

PRACTICUM SUPERVISOR'S EVALUATION FORM

Student Name: _____

Site: _____

Practicum Supervisor Name: _____

Number of Hours: _____

Please place a check mark in the appropriate box representing the student's performance:

1. Office orientation: Rate the student's understanding of the office's mission and familiarity with the operating procedures and staff functions.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

2. Relationship with other offices: Rate the Student's understanding about the relationship between this department and other departments on campus.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

3. Attitude: Rate the student's demonstration of cooperation, trust, interest, responsibility, and teamwork within the practicum.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

4. Relationships: Rate the student's relations with office staff and students.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

5. Communication Skills: Rate the student's level of written and verbal communication skills.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

6. Quality of Work: Rate the student's quality of work and punctuality in terms of the activities that were agreed upon in the Practicum Contract.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

7. Decision Making: Rate the student's ability to demonstrate independence and confidence in making decisions.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

8. Initiative: Rate the student's ability to take on new responsibilities without hesitation.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

9. Acceptance of Feedback: Rate the student's ability to accept suggestions and use them to bring about positive changes in work habits.

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

10. Overall Rating:

Outstanding Better than Average Average Poorer than Average Not Observed

COMMENTS:

