

Supervisor Evaluation Form

Name of Intern:

Semester/Term:

Name of Supervisor:

Phone:

Organization:

Email:

Please rate how well the intern demonstrated an understanding of:

	Clearly (1)	Generally (2)	Partially (3)	Lacked (4)	Not able to judge (5)
(a). The principles and laws of freedom of speech and press including the laws regulating public relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(b). The history and role of professionals and institutions in shaping public relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(c). The diversity of groups in a global society in relationship to public relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(d). Concepts and theories relevant to the creation and delivery of public relations messages?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(e). Professional ethical principles in pursuit of truth, honesty, accuracy, fairness and diversity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate how well the intern demonstrated an ability to:

	Clearly (1)	Generally (2)	Partially (3)	Lacked (4)	Not able to judge (5)
(a). Apply the principles and laws of freedom of speech and press including the laws regulating public relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(b). Utilize concepts and theories in the creation and delivery of public relations messages?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Clearly (1)	Generally (2)	Partially (3)	Lacked (4)	Not able to judge (5)
(c). Work ethically in pursuit of truth, accuracy, fairness and diversity leading to ethical, honest public relations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(d). Apply standards that lead to messages sensitive to a culturally diverse society?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(e). Think critically, creatively and independently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(f). Conduct research and evaluate information by appropriate methods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(g). Write correctly and clearly in forms and styles appropriate for the public relations profession?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(h). Critically evaluate his/her work for accuracy and fairness, clarity, appropriate style and grammar correctness?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(i). Apply basic numeral and statistical concepts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(j). Apply tools and technologies relevant to the development and delivery of public relations messages?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please evaluate the intern based on his/her performance rather than one or two isolated instances of good or bad situations.

EXCEEDED. Went beyond expectations; did really extraordinary effort.

MET. Did whatever was required on time with a good attitude. Overcame normal obstacles encountered on any job. Needed average supervision.

DID NOT MEET. Did average work. Average interest in motivation. Missed some deadlines or failed in a few detail areas. Occasionally late to work.

Please provide a written evaluation of the intern's performance in a minimum of 100 words.

Supervisor's Signature:

Title: _____

Please email a completed copy of this signed supervisor evaluation form and a signed copy of the supervisor evaluation letter to purintern@jou.ufl.edu.

Thank you for your supporting efforts to help the Department of Public Relations achieve our educational mission and serve the profession.