**ENGL 610: Professional Writing & Editing Internship**

**Department of English, West Virginia University**

**Mid-Semester Evaluation**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Please rate your intern on the following criteria. The other side of this page provides you with space to make additional comments.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERFORMANCE ASPECTS** | **POOR** | **AVG** | **GOOD** | **EXC** | **N/A** | **COMMENTS** |
| **PUNCTUALITY**  Times Absent:  Times Late: |  |  |  |  |  |  |
| **DEPENDABILITY**  Prompt, trustworthy, follows directions, meets obligations. |  |  |  |  |  |  |
| **ADAPTABILITY**  Catches on quickly, can switch jobs, responsive. |  |  |  |  |  |  |
| **ABILITY TO GET ALONG**  Cooperative, well mannered, pleasant to work with. |  |  |  |  |  |  |
| **ATTITUDE**  Enthusiastic, a good team worker, willing to cooperate, pushes for self-improvement. |  |  |  |  |  |  |
| **INITIATIVE**  Ability to work without supervision, self-motivating. |  |  |  |  |  |  |
| **ACCEPTS SUPERVISION**  Eager to improve, seeks assistance when needed, follows through on suggestions. |  |  |  |  |  |  |

**Mid-Semester Evaluation (cont.)**

1. Please discuss the strengths of the intern that emerged through the first half of the internship (e.g., writing, editing, or design skills; research skills; interpersonal communication skills; organizational or planning skills; problem-solving skills).

2. Please suggest areas in which the intern should look to improve through the remainder of the internship and in future work experiences.

3. What questions do you have for me concerning your directing, mentoring, or teaching of the PWE intern you are working with this semester?

**Please return this form by Monday, October 3:**

Brian Ballentine, PWE Coordinator

Department of English

West Virginia University

P.O. Box 6296

Morgantown, WV 26506-6296

You may also fax this form (304.293.5380) or email it ([brian.ballentine@mail.wvu.edu](mailto:brian.ballentine@mail.wvu.edu)).

**ENGL 610: Professional Writing & Editing Internship**

**Department of English, West Virginia University**

**Final Evaluation**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Please rate your intern on the following criteria. The other side of this page provides you with space to make additional comments.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERFORMANCE ASPECTS** | **POOR** | **AVG** | **GOOD** | **EXC** | **N/A** | **COMMENTS** |
| **QUALITY OF WORK**  Accuracy and thoroughness of work. |  |  |  |  |  |  |
| **QUANTITY OF WORK**  Met goals set by organization. |  |  |  |  |  |  |
| **INITIATIVE**  Ability to work without supervision; self-motivating. |  |  |  |  |  |  |
| **ADAPTABILITY**  Can alter activities to accommodate the organization’s changing needs. |  |  |  |  |  |  |
| **JOB JUDGMENT**  Makes appropriate work-related decisions. |  |  |  |  |  |  |
| **CRITICAL-THINKING SKILLS**  Ability to analyze problems and create sound solutions. |  |  |  |  |  |  |
| **GRASP OF SUBJECT**  Understands relevant standards and procedures; applies classroom experience to real-world projects. |  |  |  |  |  |  |

**Final Evaluation (cont.)**

1. Please discuss ways in which the intern improved or digressed through the course of the internship semester (e.g., writing, editing, or design skills; research skills; interpersonal communication skills; organizational or planning skills; problem-solving skills).

2. What did you and your organization learn or gain from working with a Professional Writing and Editing intern this semester?

3. Please share any additional comments, questions, or concerns related to your work with WVU Professional Writing and Editing interns and/or the PWE internship program.

**Please return this form by Monday, December 5:**

Brian Ballentine, PWE Coordinator

Department of English

West Virginia University

P.O. Box 6296

Morgantown, WV 26506-6296

You may also fax this form (304.293.5380) or email it ([brian.ballentine@mail.wvu.edu](mailto:brian.ballentine@mail.wvu.edu)).