

**Central State University**  
“Honesty, hard work, excellence and caring”



**INTERNSHIP GUIDELINES**

**PLEASE READ THESE GUIDELINES CAREFULLY. OBSERVING THEM WILL HELP INSURE THAT YOU RECEIVE CREDIT FOR YOUR INTERNSHIP.**

An **INTERNSHIP (COM 4896)** is an *off-campus*, part-time placement in a professional setting for you to gain practical experience in your career path or interests in the field of communication. You are expected to learn operational and managerial skills that are required for entry-level positions.

**OBJECTIVES**

1. To rehearse an entry-level job search and initiate networking opportunities
2. To make you aware of workplace expectations.
3. To give you professional mentoring.
4. To test your real and assumed proficiencies.
5. To encourage a more serious approach to learning during your senior year
6. To help you explore career options.
7. To contribute to the sponsor’s productivity.

**COMPETENCIES\***

1. The ability to explore and secure a job
  2. The ability to clearly analyze career options
  3. The ability to succeed in a professional work environment
  4. The ability to sharpen your professional skills
- \* These will be measured by two professional evaluations and an evaluation of your internship portfolio.

**ELIGIBILITY**

1. You must achieve junior classification in order to be eligible for an internship.
2. You must have a 2.5 average in the major and a 2.0 cumulative average.
3. You must have the permission of the Journalism and Mass Communications Director.

**REGISTRATION**

Once you have secured an internship, you must register for COM 4896—Internship. You will not receive academic credit for your internship unless you register for COM 4896 and complete all the course requirements.

You may complete your internship fall, spring, or summer terms. You should register for COM 4896 the same term that you complete the internship. We understand that it may be difficult financially for some students to register for a single class — COM 4896 — during summer term. For that reason, we sometimes allow students to complete their internships during the summer with the understanding that they will register for COM 4896 fall term.

Students who wish to take advantage of this option must make their requests, in writing, via email. Email your request to Mike Gormley at [mgormley@centralstate.edu](mailto:mgormley@centralstate.edu). Students who complete their internships over the summer will need to submit an internship proposal, internship contract, and work evaluations during summer term. They will complete their internship case study and make an oral presentation during fall term.

*YOU SHOULD NOT REGISTER FOR THIS CLASS UNTIL AND UNLESS YOU HAVE ALREADY SECURED AN INTERNSHIP.*

**QUALIFYING INTERNSHIPS**

Your proposed internship must make use of the skills you have acquired while enrolled in the communications program at Central State. You should not assume that just any summer job will qualify for internship credit. You may intern with any mass media organization. These organizations include radio and TV stations, cable and satellite

companies, newspapers, magazine and book publishers, photographers, book stores, advertising agencies, public relations agencies, record companies, production companies, graphics companies, and Web-based businesses.

You may also intern within departments of non-media organizations. For example, you may work for the marketing department of the local public library, the public information office of the police department, or the promotions department of a local theatre group. You may intern for just about anyone as long as the internship makes good use of some of the skills you have acquired at Central State: speaking in public; writing; reporting; editing (text, photos, or video); creating graphics, designing public relations campaigns, etc.

In writing your internship proposal (explained below) you should make clear what communications/media skills you will bring to the internship, how your internship sponsor will make use of those skills, and how the internship will strengthen those skills. The program director will not approve your proposal unless the proposal makes clear how the internship relates to your future career in mass media. Please resist the temptation to turn your part-time job as a sales clerk at TJ Maxx into a communications internship. There is nothing wrong with working in retail, but it does not qualify as an internship in mass media.

