Internship/Practicum Performance Appraisal
Department of Journalism and Media Studies
USF St. Petersburg

Please complete and return. **YOUR INTERN WILL NOT RECEIVE COURSE CREDIT WITHOUT RETURN OF THIS FORM.**

Return to Dr. Tony Silvia, Department of Journalism and Media Studies, 140 7th Avenue South, St. Petersburg, FL 33701, or to tonys@mail.usf.edu. Please call 727-873-4047 with any questions.

Intern
________________________________________________________________

Internship/practicum supervisor
________________________________________________________________

Email
________________________________________________________________

Phone number
________________________________________________________________

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

**1. Production Skills.** Produces publishable work that is appropriate for the audience of the publication/news outlet.
   
   Rating:
   Comments/examples:

**2. Reporting and investigation skills.** Demonstrates ability to gather information using interviewing and data collection.
   
   Rating
   Comments/examples:

**3. Writing.** Submits work for publication that is accurate, thoroughly reported, balanced and well written.
   Rating:
   Comments/examples:

5. Deadlines. Consistently adheres to deadlines.
   Rating:
   Comments/examples:

6. Productivity. Consistently produces stories or completed assignments that meet the organization’s expectation.
   Rating:
   Comments/examples:

7. Beat/source development. Cultivates sources and shows enterprise in developing project ideas.
   Rating:
   Comments/examples:

8. Teamwork/communications. Works well with others and communicates effectively with editors, supervisors and colleagues.
   Rating:
   Comments/examples:
9. Other comments:

Supervisor's signature ___________________________ Date: ___________________________