**Job Performance Evaluation Form**

At the end of the internship, the site supervisor evaluates the student's performance. Please save the completed form and email it to Jarae Fulton (jarae.fulton@unco.edu) from the site supervisor’s email address. For each of the categories, provide a grade. Use the following guidelines when evaluating each category.

A=Excellent

B=Good

C=Average

D=Below Average

F=Failure

|  |
| --- |
| Student’s Name |
| Supervisor’s Name |

|  |
| --- |
| Completion of Assigned Duties |
| Professionalism |
| Initiative/Self Motivation |
| Communication Skills |
| Overall Performance |

Additional Comments Concerning the Student’s Performance:

Questions concerning the internship process should be directed to: Jarae Fulton, Communication Studies Coordinator, Jarae.fulton@unco.edu, 970-351-2365