Department of English at Ball State University

INTERNERSHIP MIDTERM REPORT

Site Supervisors: Please complete this form, print, sign, and discuss with your intern. Your intern should sign this report and return it to the English Department Internship Coordinator with his/her midterm reflection.

Intern’s Name: ________________________________

Supervisor’s Name: ________________________________

Date: ________________________________

Worksite: ________________________________

Fax: ________________________________

Phone: ________________________________

Email: ________________________________

No occasion to observe | Needs Improvement | Satisfactory | Good | Outstanding
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Attendance/Punctuality | | | | |
Dependability | | | | |
Efficiency | | | | |
Working Independently | | | | |
Willingness to Learn | | | | |
Following Directions | | | | |
Accuracy | | | | |
Teamwork | | | | |
Coping with Pressure | | | | |
Initiative | | | | |
Proficiency | | | | |
Attitude | | | | |
Overall Performance | | | | |

Comments: ________________________________

Supervisor Signature: ________________________________ Date: ________________________________

Intern Signature: ________________________________ Date: ________________________________

Return completed and signed forms to: Ball State University, Department of English, Attn: Internship Coordinator, Muncie, IN 47306. Fax: 765-285-3765 Email: english@bsu.edu