

**University of Portland, Department of Communication Studies  
Academic Internship Performance appraisal Form**

Student's Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employing Organization: \_\_\_\_\_  
Semester/Year: \_\_\_\_\_ Dates of Work Experience: \_\_\_\_\_

Permission to share this evaluation with the intern (circle one): Yes    No

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**Evaluation Criteria**

**Exceptional:** A standard of performance that could not be improved upon under any circumstances or conditions known to the supervisor

**More Than Satisfactory:** A standard of performance that leaves little of consequence to be desired.

**Satisfactory:** A standard of performance meeting all normal requirements of the position.

**Less Than Satisfactory:** A standard of performance below the normal requirements of the position, but one that may be regarded as marginally acceptable.

**Unsatisfactory:** A standard of performance regarded as unacceptable for the position.

**Does Not Apply (DNA):** This criterion is not relevant to the intern's performance.

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**Quality of Written Communication:** Quality of information gathering, degree to which professional writing was tailored appropriately to different audiences and situations, quality of writing (punctuation, form, style, etc.), extent to which the intern's work responded to constructive criticism from editors.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA  
**Explanation/Examples**

**Quality of Oral Communication:** Degree of clarity in speaking and listening, communication adapted appropriately for different situations, personally responsive to others and to task requirements, honors appropriate norms of interaction.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA  
**Explanation/Examples:**

**Analytical Skills:** Ability to think through a problem, gather appropriate data, and evaluate data, considering relevant direct and indirect factors.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA  
**Explanation/Examples:**

**Decisiveness:** Ability to determine a definite course of action and carry out a decision.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA  
**Explanation/Examples:**

**Reliability and Productivity:** Degree of regularity in coming to work on time, degree of carefulness with which the intern observes the work schedule. Application to the task at hand and resultant effectiveness, timeliness of work performed.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA

**Explanation/Examples:**

**Cooperation:** Ability to work harmoniously with others in the work unit toward accomplishment of common objectives.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA

**Explanation/Examples:**

**Initiative, Innovation, and Creativity:** Energy and aptitude to originate or initiate action, to think and act without being urged, ability to formulate new ideas and methods, utilizing facts and past experiences, and to project future possibilities.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA

**Explanation/Examples:**

**Ability and Willingness to learn:** Able to adopt new ideas, willing to try again and persevere when barriers are encountered.

Exceptional/  More Than Satisfactory/  Satisfactory/  Less Than Satisfactory/  Unsatisfactory/  DNA

**Explanation/Examples:**

**Please add any additional comments about the intern's performance:**

\_\_\_\_\_  
**Supervisor's Name**

\_\_\_\_\_  
**Supervisor's Position**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**