Let's consider various scenarios:

<b>Internship credit</b>		<b>No internship credit</b>
Media company	Non-media company	
Assistant producer at a TV station	Writer in the public relations department at the local library	Clerk at a local bookstore
Sales assistant at a radio station	Media contact in the public affairs office at the sheriff's department	Camp counselor
Feature writer at a community paper	Graphic designer in the marketing department of a local car company	Any job where you say, "May I take your order, please?"
Photographer at an Internet company	Promotions coordinator at a professional theatre company	Retail
Copy assistant at an advertising agency or public relations company	Writer for an in-house newsletter produced by the local school district	Any job in which you wear a bathing suit

Please know that — contrary to popular belief — there are internship opportunities in the local community. You will need transportation to get to many of these businesses, but they are still quite convenient. Consider: the Afro American Museum and Cultural Center, the Xenia Gazette, the Yellow Springs News, WYSO, the Greene County Public Library, Athletes in Action, Greene Memorial Hospital, Xenia Area Community Theatre, The Greene County Combined Health District, the Xenia Community School District, the Girls and Boys Scouts, the Xenia Chamber of Commerce, Payne Theological Seminary, The American Red Cross, Time Warner Cable. There are any number of government and social service agencies in the community. There are large churches, schools, and businesses. Many of these organizations need help promoting their activities and providing their services. They would welcome the services of a good intern. If you are able to travel to Dayton, Columbus, or Cincinnati, you will find even more opportunities: TV and radio stations, advertising agencies, public relations firms, newspapers, magazines, Internet companies, and more.

## **SECURING AN INTERNSHIP**

It is your responsibility, as a student, to secure an internship. We can help you find an internship, but it is your responsibility. Finding an internship can be challenging. It requires skills essential in any job. You must take the initiative, conduct research, and network with potential employers. You must demonstrate persistence. If you think that an internship will fall fortuitously into your lap, you are almost certainly mistaken. Students compete for internships. Employers look for students who have good academic records, strong work ethics, and special skills. A demonstrated ability to work well with others is another great asset.

### **Start early**

You should begin searching for an internship at least six months before you plan on starting the internship. Many companies hire interns for the summer in the late fall. Before searching for an internship, you should ask yourself four questions:

1. When do I want to intern?
2. Where will I be living?
3. What do I want to do?

### 3. How will I get there?

It is important to decide when and where you wish to complete the internship. You don't need to be calling Dayton TV stations if you are going to complete your internship at home in Chicago. Likewise, you don't need to be calling newspapers if you really want a radio internship. Once you have established the parameters of your internship — time and place, line of work, transportation — you can begin looking for an appropriate position.

The bottom line: The early bird gets the worm.

#### **Conducting your search**

There are many ways to find an internship. You can start with a low-tech stroll through the yellow pages. Pick up the phone and call businesses that interest you. If you have a car, drive to the business and introduce yourself. Many media companies have internship programs. Go to the companies' web sites and find the application information. You can find information about internships on any number of web site. Here are a few:

<http://jobbank.emmyonline.org/>  
[http://jobsearch.coxohio.com/  
tvjobs.com](http://jobsearch.coxohio.com/tvjobs.com)  
<http://www.cbaanetwork.com>  
nabj.org (National Association of Black Journalists)  
nahj.org (National Assoc. of Hispanic Journalists)  
naja.com (Native American Journalists Association)  
beaweb.org (Broadcast Education Association)  
www.nbs-aerho.org (National Broadcasting Society)  
irts.org (International Radio & TV Society)  
rtnda.org (Radio & TV News Directors Association)  
www.natcom.org (National Comm. Association)  
spj.org (Society of Professional Journalists)  
asne.org (American Society of Newspaper Editors)  
naa.org (Newspaper Association of America)  
djnewspaperfund.dowjones.com (Dow Jones Fund)  
4internships.com  
medialine.com  
JournalismJobs.com  
<http://hotjobs.yahoo.com/careers>  
<http://promotions.monster.com/diversitysearch/>

#### **Central State resources**

The Communications Program does not operate its own career center. However, we regularly receive internship notices, which we post on our internship board. Many students have found internships (and scholarships) by checking this board. We also take students to the Howard University Media Job Fair in October and the Columbus Association of Journalists' internship workshop. We host our own media event ("Communication Week") in the spring.

The university operates a career center in the student union. You should register with Career Services, speak to a career counselor, and participate in the annual university job fair.

The bottom line: Central State has the necessary resources to help you secure an internship. But you must invest the necessary time and effort to make it happen.

