_\_

Intern Employer: \_\_\_\_\_

PURPOSE:

The Internship program at Western Carolina University extends the student's education beyond the classroom by providing a structured sequence of progressively more challenging experiences with senior members of the communication profession. The professional who supervises the student during his/her internship has the responsibility of identifying and reporting to the student and the faculty adviser the student's performance level, limitations, potential and developmental needs. The employer thus cooperates with the faculty adviser

## PERFORMANCE RECORD

Profile Values: 1 = Outstanding  
2 = Very Satisfactory  
3 = Satisfactory  
4 = Barely Satisfactory  
5 = Unsatisfactory

CATEGORY	PROFILE VALUE	COMMENTS, EXAMPLES, OBSERVATIONS
1. Volume of work produced		
2. Quality of work produced		
3. Analytical ability		
4. Sensitivity to problems, ability to resolve		
5. Accuracy and thoroughness		
6. Ability to work under pressure		
7. Effectiveness in oral communication		
8. Effectiveness in written communication		
9. Original and creative thinking		
10. Ability to learn		
11. Other (Please specify)		

# WORK HABITS

Check column that best describes the student's individual work habits. Please evaluate each characteristic individually.

ATTENDANCE:  Regular  
 Irregular

PUNCTUALITY:  Regular  
 Irregular

CATEGORY	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	COMMENTS, EXAMPLES, AND/OR OBSERVATIONS
1. Effective in preparing & organizing his/her work				
2. Takes the initiative, a self-starter				
3. Has a neat & organized workspace				



# PROFESSIONAL DEVELOPMENT

What are your perceptions of this student's strengths?

What are your perceptions of this student's weaknesses?

What are your perceptions of the student's understanding of ethical standards and decision-making in professional settings?

What are your perceptions of the student's ability to communicate appropriately and effectively with diverse people, contexts, situations and cultures?

Regarding professional growth & development, is this student making satisfactory progress at this stage? What suggestions do you offer?

Did the student develop materials good enough to be included in a professional portfolio? Please add comments below.

Yes

No