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| PU_signature_black | Professional Writing Program **Mid-Semester Internship Evaluation** |

Instructions: *Please complete the following evaluation of your intern. If you feel comfortable, you may share your evaluation with the student. If not, please return the evaluation directly to Jennifer Bay by* ***February 27, 2013****.*

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| --- | --- | --- | --- | --- |
| Name of Intern: | | | | |
| Placement Site: | | | | |
| Areas of Assessment | **Excellent** | **Acceptable** | **Needs Work** | Comments/Suggestions for Improvement |
| Accurate and thorough in work performance |  |  |  |  |
| Able to be flexible and adapt to new writing situations |  |  |  |  |
| Effective in oral communications |  |  |  |  |
| Effective in written communications |  |  |  |  |
| Effective in organizing work, manages time well |  |  |  |  |
| Takes initiative, makes decisions, asks questions |  |  |  |  |
| Accepts constructive feedback well |  |  |  |  |
| Works cooperatively as a team member |  |  |  |  |
| Displays a positive attitude |  |  |  |  |
| Willing to accept responsibility and take on new tasks |  |  |  |  |

Please return this evaluation through your intern, fax, email, or mail by February 27, 2013 to Jennifer Bay, Purdue University, English Department, 500 Oval Drive, West Lafayette, IN 47907- 2038. This document is available online at <http://web.ics.purdue.edu/~jbay/intern/forms.html>. Email: jbay@purdue.edu; fax: 765-494-3780. And thank you for completing this evaluation!

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**Supervisor’s Signature (digital or handwritten) Date**