CLASS PRESENTATION – EVALUATION FORM

Please give this form to the instructor evaluating your presentation. The first four items on the form should be filled out by the intern (please print), and the remainder of the form should be completed by the instructor. If a particular item does not apply, please state that. If a student receives an overall rating (#6) of poor, the presentation must be repeated until a fair or better rating is received.

NOTE: The instructor should return the completed form to the Internship Director: Emil Towner in the Marketing Department.

Intern's Name _____

Semester of Internship_____

Instructor's Name _____

Date of Presentation _____

Grading Scale:	Excellent / Very Good / Good / Fair / Poor				
1. Eye contact with audience and effective use of gestures.	E	VG	G	F	P
2. Varied speed and volume, posture and appearance.	E	VG	G	F	P
3. Logical sequence and effective transitions.	E	VG	G	F	P
4. Well planned and executed.	E	VG	G	F	P
5. Handling of student questions.	E	VG	G	F	P
6. Overall presentation evaluation.	E	VG	G	F	P

General comments:

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Instructor's Signature