#### **INTERNSHIP REQUIREMENTS**

1. You must attend scheduled meetings of the COM 4896 class.
2. You must submit an **internship proposal** prior to beginning the internship. The proposal should be two typewritten pages (double-spaced) and explain the specific internship desired, your experience and course work in the field, how you hope to relate your course work to the internship, and how you want it to contribute to your career goals. Submit the proposal to the director of the Communications Program.
3. You and your internship supervisor must sign an **internship contract** at the start of the internship. It is your responsibility to see that your supervisor mails the contract to the program director by the second week of the term. (Contract attached.)

4. You must work 225 hours over the course of your internship to receive three academic credits. This means that you must work a minimum of 15 hours a week over a 15-week semester. The number of hours you work per week in the summer will vary depending on the length of the internship.
5. You are responsible for making sure that your internship supervisor completes and submits a **mid-term evaluation** and a **final evaluation**. (Forms attached.) Submitting these forms late may adversely affect your final grade.
6. At the end of the internship/practicum, you must complete a **case study** in which you evaluate the internship experience. The case study covers such issues as what you learned, whether it matched your expectations, whether and how it has promoted your career goals, and whether your ideas about your profession have changed because of the internship. The case study is due to the Communication Program director no later than the last Monday of the semester. (Be certain to save a copy of the internship case study. You will include it in your senior portfolio.)
7. You must also make a 10-15 minute **oral presentation** on your internship experience in any COM class the last three weeks of the term. (You will be responsible for scheduling the oral presentation with the faculty member at least one week in advance. Give the faculty member a copy of the “in-class oral presentation form” and ask that he/she complete the form after your presentation and deliver it to the director of Journalism and Mass Communications Program.

Note: Students who register for COM 4896 during summer term and are not living on campus will not be able to make their oral presentations before fall term. Those students will receive an Incomplete grade at the end of the summer term. They will have six weeks after the start of fall term to submit their internship case studies and to make their oral presentations.

### **STUDENT RESPONSIBILITIES**

The internship experience, by design, takes place off campus. Aside from the first class of the term, when the internship packet will be distributed and explained, you will not meet with your professor. You will be expected to complete the requirements of the course on your own initiative. You should not expect to be reminded of the requirements explained in this internship packet. Nonetheless, the instructor of the course may occasionally email students to remind them of course requirements and deadlines. *He will communicate to the class via MyCSU.* Students should check their MyCSU email accounts regularly.

### **GRADES**

Your internship grade will be based on your proposal, your case study, your oral presentation, and your supervisor's midterm and final evaluations. If you have not submitted all of these items, your final grade will be adjusted accordingly. (You may request an Incomplete if you are missing items. If you do not request and receive an Incomplete, your grade will be based on the material that you submitted. Your final grade will not be changed if you provide additional material after the grading period.)

### **ATTACHMENTS**

- Internship check sheet
- Four forms: Internship contract, midterm evaluation, final evaluation, oral presentation evaluation
- Guidelines for internship case study and oral presentation

# Com 4896: Internship Checksheet

**Term/Year:** \_\_\_\_\_

**Student name:** \_\_\_\_\_

**Student phone number:** \_\_\_\_\_

**Student email:** \_\_\_\_\_

Tasks to complete	Deadline	Standard CSU Form?	Done
<b>BEFORE THE INTERNSHIP</b>			
1. Pass COM 4894:Practicum	NA	NA	
2. Attain junior status	NA	NA	
3. Secure an internship, submit an internship proposal, and secure approval of the program director	first week of the term	No. Format <i>guidelines</i> for the proposal are in the internship packet	
<b>AT THE START OF THE INTERNSHIP</b>			
4. Sign an internship contract, along with the internship supervisor and submit it to the program director	second week of the term	YES, included in internship packet	
<b>DURING THE INTERNSHIP</b>			
5. Get your supervisor to submit a midterm evaluation.	midpoint of the internship	YES, included in internship packet	
6. Get your supervisor to submit a final evaluation.	the last Monday of the term	YES, included in internship packet	
7. Complete and submit your case study to program director.	the last Monday of the term.	No. Format <i>guidelines</i> for the case study are in the internship packet	
8. Make an oral presentation to any COM class. Have the instructor submit an evaluation of your presentation.	the final week of the term (Summer interns may present during the first three weeks of fall term)	YES, included in internship packet	

Use this checksheet to keep track of your progress. Your professor will place a copy of it in a folder with your name. He or she will document whether you've completed the assigned tasks. (Other than providing you with the internship packet at the start of the term, your instructor will not remind you to complete your work. He or she will simply keep track of whether you have done the work.) At the end of the term, he or she will review the checksheet, your proposal, evaluations, and case study to determine your final grade.





