

**FINAL TERM EVALUATION OF
AUSTIN COMMUNITY COLLEGE RTF INTERN**

Name of Intern Student _____

Location of Internship _____

Name of Intern Supervisor _____

Instructions: The immediate supervisor should evaluate the student objectively, comparing him/her with other student interns of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

Attitude/Application to Work

- Outstanding in enthusiasm
- Very interested and industrious
- Average diligence and interest
- Somewhat indifferent
- Definitely not interested

Ability to Learn

- Learns work well
- Learns work readily
- Average
- Rather slow
- Very slow to learn

Dependability

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful
- Unreliable

Initiative

- Proceeds well on own
- Some independent work
- Does all assigned work
- Hesitates
- Must be pushed often

Quality of work

- Excellent
- Very good
- Average
- Below average
- Very poor

Relations With Others

- Very well accepted
- Works well with others
- Gets along satisfactorily
- Has difficulty with others
- Works poorly with others

Maturity/Poise

- Quite poised and confident

Quantity of Work

- Unusually high output

Has good self-assurance
 Average maturity and poise
 Seldom asserts him/herself
 Timid
 Brash

More than average
 Normal amount
 Below average
 Low output, slow

Judgment

Exceptionally mature in judgment
 Above average in making decisions
 Usually makes the right decision
 Often uses poor judgment
 Consistently uses bad judgment

Attendance: Regular Irregular
Punctuality: Regular Irregular

Over-all Performance:

Outstanding
 Very Good
 Average (+)
 Average
 Average (-)
 Marginal
 Unsatisfactory

The student's technical abilities, personal qualities, and other job-related attributes are as follows.

The abilities the student should strive to improve are:

Discussion of the evaluation is encouraged.

Has the evaluation report been discussed with the student?

Yes No

Intern supervisor's signature and date:

Thank you and please return this information to:

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