

Cleveland State University
School of Film & Media Arts

Spring 2020 Internship Midterm Evaluation Form

Internship Supervisor:

Please complete this evaluation form and return by: Friday March 6, 2020

Complete and return evaluation to: Valerie Temple, School of Film & Media Arts Coordinator via Email: v.temple@csuohio.edu , or U.S. Postal Service: CSU School of Film & Media Arts, 1375 Euclid Avenue, FM 615, Cleveland, Ohio 44115.

Intern's Name: _____

Company Name: _____

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Definitions of Ratings:

Please read definitions carefully.

Exceptional: Performance far exceeds normal expectations for an intern position.

Above Standard: Performance is above expected performance levels of typical intern.

Standard: Performance is consistently acceptable but did not exceed typical internship performance.

Below Standard: Performance requires additional guidance and checking, beyond that given to a typical intern.

Unsatisfactory: Performance deficiencies are clearly evident; intern needs a high degree of supervision and direction.

Thank you for taking the time to complete this evaluation form.

For questions or additional information, please contact
Frederic Lahey, Director
School of Film & Media Arts
f.lahey@csuohio.edu, 216-687-5101

Thank you for partnering with Cleveland State University's School of Film & Media Arts.

CSU School of Film & Media Arts Intern Performance Evaluation

Listed below are common characteristics important to the successful completion of an internship or employment assignment. Please select the rating which most accurately describes the intern's performance in each area. See cover page for definitions of ratings. In the **Comments** section please list any performance strengths, suggestions for improvement, or examples of performance.

Productivity (uses time wisely, completes assignments on-time, punctual attendance)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Initiative and Resourcefulness (performs tasks without being told, seeks out assistance and resources, seeks out additional tasks)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Adaptability (ability to learn quickly, able to adjust to changes in assignments)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Interpersonal Skills (relates well to others: supervisor, other employees/interns, business clients)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Communication Skills (effective in oral and written exchange of information)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Professional Appearance (Clothing and accessories appropriate for environment)

Exceptional	Above Standard	Standard	Below Standard	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Knowledge of Profession (sufficient knowledge of field to understand operations of employer)

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

Comments:

Technical Skills (proficient in use of equipment and/or computer software programs)

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

Comments:

List Intern's Job Duties and Rate Performance**Job Duty:** _____

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

Comments:

Job Duty: _____

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

Comments:

Job Duty: _____

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

Comments:

Overall Performance:

Exceptional

Above Standard

Standard

Below Standard

Unsatisfactory

List intern's greatest asset/contribution to the job:

List the area in which the intern needs to improve the most: