

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

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

Return to Dr. Mark Walters, Department of Journalism and Digital Communication, 140 7th Avenue South, St. Petersburg, FL 33701, or to mjw@usf.edu. Please call 727-873-4544 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:** _____