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PDF documents available on Employer Information web page:

- Internship Learning Agreement
- Internship Performance Evaluation

Contact Dr. Taylor or the Department of Communication Main Office for the  
Link to the online *Internship Performance Evaluation* form.

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PAT ENRIGHT CONTACT INFORMATION

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## FREQUENTLY ASKED QUESTIONS BY EMPLOYERS

### **Q. Why should employers offer internships?**

**A.** Employers gain many benefits by having student interns, including short-term talent at minimal risk, fresh ideas, high energy, and opportunities for existing staff to practice supervising. Internship programs also help employers enhance their community and university relations.

### **Q: What is an appropriate internship for college students majoring in communication?**

**A:** University of Dayton students majoring in communication – with studies in public relations, communication management, electronic/digital media, journalism or theatre – seek internships that offer professional work experiences and guidance. Students want to learn about their chosen career, gain new knowledge and skills, and experience professional situations that are impossible to duplicate in the classroom. Interns also should not be viewed simply as “free labor” or a way to fill in for vacationing employees.

Internships should include training, which might be accomplished through workshops, one-on-one instruction and/or observation. Internships should provide work opportunities such as teamwork developing and/or executing projects, assisting an employee on a project, writing reports and proposals, managing sites and databases, analysis, developing supporting studies and documents, and proposing solutions. Practice or mock exercises also are appropriate for student interns to learn and/or demonstrate their progress.

All interns expect some mundane tasks, but those tasks should not exceed 20 percent of the workload. If most tasks assigned to an intern involve work that could readily be completed by high school graduates working minimum wage, for example, then perhaps the work is not sufficiently professional or challenging.

### **Q. What should my organization do to ensure a productive and positive internship experience?**

**A:** Both the employer and student should have clear expectations regarding the internship. A frank discussion at the beginning of the internship can prevent problems and disappointments.

To have a successful internship experience, employers should have a plan for what the intern will do; support the student’s educational goals for the internship; provide training, supervision and regular feedback on the student’s work; and assign real work so that the student can learn and have something to showcase in his/her professional portfolio.

Students in the Department of Communication’s CMM 498 internship course devise *Educational Objectives* for their internship based on the employer’s job description and their own academic and professional needs. These objectives are part of our *Internship Learning Agreement*, which helps both the student and employer define the internship’s purpose and direction.

### **Q: How should the intern be supervised?**

**A:** Student interns should be supervised in the workplace by an experienced communication professional. The supervisor can teach the intern specific skills, oversee their progress and assess their performance. The supervisor also can advise the intern on career options and opportunities, and networking.

Some employers assign both a supervisor, who oversees the intern’s day-to-day work, and a mentor, who helps with the students with career planning and learning workplace norms.

If the student is earning academic credit through the UD Department of Communication, we ask that the supervisor have at least three years of related communication experience. Students would be short-changed if supervised by other interns, employees new to the field, or independent contractors.

### **Q: Do businesses and organizations have to pay wages to interns?**

**A:** The federal [Fair Labor Standards Act](#) requires that employees be paid at least the federal minimum wage and, in most cases, time and one-half for all hours worked in excess of 40 hours per week. Student interns could be considered employees under the law, depending upon their work activities and circumstances. Students getting academic credit for internships are *not* automatically exempt from federal law requirements. Employers should review the law to ensure their legal compliance. Some details are in our article on [Interns, Wages and the Law](#).

Employers report benefits from paying interns. Paid internships tend to generate a deeper applicant pool – improving the organization's chances of getting a top-notch employee. Paid internships also tend to increase students' focus and availability for the internship. Otherwise, many UD students must seek a second, paying job to help pay college expenses.

Wages, stipend or other type of in-kind payment do not affect students' eligibility to earn academic credit for internships.

**Q: When and how many hours can I expect students to work?**

**A:** Students typically look for internships that coincide with their academic semesters. For specific dates, see the [UD Academic Calendar](#). Full-time students typically work 8-12 hours per week for 10-14 weeks during fall and spring semesters, and up to 40 hours per week during summers. Employers should have a frank discussion with the student during the interview process and at the start of the internship concerning workdays and hours, time off for school breaks, and other expectations of the internship.

