

TELECOPIER INFORMATION SHEET

TO: Andrea Weber

FAX #: 293-8667

FROM: Kristen Larrick

DATE: 2/26/10

MESSAGE: Jamie White's MidTerm Evaluation

Pages transmitted, including cover sheet 3

**PROFESSIONAL FIELD EXPERIENCE  
MidTerm Supervisor Evaluation Form**

West Virginia University  
Department of Communication Studies

Intern Name Jamie White Semester: Fall Spring Summer Year: 2010

Internship Site/Organization Name: West Virginia University Foundation

Supervisor Name/E-mail: Kristen Larrick

**PLEASE REVIEW THIS EVALUATION FORM WITH THE STUDENT PRIOR TO SUBMITTING IT.  
We hope you are able to use the evaluation process as an opportunity to address concerns, on both ends, to maintain a positive, mutually beneficial relationship.**

Please rate the intern in the following areas. If possible, please include comments under each point—your comments are important to the evaluation process.	Excellent	Good	Average	Below Average	Poor	Not Applicable
1. How would you rate the progress of this student so far this term? Please Explain. <i>During Jamie's short time here, she has done very well. She's been very interested in her tasks and has shown great work ethic.</i>		✓				
2. Specific knowledge and understanding:		✓				
3. Attitude towards work:		✓				
4. Ability to work with others:		✓				
5. Initiative in selecting and reaching goals: <i>Jamie has been eager to complete tasks and willing to work hard to achieve the goals.</i>		✓				
6. Overall Communication Skills:						
6a. Group Communication Skills:		✓				
6b. Written Communication Skills:		✓				
6c. Interpersonal Communication Skills:		✓				

Professional Field Experience MidTerm Evaluation 2

7. Professional manner: She has been very professional to all the employees here at the Foundation.		✓				
8. Overall performance rating: I've enjoyed working w/ Jamie + I look forward to the rest of the semester.		✓				

9. Please provide additional observations or comments that will benefit this intern's learning experience at your site.

Jamie has shown great work ethic and professionalism. I recommend that she continues these strengths beginning her career.

10. Have any particular problems been encountered during the internship? If so, please suggest how these problems may be resolved and what assistance can be provided by the intern's faculty supervisor.

I've had no problems. The only recommendation would be to further her knowledge on the Foundation and our departments so she can accomplish her job/tasks well.

Site supervisor's signature: Kristen Garrick Date: 2/26/10

Please mail or fax completed form directly to:

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