

# English 294: Internship in English

## Internship Provider's Evaluation of Intern

**Instructions:** Please use both sides of this form to evaluate the intern in terms of his or her performance on the job. Your assessment will constitute a major factor in determining the student's grade for the internship.

**To use this form as a fillable PDF, please open the form in Adobe Acrobat (not your web browser) and save it to your computer**

Please return your final evaluation to:

Dr. Mollie Godfrey, Keezell 207  
Department of English, MSC 1801  
James Madison University  
Harrisonburg, Virginia 22807  
[godfrema@jmu.edu](mailto:godfrema@jmu.edu)

Intern's name:			
Evaluator's name:		Title:	
Evaluator's email:		Phone:	
Name of organization:			

Please check the box that best describes the student's general performance:

	Excellent	Good	Fair	Poor	Unable to Determine
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing and speaking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and ability to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-sufficient, independent worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to complete tasks on schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude and effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of growth/improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produced sufficient quantity of quality work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Overall Performance:

Based on the above, please rate the intern's overall performance:

Excellent  Good  Fair  Poor  Unable to Determine

Briefly describe the major tasks that the student was required to perform:

What particular strengths did the student have?

Are there work habits, communication skills, or job skills that you believe the student needs to develop more fully?

Do you permit the Director of Internships to share this evaluation with the student? \_\_\_\_\_

Would you be willing to sponsor another intern in the future? \_\_\_\_\_

\_\_\_\_\_  
Please print name of evaluator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date