



Workplace Supervisor's Report

Industry Internships

Journalism and Public Relations, Gold Coast.

Thank you for agreeing to supervise one of our students in their Industry Placement this semester. Input from industry professionals is an invaluable part of the teaching process and gives the students feedback at the most practical level. To assist us with finalising the student's grade for the semester, we would appreciate the completion of this brief report at the conclusion of their placement with you.

Either pass your completed form to the student, or email your feedback form to Myjanne Jensen.

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Elizabeth Egan, e.egan@griffith.edu.au

Myjanne Jensen, m.jensen@griffith.edu.au

Convenor, Coordinator & Placement Officer Journalism and PR Internship Program

Student's Name: *Paul Eyers*

Supervisor's Name: *Rowena Smith*

Company/Organisation: *Quest Community Newspaper!*

1. Tasks/work undertaken by student during their placement:

*Interviewing on the phone,
writing stories
researching stories
rewriting press releases
helping the photographer on a job, attending an interview.
proofing pages.*

2. Skills and abilities demonstrated by student undertaking these tasks:

*Good introductions (on his stories).
Good at seeking feedback, to ensure he was on the right track.*

3. Areas where students could improve their performance:

Continual writing to sharpen skills.

Please assess the ability of the student in as many of the following areas as you can:

	Exceptional	Good	Sound	Poor
Oral and written communication		✓		
Problem solving skills	✓			
Ability to produce suitable material for publication/presentation	✓			
Conduct in the workplace	✓			
Teamwork skills		✓		
Enthusiasm for their position	✓			
Commitment to their role	✓			
Punctuality	✓			

5. How has the student performed during their placement, vis a vis the skills of an entry level employee in this industry (please tick as appropriate):

☒ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Unsatisfactory

6. On a scale of 1-10, with 1 as 'unlikely' and 10 as 'very likely', how likely is it that you would consider this intern for a paid position if one arose in your organisation?

1 2 3 4 5 6 7 8 9 10

7. Would you like to make any additional comments that may help our assessment process, or assist the student in future endeavours?

Paul was enthusiastic and easily fit in to our newsroom for the week.

Employer's signature

R Smith

Date:

29/8/14