**JOURNALISM AND MASS COMMUNICATIONS PROGRAM  
COM 4896: INTERNSHIP AGREEMENT**

This document represents a formal agreement among the intern, the organization hosting the intern, and the director of Journalism and Mass Communications Program during the \_\_\_\_\_ semester, 20 \_\_\_\_.

The intern's name is \_\_\_\_\_. The host organization is \_\_\_\_\_ located at: \_\_\_\_\_.

The name/title of the internship supervisor is \_\_\_\_\_.

The supervisor's phone number is \_\_\_\_\_. The supervisors' e-mail address is \_\_\_\_\_.

The *intern's* home phone number is \_\_\_\_\_. The interns cell phone number is \_\_\_\_\_.

The intern's email address is \_\_\_\_\_.

**Terms**

1. The intern and sponsoring organization will decide what the student will do during the internship. Interns should be given an opportunity to enhance their professional skills, deepen their knowledge of mass media, and develop an appreciation for workplace expectations in their chosen fields.
2. The intern should work 225 hours over the course of the internship. Over a 15-week semester, this works out to 15 hours a week. During the summer, the number of hours that the intern works per week will vary depending on the length of the internship. However, each intern is expected to work a total of 225 hours.
3. A professional at the sponsoring organization must agree to supervise the intern. The supervisor must submit formal written mid-term and final evaluations, using forms that will be furnished by the intern from his or her department. These forms **MUST** be mailed directly by the supervisor to the internship director at CSU and **NOT** transmitted by the student.
4. The student must complete an internship case study upon completing the internship. The case study will consist of an internship narrative, work log, and appropriate work samples. (A detailed explanation of the case study is included in the student's internship packet.)
5. Internships are subject to all university regulations governing academic courses. The student will receive academic credit for the internship.
6. If the sponsoring organization agrees to pay the intern, terms of remuneration should be clear and preferably in writing.
7. This agreement must be signed by all three parties, including the director of the Communication Program, before the first day of the intern's duties with the field supervisor.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Director of Communication Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please mail all forms to:**

Mr. Mike Gormley, Interim Director, Journalism & Mass Communications Program  
Central State University, P. O. Box 1004, Wilberforce, OH 45384  
(937) 376-6095 or [mgormley@centralstate.edu](mailto:mgormley@centralstate.edu)





**JOURNALISM AND MASS COMMUNICATIONS PROGRAM  
COM 4896: Midterm Internship Evaluation**

**SECTION A: TO BE COMPLETED BY STUDENT**

Student: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Semester: \_\_\_\_\_ Midterm evaluation due: \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY SUPERVISOR**

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

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

E-Mail: \_\_\_\_\_ Signature: \_\_\_\_\_

Intern start date: \_\_\_\_\_ Hours/week:

**STUDENT'S MIDTERM EVALUATION\***

	EXCELLENT	GOOD	FAIR	POOR	N/A
<b>SOFT SKILLS</b>					
Attitude					
Ability to work with others					
Professional demeanor including appropriate dress and language					
Showing initiative					
<b>WORK NORMS</b>					
Punctuality and attendance					
Adherence to deadlines					
Awareness of diversity in the workplace and in the creation of media content					
Ethical behavior					
<b>WORK SKILLS</b>					
Technical competence					
Clear and correct writing styles					
Ability to analyze, solve problems and think critically					
Research and information seeking skills					
Knowledge of the profession					
<b>Improvement since start of internship</b>					
Overall evaluation of the intern's performance					

\*As a means of promoting the intern's growth and development, this evaluation will be shared with the student.

