



Internship Midterm Evaluation

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.

Please evaluate the intern's performance and abilities:

Professional Supervisor _____

Student Intern _____

PERSONAL QUALITIES

| | | | | | |
|-------------------------|-----------------------------|---|---|---|---------------------|
| | Unsuitable | | | | Neat |
| Appearance | 1 | 2 | 3 | 4 | 5 |
| | Awkward/Timid | | | | Poised/Confident |
| Maturity | 1 | 2 | 3 | 4 | 5 |
| | Uninterested | | | | Enthusiastic |
| Attitude | 1 | 2 | 3 | 4 | 5 |
| | Uncooperative | | | | Cooperative |
| Cooperation | 1 | 2 | 3 | 4 | 5 |
| | Difficulty working w/others | | | | Works well w/others |
| Interpersonal Relations | 1 | 2 | 3 | 4 | 5 |

WORK HABITS

| | | | | | |
|--------------|--------------|---|---|---|-----------|
| | Disorganized | | | | Organized |
| Organization | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|------------------|---------------|---|---|---|----------------|
| | Slow to learn | | | | Learns quickly |
| Ability to Learn | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|------------|------------------|---|---|---|--------------------|
| | Needs monitoring | | | | Able to work alone |
| Initiative | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|----------|------|---|---|---|-----------|
| | Poor | | | | Excellent |
| Judgment | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|----------------|------------|---|---|---|------------|
| | Neglectful | | | | Dependable |
| Responsibility | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|------------|-----------|---|---|---|---------|
| | Irregular | | | | Regular |
| Attendance | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|-------------|-------|---|---|---|---------|
| | Tardy | | | | On time |
| Punctuality | 1 | 2 | 3 | 4 | 5 |

WORK PERFORMANCE

| | | | | | |
|------------------|------------|---|---|---|-------------|
| | Low output | | | | High output |
| Quantity of Work | 1 | 2 | 3 | 4 | 5 |

| | | | | | |
|-----------------|------|---|---|---|-----------|
| | Poor | | | | Excellent |
| Quality of Work | 1 | 2 | 3 | 4 | 5 |

What do you consider to be the outstanding personal qualities/strengths of the intern?

What do you consider to be the weaknesses of the intern, and how can the student work to improve these areas?

Have there been any problems? Please explain the problems and if/how they have been resolved.

Do you have any recommendations regarding the Hilbert College DMAC Internship Program?

Please return this form using one of the two methods:

**Christopher Gallant
Internship Coordinator
Digital Media and Communication
Hilbert College
5200 South Park Avenue
Hamburg, NY 14075**

-OR-

cgallant@hilbert.edu

Thank you for participating in the evaluation of this Hilbert College student intern. You may share your feedback with the student.