

PROFESSIONAL FIELD EXPERIENCE
Final 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/ Klarrick@wvuf.org**

PLEASE REVIEW THIS EVALUATION WITH THE INTERN 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 intern's performance since the midterm evaluation? Please explain. Jamie became more comfortable and displayed more understanding about her responsibilities and roles for the internship.		*				
2. Specific knowledge and understanding: She seems to have a better understanding on what the WVU Foundation does. In particular, she has knowledge on the Campus Campaign which is the main project she worked on.		*				
3. Attitude towards work:		*				
4. Ability to work with others: Jamie worked primarily with myself, and did work some with other colleagues. She was always very polite and willing to help anyone.	*					
5. Initiative in selecting and reaching goals:		*				
6. Overall Communication Skills:						
6a. Group Communication Skills:		*				
6b. Written Communication Skills:		*				
6c. Interpersonal Communication Skills:		*				
7. Professional manner: Jamie was always professional with me and other colleagues. She had a great attitude and was always cooperative.	*					

Professional Field Experience Final Evaluation 2

8. Overall performance rating:		*				

9. What contributions did the intern make to your organization?

Jamie contributed to the Campus Campaign initiative, which is a very vital part of our Annual Fund department, as well as the overall Foundation.

10. What skills, behavior, knowledge will help in his/her professional preparation?

I believe that Jamie got a better understanding on how to organize and plan for an event and major fundraising effort. She was a part of the communications/marketing planning as well as the event planning for the kickoff breakfast we had for WVU employees and donors.

11. How does the intern respond to constructive criticism - did you see a subsequent change in behavior?

I would say I never provided criticism, however I tried to give Jamie tips and pointers as things came about. She was always very receptive to listening to what I had to say.

12. Where does the intern still need growth?

I think Jamie displays a great work ethic for her age. I would recommend for her to continue this as she begins her new career. Being a self-starter is very important, and I suggest she shows the initiative to develop new ideas.

13. Are there any additional observations affecting the intern's evaluation?

N/A

14. Were any particular problems encountered during the internship? If so, please suggest how these problems may be avoided in a future intern placement.

N/A

15. Would you recommend this student for future employment? Why or why not?

Yes, I would recommend Jamie. She has a great personality and displays good work ethic.

Site supervisor's signature: _____ Date: _____

Thank you for your time and effort in supervising and evaluating this student. We appreciate your efforts and look forward to working with you in the future.

Please mail or fax completed form directly to:

Andrea Weber

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