**COMMENTS:** Please, briefly describe the content and quality of the student's work.

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**Please mail form to:**

Mr. Mike Gormley, Interim Director, Journalism & Mass Communications Program  
Central State University, P. O. Box 1004, Wilberforce, OH 45385  
(937) 376-6095 or [mgormley@centralstate.edu](mailto:mgormley@centralstate.edu)





**JOURNALISM AND MASS COMMUNICATIONS PROGRAM  
COM 4896: Final Internship Evaluation**

**SECTION A: TO BE COMPLETED BY STUDENT**

Student: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Semester: \_\_\_\_\_ Final Evaluation due \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY SUPERVISOR**

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

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

E-Mail: \_\_\_\_\_ Signature: \_\_\_\_\_

Intern Start Date: \_\_\_\_\_ Intern End Date: \_\_\_\_\_

Hours/week: \_\_\_\_\_ Est. total hours:

**STUDENT'S FINAL EVALUATION\***

	EXCELLENT	GOOD	FAIR	POOR	N/A
<b>SOFT SKILLS</b>					
Attitude					
Ability to work with others					
Professional demeanor including appropriate dress and language					
Showing initiative					
<b>WORK NORMS</b>					
Punctuality and attendance					
Adherence to deadlines					
Awareness of diversity in the workplace and in the creation of media content					
Ethical behavior					
<b>WORK SKILLS</b>					
Technical competence					
Clear and correct writing styles					
Ability to analyze, solve problems and think critically					
Research and information seeking skills					
Knowledge of the profession					
<b>Improvement since start of internship</b>					
Improvement since start of internship					
Overall evaluation of the intern's performance					

\*As a means of promoting the intern's growth and development, this evaluation will be shared with the student.

**COMMENTS:** Please, briefly describe the content and quality of the student's work.

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**Please mail form by to:**

Mr. Mike Gormley, Interim Director, Journalism & Mass Communications Program  
Central State University, P. O. Box 1004, Wilberforce, OH 45385  
(937) 376-6005 or [mgormley@centralstate.edu](mailto:mgormley@centralstate.edu)





## **JOURNALISM AND MASS COMMUNICATION PROGRAM INTERNSHIP CASE STUDY**

Your case study must reflect excellence in research, organization, and presentation. Clarity of writing and proper usage, grammar, and spelling are expected. Follow the organizational format provided. The case study must be typed and double-spaced, using a standard term paper format of 1” margins at the top, bottom and right and a 1.5” margin on the left. Use a 10- or 12-point typeface. Case studies should be placed in a three ring binder. Your name, Communication Internship, and the sponsoring organization are to appear on the first page.

### **PART I: INTERNSHIP SETTING (2-3 PAGES)**

1. Explain the role and purpose of your internship organization. Give a brief history of the organization. Describe the internship site (a photo is helpful but not mandatory) and provide the current staff size.
2. Outline the organization’s current leadership, including the educational and professional backgrounds of those in top positions (or those you work with most directly). Include an organizational chart with names and titles of those in the chain of command over you, from the owner/president to your immediate supervisor to you.
3. List the organization’s “publics” (its audiences, people it influences or affects). Define these publics, using your organization’s latest data (circulation figures, listing of clients, ratings, number of employees, etc.)
4. Describe the local/regional competition, and report how the organization ranks.
5. Find out how the organization has changed in the year. Discuss, for example, new personnel, labor problems, the addition/loss of clients, new products or programs, technological changes, profitability, downsizing, etc.)
6. Describe the history of internships in the organization and whether supervisors view them as successful.

