

UHD Bachelor of Science in Technical Communication Intern Evaluation Form

Dear Internship Host:

In order to assess the success of our students in completing their internships, we would like to ask you to rate the skills of the intern who worked with you. Could you fill out the form below and place your evaluation in an envelope provided by the student? The student is responsible for delivering this form in a **sealed and signed envelope** to the Internship Coordinator of the Technical Communication Program at the University of Houston Downtown. We greatly appreciate your feedback!

Student's Name: _____

Company/Organization: _____

Employer's Name and Contact Information: _____

	5	4	3	2	1	
1. Collaborative skills	(Excellent)	(Very Good)	(Average)	(Below Average)	(Poor)	N/A
2. Problem solving in writing and editing	5 (Excellent)	4 (Very Good)	3 (Average)	2 (Below Average)	1 (Poor)	N/A
3. Problem solving in document design and layout	5 (Excellent)	4 (Very Good)	3 (Average)	2 (Below Average)	1 (Poor)	N/A
4. Software skills appropriate to the tasks assigned	5 (Excellent)	4 (Very Good)	3 (Average)	2 (Below Average)	1 (Poor)	N/A

Additional Comments:

Employer's Signature: _____ Date: _____

Would you be interested in offering internships to other Tech. Comm. students from UHD?
Yes _____ No _____

If yes, can we add your contact information to our program website? Yes _____ No _____