Students earning academic credit through the UD Department of Communication are required to work at least 40 hours total per credit hour earned. Many students register for three credits, which translates to 10-12 hours per week. Students who have a lighter course load might be willing and able to work more hours. For more information about typical work schedules of UD internship, see *Students' Availability for Internships*.

**Q: Will the Department of Communication find student interns for my company or organization?**

**A:** No. Employers advertise for and select their own interns just as they select their own employees. The Department of Communication Internship Coordinator will send your internship notice to all communication majors, or specific classes if you are looking only for juniors and/or seniors. We also will post your notice on our internship board, which students pass by several times a week. We also will encourage certain students who are particularly suited for your position to apply. Ultimately, though, it is up to the student to apply and the employer to select.

**Q: How do I get internship notices to the Department of Communication?**

**A:** You can email your notice [Internship Coordinator Pat Enright](#). If you have a flyer or poster advertising your position, send it to Dr. Taylor at Department of Communication, University of Dayton, 300 College Park, Dayton, Ohio 45469-1410. More information on internship notices is available at *Hiring a UD Communication Intern*.

An additional option is to post your internship notice on [UD Career Services Hire a Flyer](#) job board.

**Q: If a communication student is earning academic credit for the internship, what does my company or organization have to do?**

**A:** When the student intern is earning credit through our CMM 498 Communication Internship course, the employer should provide a written job description, complete and sign the department's *Internship Learning Agreement*, provide professional work training and experience, and help the student to meet his/her learning objectives. The employer also should assign an experienced professional to work with the student, and complete a confidential evaluation of the intern's performance at the end of the semester.

The Internship Learning Agreement outlines both the student's and employer's expectations. At the end of the semester the Internship Coordinator sends employers the *Intern Performance Evaluation*, which also can be found online. The evaluation is shared with the intern only with the employer's permission.

**Q: My company requires interns to get academic credit. How do we verify that the student is registered for credit?**

**A:** The Internship Learning Agreement is one way to know that the intern is in the CMM 498 Communication Internship course. The Internship Coordinator also can write a letter to the employer verifying the student's eligibility to receive credit or enrollment in the course.

Credit for an internship is not automatic. The student must meet certain *pre-requisites* to enroll in CMM 498 and the internship itself must qualify.

**Q: What is one common complaint that students have about internships?**

**A:** The most common complaint by students is that employers fail to assign work to their interns. Students will show up for work at the appointed time and have little or nothing to do. Interns remain productive if the intern and employer subscribe to the job description and educational objectives. Interns also work best if they have a direct supervisor, who has a project schedule for them, looks for other learning opportunities, and regularly provides feedback.

**Q: Can an employer fire an intern if he/she isn't working out?**

**A:** Employers are not obliged to keep students who do not perform their jobs. Consequences for students who are fired, however, can be severe. Those students not only lose professional experience and mentorship, but they could fail their academic internship course, which means a loss of credit hours and tuition. They also might have passed on another position, and would end the semester with nothing.

Employers might first seek alternative solutions, as they would with regular employees. Many job performance problems can be resolved before they reach the point of termination. A supervisor or an assigned mentor might discuss work habits and production with the intern, and then regularly follow up. A regular program of one-on-one mentorship could help to encourage good work habits and nip problems before they escalate.

The Department of Communication Internship Coordinator also is available to intercede – whether or not a communication major is earning academic credit – and to work with both employers and interns for a productive and educational internship experience for everyone.

## HIRING A UD COMMUNICATION INTERN

If your business, non-profit organization or government agency is interested in mentoring a University of Dayton communication student as an intern, send a notice about the internship, job description and application procedure information by Word document or PDF to [Internship Coordinator, Pat Enright](#). You also can send flyers and posters to Dr. Taylor at the Department of Communication, University of Dayton, 300 College Park, Dayton, Ohio 45469-1410.

Interested students will apply, and employers will select their interns as they would an employee. The Department of Communication cannot select interns for you, but we will encourage students to apply for the position.

### WRITING INTERNSHIP NOTICES

Please include the following information in your notice about internships.

