

## Theatre Internship Evaluation Form

Student Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

<p><i>Please rate your student intern using the following scale:</i></p> <p>5 = exceptional ability and promise in this field  4 = very good work, handled duties responsibly and competently  3 = satisfactory work, fulfilled commitments with average ability  2 = below average, responsibilities were not met satisfactorily  1 = unacceptable, very poor work</p>	
	<b>1      2      3      4      5</b>
Job Performance : Did the intern work without constant supervision, show initiative and interest in work, and complete projects in a timely manner?	
Work: Consider the intern's ability to manage time, professional attitude, and willingness to work. Did the intern demonstrate self-motivation and responsible work ethic, as well as accept constructive criticism?	
Knowledge: Did the intern demonstrate a fundamental knowledge base and skill set appropriate for the theatre profession, and did the intern show a willingness to learn new skills?	
Problem Solving: Did the intern demonstrate independent critical thinking and problem solving skills, and did the intern demonstrate confidence in their abilities/skills ?	
Professionalism: Did the intern demonstrate professional work habits, including punctuality, adherence to work schedule, appropriate dress, and respect for others?	
Communication: Did the intern demonstrate effective writing and speaking skills appropriate for the profession?	
Overall evaluation: Did the intern satisfy overall job expectations?	
Preparedness for the profession: Considering the ratings for all of the personal and professional evaluations above, rate the intern's readiness to succeed in the profession.	

Comments on above evaluation;

1. Describe your intern's overall work performance.
2. Were your expectations of the intern met? Which were not?
3. What was the most valuable aspect of having this intern work for you?
4. Would you consider sponsoring/hiring another University of Memphis Theatre student?
5. Do you have any suggestions or comments for the University of Memphis Theatre Internship Program?

Please return this form to Kristin Shupe at:  
[kshupe@memphis.edu](mailto:kshupe@memphis.edu)

The form may also be mailed or faxed to:

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Fax: 901-678-1350