



DEPARTMENT OF ART • POWER ART CENTER
300 POMPTON ROAD • WAYNE, NEW JERSEY 07470-2103
973.720.2401 FAX 973.720.3273 • WWW.WPUNJ.EDU

To: Internship Supervisor(s)
From: Professor Lauren Razzore, Chair and Internship Coordinator

Supervisor Name and Company Name: _____

Student Name:

ID#: _____

The aforementioned student is registered in our External Internship class for the _____ semester.

The department internship program is designed to provide educational experiences for academically qualified upper-level students working under the supervision of a professional. They must report regularly to their assignments, and must conform to the standards of the university and the internship firm.

At the conclusion of the internship, each student must submit a well-written, comprehensive paper detailing what he/she did during the internship assignment. Supervisors will also be asked to submit an evaluation, which is provided in this packet.

To maintain proper academic records, I ask that you fill out this form and return to me by fax at 973-720-3805 or by mail to Professor Lauren Razzore, Chair, Department of Art, Power Art Center, William Paterson University, Wayne, NJ 07470 or by email using the online PDF version to razzorel@wpunj.edu.

Forms can be found at:
<http://www.wpunj.edu/coac/departments/art/internship-program.dot>

Internship Program Semester:

___ Summer 1

___ Summer 2

___ Fall

___ Spring

Intern Name: _____

Intern Home Address: _____

Intern Student ID#: _____

Intern Phone: _____

Location/Address of Internship: _____

Internship Supervisor Name: _____

Supervisor's Phone: _____

Supervisor's Email: _____

Internship Duties: _____

Intern's Weekly Schedule: _____

**William Paterson University, Department of Art
Lauren Razzore, Chair and Internship Coordinator
972-720-2401, razzorel@wunj.edu**

Internship Program

Supervisor Evaluation of Student

- 1 Unsatisfactory (never demonstrates this ability/does not meet expectations)
- 2 Uncomplimentary (seldom demonstrates this ability/rarely meets expectations)
- 3 Fair (sometimes demonstrates this ability/meets expectations)
- 4 Commendable (usually demonstrates this ability/sometimes exceeds expectations)
- 5 Exceptional (always demonstrates this ability/consistently exceeds expectations)
- NA Not applicable to this internship experience

A. Ability to Learn

- 1 Asks pertinent and purposeful questions 1 2 3 4 5 NA
- 2 Seeks out and utilizes appropriate resources 1 2 3 4 5 NA
- 3 Accepts responsibility/learns from experiences 1 2 3 4 5 NA

B. Reading/Writing/Technical Skills

- 1 Reads/comprehends/follows written materials 1 2 3 4 5 NA
- 2 Communicates ideas/concepts clearly 1 2 3 4 5 NA
- 3 Works with technical procedures appropriate to the job 1 2 3 4 5 NA

C. Listening and Oral Communication Skills

- 1 Listens to others in an active and attentive manner 1 2 3 4 5 NA
- 2 Effectively participates in meetings or group settings 1 2 3 4 5 NA
- 3 Demonstrates effective verbal communication skills 1 2 3 4 5 NA

D. Creative Thinking and Problem Solving Skills

- 1 Breaks down complex tasks into manageable pieces 1 2 3 4 5 NA
- 2 Brainstorms/develops options and ideas 1 2 3 4 5 NA
- 3 Demonstrates an analytical capacity 1 2 3 4 5 NA

E. Professional and Career Development Skills

- 1 Exhibits self-motivated approach to work 1 2 3 4 5 NA
- 2 Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5 NA
- 3 Exhibits professional behavior and attitude 1 2 3 4 5 NA

F. Interpersonal and Teamwork Skills

- 1 Manages and resolves conflict in an effective manner 1 2 3 4 5 NA
- 2 Supports and contributes to a team atmosphere 1 2 3 4 5 NA
- 3 Demonstrates assertive but appropriate behavior 1 2 3 4 5 NA

G. Organizational Effectiveness Skills

- 1 Understands/supports the internship's mission/goals 1 2 3 4 5 NA
- 2 Fits in with expectations of the internship's program 1 2 3 4 5 NA
- 3 Works with appropriate decision-making channels 1 2 3 4 5 NA

H. Basic Work Habits

- 1 Reports to work as scheduled and on-time 1 2 3 4 5 NA
- 2 Exhibits a positive and constructive attitude 1 2 3 4 5 NA
- 3 Dress and appearance are appropriate for the internship 1 2 3 4 5 NA

I. Character Attributes

- 1 Brings a sense of value to the job 1 2 3 4 5 NA
- 2 Behaves in an ethical manner 1 2 3 4 5 NA
- 3 Respects the diversity of co-workers 1 2 3 4 5 NA

J. Open Category: Field-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization or studio) that have not been listed in this evaluation? If so, please list these skills below and assess the student accordingly.

- 1 1 2 3 4 5 NA
- 2 1 2 3 4 5 NA
- 3 1 2 3 4 5 NA

K. Additional Comments:

L. Overall Performance

Unsatisfactory	Poor		Average		Good		Outstanding		
0/1	2	3	4	5	6	7	8	9	10
F/D	D+	C-	C	C+	B-	B	B+	A-	A

M. Program Evaluation

Please use this space to provide feedback about the Internship Program at William Paterson University. What worked well? What suggestions can you make? Would you be interested in find another student in a following semester?

The above assessment was reviewed with the student on Month/Day/Year: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Supervisor's Phone: _____