PROFESSIONAL FIELD EXPERIENCE **Final Supervisor Evaluation Form**West Virginia University Department of Communication Studies

Intern Name: Megan Gallaway	Semester: Fall⊠	Spring	☐ Su	ımmer[Ye	ar:2012		
Internship Site/Organization Name: MedExpr	ress Urgent Care							
Supervisor Name/E-mail: Sarah Lewis/ slewis PLEASE REVIEW THIS EVALUATION WI able to use the evaluation process a to maintain a positive, mutually ben	ITH THE INTERN is an opportuni	prior t ty to a			_	-	-	
Please rate the intern in the following areas. include comments under each point—your coto the evaluation process.			Excellent	Poog	Average	Below Average	Poor	Not Applicable
1.How would you rate the intern's performant evaluation? Please explain. Megan continues to demonstrate MedExplain friendly" values and delivers high-quality	press' "genuine, ca							
2. Specific knowledge and understanding: Megan approaches tasks in a thoughtful, stracenects with appropriate stakeholders as no	ategic manner;							
3. Attitude towards work: Positive and upbeat.	ecucu.							
4. Ability to work with others: Interacts with other departments for variety have been terrific. Have only received praise working with.								
5. Initiative in selecting and reaching goals: Great at following through and closing the log Beginning to take the lead on driving some posterior of the second s		5.						
6a. Group Communication Skills:								
6b. Written Communication Skills:								
6c. Interpersonal Communication Ski	lls:							
7. Professional manner:								
8. Overall performance rating:								

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

Megan has helped us to build processes and a more consistent approach in several areas, including Internal Communications (departmental newsletters and sharing patient feedback with the platform) and Messaging and Media Relations planning for new Centers. She has also been a liaison with HR, building communication plans to support employee morale programs.

- 10. What skills, behavior, knowledge will help in his/her professional preparation? All of the items in her Communications Stew; approaching every task in a strategic, thoughtful manner; communicating clearly with stakeholders throughout; paying attention to details; knowing when to take a step back to look at how the task at hand affects and fits into the big picture; owning your world- be the role you are meant to be in any team you're a part of. Think she's well on her way... have seen great demonstrations from Megan in all of these things... maintaining focus on these items as she gets more experience will only help Megan to continue building herself professionally.
- 11. How does the intern respond to constructive criticism did you see a subsequent change in behavior? Has been very open to feedback; handles it professionally and incorporates into the delivery of subsequent tasks.
- 12. Where does the intern still need growth? Megan would benefit from the opportunity to manage projects- from planning through implementation- that challenge her to apply her knowledge and strategic approach, demonstrated so well on individual tasks, on a larger scale.
- 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? Absolutely. Megan has a wonderful work ethic, effective approach in completion of tasks, is willing to learn and take on new ideas and projects, and has a great foundation of knowledge and skills to build from.