

Department of Communication Supervisor's Intern Survey

The Department of Communication Internship Program routinely seeks feedback from student interns and their on-site supervisor's so that we can monitor the quality of the program and enhance its benefits for both students and their internship sites.

The attached supervisor's survey will take approximately five minutes to complete. If you elect to write extensive comments (we hope that you do) it may take somewhat longer. Your answers will remain confidential and will only be used to enhance our internship program.

Completion of this survey will help us place better trained interns in the future. We thank you for your thoughtful input and welcome any comments you might have. If you have any questions about this survey or the internship program please contact Ms. Stacey Macchi, Internship Coordinator at (309) 298-1794 or Chair, Department of Communication, at (309) 298-1507.

Cordially,

Stacey Macchi

Ms. Stacey Macchi
Internship Coordinator
Department of Communication
Western Illinois University
One University Circle
Macomb, IL 61455

Supervisor's Internship Survey

Intern's Name: _____

Instructions. The Communication Department attempts to provide students with expertise in several different areas, including the skills listed below. Please answer the following questions with respect to how effective you thought the intern was in the following areas.

	Very Ineffective			Very Effective		
Listening skills	1	2	3	4	5	N/A
Interpersonal skills	1	2	3	4	5	N/A
Conflict management skills	1	2	3	4	5	N/A
Writing skills	1	2	3	4	5	N/A
Speaking skills	1	2	3	4	5	N/A
Persuasion skills	1	2	3	4	5	N/A
Demonstrated understanding of how organizations function	1	2	3	4	5	N/A

Instructions. Please use the following questions to characterize your experiences with the intern.

1. How satisfied were you with the intern?
 Low Satisfaction 1 2 3 4 5 High Satisfaction

3. How competent was the intern compared to other interns you may have had?
 Very Poor 1 2 3 4 5 Very Good

4. How often do you wish you hadn't taken this intern?
 Never 1 2 3 4 5 Often

5. How well did this intern meet your initial expectations?
 Low Satisfaction 1 2 3 4 5 High Satisfaction

Instructions. The next set of questions asks about your overall assessment of the contributions of the intern. Please answer each question.

	The contribution of the intern					
unimportant	1	2	3	4	5	important
valuable	1	2	3	4	5	not valuable
useful	1	2	3	4	5	useless
not meaningful	1	2	3	4	5	meaningful
interesting	1	2	3	4	5	uninteresting
not helpful	1	2	3	4	5	helpful

Instructions. The following questions can help us better understand your experience with the intern. They ask for information that was not captured by previous questions. Please provide as much detail as practical.

1. Identify specific skills that our communication program needs to focus on to prepare our interns.

2. Are there other comments about your experience with the intern that you would like to share?

The final two questions seek information about your organization

1. The internship was:
 Paid Unpaid
2. The organization is:
 For profit Not for profit

Please indicate the number of clock hours worked by the intern during this internship_____.

Thank you for your time. If you have any questions about this survey or wish to share additional information please call Ms. Stacey Macchi, Internship Coordinator at (309) 298-1794 or Chair, Department of Communication at (309) 298-1507.

Supervisor: Please write a letter of evaluation of intern’s performance during the internship. Either include this letter with student’s completed notebook or mail directly to Ms. Stacey Macchi, Internship Coordinator, Department of Communication, Western Illinois University, 327 Memorial Hall/One University Circle, Macomb, IL 61455.