

Internship/Practicum Performance Appraisal Department of
Journalism and Mass Communication
USF St. Petersburg

Please complete and return. YOUR INTERN WILL NOT RECEIVE COURSE CREDIT WITHOUT RETURN OF THIS FORM.

Return to Dr. Eleanor Depina, Department of Journalism and Mass Communication, 140 7th Avenue South, St. Petersburg, FL 33707
Please call 727-231-2333 with any questions.

Intern _____

Internship/practicum supervisor _____

Email _____

Phone number _____

Intern host organization _____

Supervisor: Please rate the intern using the following scale and criteria.

1. Unsatisfactory. Consistently falls short of job requirements.
2. Needs improvement. Fails to meet some job requirements and standards.
3. Meets requirements. Consistently meets job requirements and expectations of news organizations.
4. Exceeds expectations. Shows ability and attributes above the norm.
5. Outstanding. Consistently exceeds job requirements and expectations.

1. Production Skills. Produces publishable work that is appropriate for the audience of the publication/news outlet.

Rating:

Comments/examples:

2. Reporting and investigation skills. Demonstrates ability to gather information using interviewing and data collection.

Rating

Comments/examples:

3. Writing. Submits work for publication that is accurate, thoroughly reported and well written.

Rating:

Comments/examples:

4. Technical style. Displays command of spelling, grammar and AP style.

Rating:

Comments/examples:

5. Deadlines. Consistently adheres to deadlines.

Rating:

Comments/examples:

6. Productivity. Consistently produces stories or completed assignments that meet the organization's expectation.

Rating:

Comments/examples:

7. Beat/source development. Cultivates sources and shows enterprise in developing project ideas.

Rating:

Comments/examples:

8. Teamwork/communications. Works well with others and communicates effectively with editors, supervisors and colleagues.

Rating:

Comments/examples:

9. Other comments:

Supervisor's signature _____ Date: _____