



**EMORY**  
UNIVERSITY

Department of Film and Media

**FILM 399r INTERNSHIP EVALUATION**  
**(to be completed by the Internship Site Supervisor)**

Supervisor Name: \_\_\_\_\_ Date:

Intern Name: \_\_\_\_\_ Semester & Year:

1. Did the student intern attend all agreed upon dates for the internship? Did the student intern stay for the agreed upon amount of time?

2. Did the student intern present and conduct oneself in a professional manner appropriate for your workplace culture and environment? Please explain.

3. Did the intern fulfill the agreed upon duties and responsibilities of the internship? What were the student's strengths and weaknesses?

4. Did the intern communicate in a written and verbal manner that was clear and professional? Please explain your answer.

5. What advice do you have for the intern as they continue their professional journey post-graduation?

6. Is there any other information you would like to volunteer about the student's performance or experience at your company or organization that has not been asked of you?

7. If you were to give the intern a grade for this internship at your company or organization on a scale of A to F (based on traditional definitions of performance) A=Excellent B=Above Average C=Average D=Below Average F=Fail), then what would it be? Please briefly explain the grade.

8. Would you or another co-worker identified by you be willing to have another Emory student from Film intern in your department? Why or why not?

Please return via email to \_\_\_\_\_ by \_\_\_\_\_ (due date).

**On behalf of Emory University's Department of Film and Media, thank you very much for supervising this intern.**