Internship/Prac ticum Performance Appraisal Department of

Journalism and (M K M X E P ' S Q Q Y R M G E X M S R

USF St. Petersburg

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

Return to Dr. 1 E V O ; E P X a n W n D e f Journalism and (M K M X E P ' S Q Q Y R M G E X M S R, 140 7th Avenue South, St. Petersburg, FL 33

Q N [$ Y W J I H Y Plea873call 727ith 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 expecta tions. 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:

    Comm ents/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 about 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. Productiv ity. Consistently produces stories or completed assignments that meet the organizationÕs expectation.

Rating:

Comments/examples:

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

Rating:

Comments/exam ples:

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:_____