

Internship/Practicum Performance Appraisal

Department of Journalism and Media Studies

USF St. Petersburg

Intern _____

Internship/practicum supervisor _____

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 organization.
- 4. Exceeds expectations.** Shows ability and attributes above the norm.
- 5. Outstanding.** Consistently exceeds job requirements and expectations.

1. **News judgment.** Produces stories that are appropriate for audience of the publication/news outlet.

Rating _____

Comments/examples:

2. **Reporting and newsgathering.** Demonstrates ability to gather news and information to develop stories.

Rating _____

Comments/examples:

3. **Writing.** Submits stories that are accurate, thoroughly reported, balanced and well written.

Rating _____

Comments/examples:

4. **News style.** Displays command of spelling, grammar and AP style.

Rating _____

Comments/examples:

5. **Deadlines.** Consistently adheres to deadlines.

Rating _____

Comments/examples:

6. **Productivity.** Consistently produces stories or completes assignments that meet the norm for the reporting/editing position.

Rating _____

Comments/examples:

7. **Beat/source development.** Cultivates news sources and shows enterprise in developing story ideas.

Rating _____

Comments/examples:

8. **Teamwork/communications.** Works well with others and communicates effectively with editors, supervisor and colleagues.

Rating _____

Comments/examples:

9. **Intern's comments:**

9. **Intern supervisor's comments:**

Intern's signature _____ **Date:** _____

Supervisor's signature _____ **Date:** _____