

**Internship/Practicum Performance Appraisal**  
**Department of Journalism and Media Studies**  
**USF St. Petersburg**

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

Return to Dr. Tony Silvia, Department of Journalism and Media Studies, 140 7th Avenue South, St. Petersburg, FL 33701, or to [tonys@mail.usf.edu](mailto:tonys@mail.usf.edu). Please call 727-873-4047 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, balanced 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 communications effectively with editors, supervisors and colleagues.

**Rating:**

**Comments/examples:**

**9. Other comments:**

**Supervisor's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_