

Faculty Approval _____

Date _____

Longwood University Communication Studies Internship Approval and Evaluation Form

To the Intern

The internship is a means for you to gain valuable experience in a career that interests you. To this end the University and the Department expect that you will choose your internship carefully, and that you will do your best to represent yourself, the school, and the department in such a way that you and those who come after you would be welcome in the organization.

This internship requires that you be registered for either **COMM 492** or **COMM 392**, complete 150 hours of work in the organization, and complete the assignments that are required during and after your internship experience. Please complete the top portion of this form, attach an internship description (see ***Internship Instructions*** for details), and return both to the department office in the Center for Communication Studies & Theatre, Room 307.

Student Information

Intern's Name _____ Student ID# _____

Longwood Address _____

Phone Number - Home/Cell: _____ Longwood _____

Email address during internship _____

Organization Information

Name of Organization _____

Address _____

Supervisor _____

Phone _____ email _____

Approximate dates of internship _____

To the Internship Supervisor

We are pleased that you have selected one of our students for an internship in your organization. We are confident that the internship experience will be a rewarding one for all parties involved. If you have any questions about the internship program at any time please contact:

Internship Coordinator
Department of Communication
Studies Longwood University
201 High Street Farmville, VA 23909
(434) 395-2643
commstudies@longwood.edu

At the conclusion of the internship, please take a few minutes to complete the form on the back of this page, and sign as indicated below. Return the completed form to the address above or fax to (434) 395-2680. Thank you for your participation in Longwood's Internship Program.

Longwood University Communication Studies Internship Evaluation

(to be completed by the internship supervisor)

Please circle the number that best represents your observations of the intern's performance in each of the following categories:

	Excellent	Good	Average	Below Average	Poor	N/A
Motivation	5	4	3	2	1	0
Professional Attitude	5	4	3	2	1	0
Professional Demeanor	5	4	3	2	1	0
Preparation for Professional Work	5	4	3	2	1	0
Cooperation	5	4	3	2	1	0
Willingness to Work	5	4	3	2	1	0
Punctuality	5	4	3	2	1	0
Appropriateness of Dress	5	4	3	2	1	0
Oral Communication Skills	5	4	3	2	1	0
Written Communication Skills	5	4	3	2	1	0
Interpersonal Skills	5	4	3	2	1	0
Knowledge of the Field	5	4	3	2	1	0
Maturity	5	4	3	2	1	0
Resourcefulness	5	4	3	2	1	0

Please circle the appropriate number to the right of each question.

	Very Likely	Likely	Undecided	Unlikely	Highly Unlikely
If a position was available, would you hire this person ? <i>(All parties recognize that answers to this question DO NOT constitute an offer of employment)</i>	5	4	3	2	1
Would you recommend this person to another organization?	5	4	3	2	1
Would you be willing to sponsor other Longwood interns?	5	4	3	2	1

Please use the space below to provide any additional comments about the intern or internship program.
(You are welcome to attach additional sheets if you are so inclined.)

Internship Supervisor Signature _____