- Company name, complete address and website.
- Internship job title and job description.
- Term of Work: Fall (September-November), Spring (January-April) or Summer (May-August).
- Expectations for ideal candidate: For example, excellent writing skills, video or audio production experience, proficiency in design programs, ability to work with special clientele, successful completion of certain coursework (e.g., statistical methods, public relations writing, page design classes).
- Pay: Hourly rate, stipend or unpaid. Include any typical reimbursements, e.g., travel, meals.
- Application procedure: Note whether applicants must send cover letter, résumé, references, writing or other samples of their competency. Include information on where to send applications, or URL of an online application form.
- Application deadline.
- Contact: Name of person who can answer questions, if different than applicant reviewer.
- About the organization: Include a brief description of the institution's mission.

### HIRE A FLYER

You also can post notices on the Hire a Flyer job board through [UD Career Services](#).

## STUDENTS' AVAILABILITY FOR INTERNSHIPS

University of Dayton students majoring in communication – focusing their studies in public relations, communication management, electronic/digital media, journalism or theatre – usually seek professional internships for a period of time that coincides with their academic semesters. See the [UD Academic Calendar](#) for exact dates. The number of hours the student can be expected to work each week will depend upon the student's academic schedule.

Many students will seek internships at the end of the previous semester so that they can begin work immediately at the beginning of the new semester. Some students will begin looking for an internship at the beginning of a new term. By mid-term – early October in fall term, early March in spring term, end of June in summer – students either have already settled into an internship or have abandoned their search for the time being.

Employers will likely have a more positive internship experience if they recognize that students' first obligation is to their school work and consider class schedules when creating work schedules. Employers also will find it helpful to have a frank discussion with the student intern at the start of the internship about responsibilities and expectations, including whether the student will be seeking time off during scheduled school breaks.

Typical work periods during the different semesters are:

**Fall:** early September-late November

**Spring:** mid January-late April

**Summer:** mid May-early August

**Fall & Spring:** 8-12 weeks long

**Summer:** 2-15 weeks long

### FALL

Most Miami Valley employers begin their internships after Labor Day when students have already settled into campus housing and begun classes. A meeting with the intern in late August could be scheduled to review work rules and schedules.

UD students have two fall breaks, a long weekend in early October, and Wednesday through Sunday for the Thanksgiving holiday. After Thanksgiving, classes continue for another week or two, followed by final exams.

Many employers end fall internships during Thanksgiving week so that students can finish their course work and take exams. In the alternative, some employers will accommodate breaks for Thanksgiving and exams, but ask the intern to return to work until Christmas, especially if the internship will continue spring semester. In order for students to stay in campus housing through December, they must be able to document that their internship is professional and is relevant to their major. Interns might ask their employers for a confirmation letter.

### SPRING

Many students meet with employers in December to finalize working arrangements for their spring semester internships. In those cases, students usually are ready to begin spring internships promptly in mid-January when classes resume.

UD students have two long weekend breaks during spring semester, one around mid-term and one at Easter. Dates will vary, depending on when Easter falls. Employers can check the [UD Academic Calendar](#) for exact dates.

Many employers end spring internships in the third week of April, about a week before final exams.

### SUMMER

Starting dates for summer internships vary depending on the employer's needs and the student's availability. Some students are willing to begin an internship almost immediately after spring term exams in early May. Other students prefer to wait until early June to begin work. Students earning academic credit for the internship will need to begin the internship and register for the course no later than the first day of the second summer session, which falls in late June.

**TYPICAL WORKING HOURS****Fall & Spring:** 8-12 hours per week**Summer:** 8-40 hours per week

UD students with a full course schedule can handle an internship up to about 12 hours per week. An occasional week with a few extra hours is manageable, but employers should resist asking full-time students to regularly work more hours, especially if the internship is unpaid. Many UD students help to pay for their education and will have a part-time paying job while working at an unpaid internship. Too many working hours undermine the students' primary responsibility, which is their education, and diminish their energy for internship work.

Many area employers find that having an intern for a minimum four-hour block each working day is most productive for both the organization and the student.

During summers, students might work full time for as little as two weeks, or full or part time for as long as 15 weeks. Although students often have more flexibility during the summer months, they might have to work a paying job if the internship is unpaid. In those cases, students might seek a shorter-term internship, or work fewer hours per week over a longer period.

Students seeking academic credit through the UD Department of Communication for an internship must work a minimum of 40 hours per semester for each credit hour earned. Students can earn up to three credits for one internship.

