

# Midservice Evaluation by Internship Provider

## Academic Internships —Brigham Young University

Student's name \_\_\_\_\_

Name of employing firm or organization \_\_\_\_\_

### Directions to supervisor

This form has been designed to help interning students improve their performance. **Please use this opportunity to confer with the student and to review his or her progress.** The evaluation should be mailed to the editing internship coordinator (listed on the back of this form) at the midpoint of the student's internship (which may or may not coincide with the middle of the semester or term the student is registered for).

Please check the appropriate spaces to indicate the student's level of performance and make comments as needed.

1. *Career-Related Learning.* How well has the student understood the role of your firm or organization and the career opportunities available there?

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Very good  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs improvement (please indicate the nature of the improvement needed)

2. *Relevant Skills.* To what degree has the student acquired and applied the skills needed to perform adequately in the assigned position?

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Very good  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs improvement (please indicate the nature of the improvement needed)

3. *Human Relations.* How well does the student accept suggestions and relate to fellow workers, the supervisor, and (where applicable) subordinates?

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Very good  
\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Needs improvement (please indicate the nature of the improvement needed)

4. *Quality of Work*

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Very good
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (please indicate the nature of the improvement needed)

5. *Quantity of Work*

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Very good
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (please indicate the nature of the improvement needed)

5. *Other Characteristics* (please check the appropriate boxes)

	Outstanding	Excellent	Satisfactory	Needs Improvement
Personal appearance				
Punctuality				
Attitude toward work				
Dependability				
Ability to learn				
Creativity				
Oral communication				
Overall performance				

Letter grade you would recommend for this student: \_\_\_\_\_ (Can include plus or minus)  
(A=Outstanding; B=Excellent; C=Satisfactory; D=Weak, but acceptable; E= Unacceptable)

Additional comments (use another sheet of paper if necessary)

\_\_\_\_\_  
Signature of Internship Supervisor

\_\_\_\_\_  
Date

Please submit to: Doris Dant, Editing Internship Coordinator  
4069 JFSB, Brigham Young University, Provo, UT 84602  
Phone: 422-4707; Fax: 422-0906;  
E-mail: drdant@gmail.com