

Dear Internship Site Supervisor

Thank you for hosting an internship student from the Communication Department at the University of Missouri Saint Louis. We hope the experience was both beneficial to your organization and to the student. As part of the evaluation for the grade we would like you to evaluate the student's internship performance. In the space provided below (and if needed, the reverse side of paper) would you please evaluate the student's work on the internship. Feel free to comment on such things as his/her performance, dependability, knowledge of subject, leadership, initiative, enthusiasm, and cooperativeness. Do you think UMSL prepared the student properly for the internship? In addition, below are three specific questions we would like you to answer.

Thank You,

Name of intern: _____

Recommended grade: _____

Please indicate the degree to which you believe each statement is true of the intern by circling the number that most accurately reflects your overall experience with him or her.

1) The intern can deal with people effectively
Strongly Agree 10 9 8 7 6 5 4 3 2 1 Strongly Disagree

2) The intern expresses ideas clearly
Strongly Agree 10 9 8 7 6 5 4 3 2 1 Strongly Disagree

3) Overall, the intern is a competent communicator
Strongly Agree 10 9 8 7 6 5 4 3 2 1 Strongly Disagree

Your
Name: _____ Signature: _____ Date: _____

Please return to:
Clark McMillion
Communication Department
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Saint Louis, MO 63121-4499