

## **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. Cindy Ridle, Internship Coordinator at (309) 298-2107 or Dr. Roberta Davilla, Chair, Department of Communication, at (309) 298-1507.

Cordially,

Roberta Davilla, Ph.D.  
Chair, Department of Communication

Ms. Cindy Ridle  
Internship Coordinator

Department of Communication  
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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       |