## INTERNS, WAGES AND THE LAW

The [Fair Labor Standards Act](#) requires that employees be paid at least the federal minimum wage and, in most cases, time and one-half for all hours worked in excess of 40 per week. [Ohio Minimum Fair Wage Standards](#) law requires that employers who gross *under* \$292,000 shall pay their employees no less than the current federal minimum wage rate. Otherwise, Ohio employers are required to pay the state minimum wage rate, which is higher than the federal rate.

Some employers mistakenly believe that student interns earning academic credit, or students labeled as volunteers, trainee or independent contractors are automatically exempt from FLSA provisions. Some employers that represents religious, non-profit or public service organizations also mistakenly believe they're exempt from the legal mandates on wage and overtime mandates. Nothing in the law automatically provides exemptions in those situations.

Whether student interns are employees and subject to FLSA provisions depends upon the workplace circumstances and activities. An employer must meet *all* six of the following criteria in order to be exempt from paying interns minimum wages and overtime under the FLSA:

1. The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school or academic educational instruction.
2. The internship is primarily for the benefit of the student.
3. The student intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer providing the training derives no immediate advantage from the intern's activities and, on occasion, the employer's operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship period.
6. The employer and intern understand that the student is not entitled to wages for the time spent in the internship.

In other words, the internship must benefit the intern more than the employer.

The Department of Labor's Wage and Hour Division has indicated that an employer-employee relationship probably does *not* exist if the employer's internship program is centered on teaching students skills that can be used in multiple employment settings as opposed to getting interns to perform specific daily tasks that the one employer needs. The division also has indicated that the intern should be receiving more supervision than regular staff. Otherwise, the student might be considered an employee.

The [National Association of Colleges and Employers](#) advises employers seeking to create an intern-centered internship to establish defined learning objectives related to the student's academic coursework and professional goals; provide resources, equipment and facilities that support those learning objectives; and assign a supervisor with professional experience related to the students' major who will give the student routine feedback.

All of these provisions are part of the UD Department of Communication CMM 498 Communication Internship course, which communication students take to earn academic credit for internships.

Employers should review the law to ensure that they are in compliance concerning their interns. The Department of Labor's Wage and Hour Division has issued [Fact Sheet 71](#) specifically concerning pay for interns.

Paying interns can benefit the employer. Employers usually get a deeper applicant pool if the internship position pays, improving the organization's chances of getting a top-notch intern. Paid interns can focus more of their attention on their internship if they don't have to get a second, paying job to help pay for college. Interns tend to more invested in their work when paid, and employers who pay also show that they are invested in the student's professional education.

The National Association of Colleges and Employers in 2012 found that the average hourly wage rate for undergraduate students ranged from about \$14 for freshmen to \$17.50 for seniors. The [Southwestern Ohio Council for Higher Education](#) has found an average hourly wage of about \$13 for communication majors.



Some Miami Valley employers, especially non-profits and service organizations, have found other ways to compensate and reward their interns, such as providing transportation, meals, parking, on-site perks such as a fitness center, in-kind services, and free attendance at functions and special events. UD communication students have found such perks attractive.

Wages, a stipend or other type of payment do not affect students' eligibility to earn academic credit for internships.

# CMM 498 INTERNSHIP LEARNING AGREEMENT

\*PDF VERSION IS AVAILABLE ON THE EMPLOYER INFORMATION WEB PAGE.

## AGREEMENT PURPOSE

The CMM 498 Communication *Internship Learning Agreement* serves these purposes:

- to provide structure to the internship experience;
- to remind all education partners of the purpose and activities of the internship; and
- to provide a basis for evaluation and validation of the student's learning experience.

## INTERNSHIP PURPOSE

Internship environments and activities vary in communication fields, and different students will have different learning needs and opportunities. Generally, employers and interns should aim for:

- professional experiences that test the applicability of the student's classroom learning to workplace practice;
- assignments that help the student gain new knowledge in the field and develop new professional skills;
- opportunities in which the student can meaningfully contribute to the workplace and community; and
- workplace supervision and mentorship that will help the student grow and identify areas for future academic and professional development.

