

Please tell us about the kinds of work this intern did for you during the internship. Please assign a percentage indicating the time spent doing that work. For example: John/Mary Jones primarily worked on our company newsletter during his/her internship here. S/he spent 40 percent of the time writing; 50 percent of the time designing; and 10 percent of the time gathering information for the newsletter.

Please comment on the intern's overall performance, strengths and weaknesses during this internship.

Based on the intern's performance in this internship, what do you think his/her chances for success are in the field?

Please rate this intern's writing skills on the following criteria (**Note:** Please skip this section if this student's tasks during his/her internship are not applicable.)

1. Style and grammar

Very poor									Excellent
	1	2	3	4	5	6	7	8	9
2. Accuracy

Not accurate at all									Always accurate
	1	2	3	4	5	6	7	8	9
3. Thoroughness

Not thorough at all									Very thorough
	1	2	3	4	5	6	7	8	9
4. Creativity

Not creative at all									Very creative
	1	2	3	4	5	6	7	8	9
5. Overall writing quality

Very poor overall quality									Very high overall quality
	1	2	3	4	5	6	7	8	9

Using the grading scale below, how would you rate this student's work during his/her internship?

A+ A A- B+ B B- C+ C C- D+ D D- F

Signature of internship supervisor/coordinator:

_____ Date _____