### **PART II: THE INTERNSHIP EXPERIENCE (3-5 PAGES)**

1. Explain how you obtained the internship.
2. Describe your working conditions: your typical work hours, whether you were paid (and if so, what you were paid), whether you had a work space of your own and access to necessary office equipment/supplies, etc. Please also discuss the workplace culture. Was there a formal or informal dress code? Did workers dress casually or professionally? Were deadlines flexible or inflexible? Was the office loud or quiet? Was the atmosphere in the office what you expected in a professional environment?
3. Describe the work experience. Explain your general work duties. Tell us about some of your major work assignments. Explain how you were supervised. Did you receive much on-the-job training?
4. Assess the work experience. Explain your pre-internship expectations and tell us whether they were met. Tell us what you learned about working in a professional environment and what new skills you acquired. Cite what was appealing and what was not appealing about the internship. Tell us whether you would consider this type of work after graduation. Describe how the internship experience has affected your career plans.
5. Assess your own preparation. Explain whether you felt prepared for the internship experience. Did you have the necessary work ethic, attitude, and skills for the experience? Could faculty members in the Journalism and Mass Communications program do anything to better prepare you? What do you need to work on now?
6. Attach a daily log or weekly journal explaining what you did on a given day or during a given week. You should make some effort to analyze the work experience. Include questions, concerns, and observations about the work assignments.

### **PART III: INTERNSHIP WORK SAMPLES**

Provide 5 to 10 examples of your internship work (news and feature stories, tapes, campaigns, ads, newsletters, PSAs, etc.). Show as much diversity in your work as possible. If you were engaged in electronic media or multi-media production or on-air work, you may submit work samples on audiotape, videotape, or CD or DVD media. Samples of bylined news stories from websites are acceptable. You may include samples of research or internal planning documents.

## Central State University, Wilberforce, OH



### JOURNALISM AND MASS COMMUNICATION PROGRAM REQUIREMENTS FOR INTERNSHIP ORAL PRESENTATION

- Schedule:** It is your responsibility to arrange a time to give your oral presentation in any COM class. You also may do a presentation at an appropriate student organization meeting, with prior approval of the organization's leader and the faculty sponsor. You should make your presentation by the final week of the term. (For summer interns, your presentations should be done in the first three weeks of the fall semester.) Please contact the professor of the class you wish to address at least one week in advance. Waiting too late to schedule a presentation will not mean that the presentation requirement will be waived. The faculty sponsor must be at the meeting and agree to evaluate your presentation.
- Preparation:** Your presentation needs to be well planned and practiced to make the best use of the short time you will have to deliver your presentation.
- Content:**
- Give your name, major, where you did your internship (include a brief explanation of the role and purpose of the organization), and how you obtained the internship.
  - Explain the work you did, what you learned, how adequately your communication course prepared you for your internship and what classes were most useful in preparing you, your evaluation of the internship (include both good and bad points), whether yours was a paid internship, and how the internship relates to or has affected your career plans. Would you recommend this internship to other communication majors?
  - Show work samples
- Time Limit:** Please adhere to a 15-minute time limit.
- Equipment:** If you will need audio/visual equipment (cassette tape player, VCR, overhead projector, computer, etc.), it is your responsibility to arrange for the equipment to be available. Reserve the equipment at least two days before your presentation date. Make arrangements to get the equipment to the room in which you will present and to return it to the appropriate location.
- Attire:** You should dress in professional attire for your presentation.
- Evaluations:** You must provide a copy of the Oral Presentation Evaluation Form (attached) to the professor in charge of the class or organization before you make your presentation.

Central State University, Wilberforce, OH



JOURNALISM AND MASS COMMUNICATION PROGRAM

Communication Internship  
In-Class Oral Presentation Form

INTERN: Please present this evaluation form to the professor in whose class you will be giving your oral presentation.

FACULTY: After the student has given his/her 15-minute presentation in your class, please complete this form and return it to the Communication Program director immediately. Thank you.

STUDENT INTERN: \_\_\_\_\_

INTERNSHIP HOST: \_\_\_\_\_

Class in which this presentation was scheduled/given: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Did the intern keep the appointment? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Was he/she prompt? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Did he/she present a professional image/ appearance? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Did the student take the internship and presentation seriously? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Was the presentation organized, thoughtfully delivered? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Did the student show examples of his/her internship work? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Was this presentation useful to other students considering internships? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Strong points of presentation

9. Weak points of presentation

10. Additional Comments:

Please circle one assessment to indicate your overall evaluation of the presentation.

Excellent

Good

Fair

Poor

Faculty Signature----- Date-----