

Public Service Commendation: Supervisor Evaluation of Student

This form is to be completed by the supervisor and submitted with the student time sheet at the end of each semester.

Student Name:

Organization Information:

Name of Organization:

Organization Address:

Supervisor E-Mail:

Phone:

Evaluation of Student Performance:

Start Date: _____ End Date (or continuing): _____

Did the student complete assigned tasks in a timely manner? Yes: No:

Did the student perform in a professionally responsible manner? Yes: No:

Feedback regarding student's work and work product:

Do you have any comments/suggestions about the Public Service Commendation Program?

Supervisor Certification:

I certify that, under my supervision, (name) _____ has satisfactorily completed (#) _____ pro bono hours as indicated on the Student Time Sheet(s).

Supervisor Name:

Supervisor Title:

Supervisor Signature:

Date:

Please call 419-530-4996 with any questions. You may give this completed form to the student to submit, or the form can be mailed, faxed or e-mailed to Kelly Tomlinson, Public Service Coordinator, 2801 W. Bancroft, Mail Stop 507, Toledo, OH 43606, 419-530-7922 (fax) or kelly.tomlinson@utoledo.edu.