## TO BE COMPLETED BY THE STUDENT

**Name & student number:** \_\_\_\_\_

Communication concentration & graduation date: \_\_\_\_\_

Student's mailing address: \_\_\_\_\_

Student's phone & email: \_\_\_\_\_

Number of credits requested: \_\_\_\_\_

Internship beginning and ending dates: \_\_\_\_\_

Estimated hours/week on job: \_\_\_\_\_

**Institution & Department where intern will work:** \_\_\_\_\_

Full mailing address: \_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Supervisor's phone & email: \_\_\_\_\_

## Student's Educational Objectives & Résumé: *Both attached.*

Students identify professional skills and knowledge they hope to gain from this internship, outline job tasks to help them accomplish those goals, and set deadlines for completing the tasks. Students also list specific indicators of accomplishment. The Department of Communication Internship Coordinator must approve the goals before they are submitted to the employer. If workplace needs change and an objective cannot be achieved, then the student, employer and Internship Coordinator will set a new goal.

## TO BE COMPLETED BY THE EMPLOYER

**Job Description:** Please attach a list of the intern's responsibilities and tasks.

**Supervision:** Please describe how interns are integrated into the workplace, such as weekly meetings with supervisor and/or mentor, formal internship program of activities, one-on-one guidance as needed, staff meetings, and/or workshops. *May attach description.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name & Title of intern's direct supervisor:** \_\_\_\_\_

Phone and email of supervisor: \_\_\_\_\_

Years of experience in communication field: \_\_\_\_\_

Years in current position: \_\_\_\_\_

Summary of professional communication experience: *May attach CV.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Previous Interns from UD:** Yes \_\_\_\_\_ No \_\_\_\_\_ Which year(s)? \_\_\_\_\_

**Other information:** Please provide or attach any other information the employer would like to convey to the UD Department of Communication Internship Coordinator and student intern.

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## REQUIREMENTS & DEADLINES

To receive academic credit from the UD Department of Communication for the internship, students must have:

- At least a 3.0 grade point average in communication classes.
- Completed at least 30 semester hours of college.
- Successfully completed CMM 100 Oral Communication, CMM 201 Foundations of Mass Communication, CMM 202 Foundations of Communication Theory and Research, and CMM 330 Media Writing.
- Approval from the Department of Communication Internship Coordinator to enroll in CMM 498.
- An internship that provides professional experience and mentorship in a communication field.

### The student intern agrees to:

- Be registered for CMM 498 while participating in the internship and pay any required tuition.
- Submit a completed and signed *Internship Learning Agreement* package to the Internship Coordinator within three weeks of starting the internship.
- Complete a minimum of 40 hours on the job per credit hour earned.
- Achieve *Educational Objectives* through successful completion of workplace tasks and projects.
- Successfully complete all CMM 498 course requirements according to directions and by deadline.
  - Write *Progress Reports*, due on first day of each month, on internship experience and objectives.
  - Write a *Reflective Essay*, due on first day of final exams, on internship experience, accomplishments of objectives, and a plan for further professional and academic development.
  - Create an online *Portfolio*, due on first day of final exams, showcasing examples of work produced during the internship.
  - Produce an updated *Résumé and Cover Letter*, reflecting this semester's internship.

### The employer agrees to:

- Complete the employer section of CMM 498 *Internship Learning Agreement*, sign the document, and return it to the student early in the internship.
- Assign meaningful professional tasks and projects consistent with the internship job description and student's *Educational Objectives*, which are attached.
- Provide student intern with regular and direct supervision and mentorship by an experienced professional throughout the internship.
- Complete CMM 498 *Intern Performance Evaluation* and submit it to the Department of Communication [Internship Coordinator](#) by the last class day of semester. The form will be sent to the employer or can be accessed on the *Department of Communication Internships* web pages.

The Internship Coordinator will be available throughout the internship period to address any questions or concerns about academic program requirements and intern's workplace performance. We will do our best to promptly address any issue to help make the internship experience educational and productive for all parties. The Internship Coordinator, Department of Communication and University of Dayton, however, cannot guarantee the quality of the student's work or the employer's work environment.

The Department of Communication thanks the employer for providing this educational opportunity to our UD student and applauds the employer for his/her commitment to mentorship and the development of future professionals.

## SIGNATURES

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Upon completion return to:

Pat Enright  
 Department of Communication  
 University of Dayton  
 300 College Park  
 Dayton, Ohio 45469-1410  
 Phone: (937) 229-2578  
 Fax: (937) 229-2055  
 Email: [penright1@udayton.edu](mailto:penright1@udayton.edu)

# INTERN PERFORMANCE EVALUATION

\*ONLINE VERSION AND PDF ARE AVAILABLE ON THE EMPLOYER INFORMATION WEB PAGE.

## UNIVERSITY OF DAYTON DEPARTMENT OF COMMUNICATION

Student Intern's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

### PERFORMANCE REVIEW

- Rate and comment on the intern's level of performance in the different areas listed.
- Identify areas of achievement and where the student might need improvement.
- Provide an overall rating of the intern's work.

### PERFORMANCE RATING DEFINITIONS

The following ratings are offered for consistency on overall ratings. Please use your job description for the intern and the student's Educational Objectives as guides. Please offer comments, which will help the Department of Communication Internship Coordinator help the student progress.

- Outstanding: Performance was consistently superior
- Exceeds Expectations: Performance was routinely above job requirements
- Meets Expectations : Performance was regularly competent and dependable
- Below Expectations: Performance frequently failed to meet job requirements
- Unsatisfactory: Performance was consistently unacceptable

### PERFORMANCE FACTORS

<b>Knowledge of Work</b> – Intern's skill level, knowledge and understanding of the job coming into the position. <b>Comments:</b>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
	<b>Outstanding</b>	

<p><b>Acquired Job Knowledge</b> – Intern’s effectiveness in gaining and applying knowledge of methods, techniques and skills required in the job and related functions. <b>Comments:</b></p>	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Communication</b> –Intern’s effectiveness in listening to others, expressing ideas orally and in writing, and providing relevant and timely information to supervisors, co-workers, subordinates and customers during the internship. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<p><b>Teamwork</b> – Intern’s productivity and effectiveness in cooperative work situations. Also consider how well intern got along with co-workers in teamwork situations. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<p><b>Independent Action</b> – Intern’s effectiveness in time management, as well as initiative and independent action within prescribed limits. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	

	<b>Unsatisfactory</b>	
	NA	
<p><b>Decision Making/Problem Solving</b> – Intern’s effectiveness in understanding problems, identifying solutions, promoting appropriate innovation, and making timely, practical decisions. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	NA	
<p><b>Leadership</b> (if applicable) – Intern’s effectiveness in accomplishing work assignments through subordinates or teams; establishing challenging goals; delegating and coordinating effectively. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	NA	
<p><b>Intern’s Responsiveness</b> – Intern’s responsiveness in completing job tasks in a timely manner. Also consider effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities. Also consider intern’s interactions with staff. <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	NA	
	<b>Outstanding</b>	

<p><b>Dependability</b> – Intern’s ability to follow directions and perform under unusual circumstances. Also consider intern’s attendance and punctuality. <b>Comments:</b></p>	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p><b>Customer Responsiveness</b> (if applicable) – Intern’s responsiveness and courtesy in dealing with customers and vendors. <b>Comments:</b></p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
<p><b>Personal Appearance</b> – Intern’s attire, neatness and personal hygiene appropriate to position. <b>Comments:</b></p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

**INTERN'S STRENGTHS AND ACCOMPLISHMENTS**

Please identify one or more performance or behavioral aspects that you appreciated and/or that you considered a particular strength in the intern's work record.

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**PERFORMANCE AREAS THAT NEEDS IMPROVEMENT**

Please identify one or more performance or behavioral aspects that the intern should work on before beginning a new internship or job – if any.

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**OVERALL ASSESSMENT**

Were you satisfied with your intern? Yes \_\_\_\_\_ Somewhat \_\_\_\_\_ No \_\_\_\_\_

Did the intern fulfill the job duties and educational objectives that were agreed upon prior to the internship?

Yes \_\_\_\_\_ Somewhat \_\_\_\_\_ No \_\_\_\_\_

**MAY WE SHARE THE COMMENTS FROM THIS EVALUATION FORM WITH THE INTERN?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you prefer that we speak only generally about your remarks? Yes \_\_\_\_\_

**FUTURE INTERNS**

How likely is it that you and your organization will hire another University of Dayton intern?

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**THANK YOU.**

**PLEASE RETURN THIS FORM TO:**

Pat Enright, Department of Communication Internship Coordinator: [penright1@udayton.edu](mailto:penright1@udayton.edu)

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