

COLLEGE of ARTS

SUPERVISOR'S ASSESSMENT REPORT

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|--------------------|---------|
| Student's name: | Course: |
| Supervisor's name: | Date: |
| Organisation name: | |

Can you please take a few moments to complete this brief report based on your experience supervising the abovementioned VU student.

The evaluation of the student:

| No. | Please mark the appropriate box with an X | Strongly Agree | Agree | Not Applicable | Disagree | Strongly Disagree |
|-----|---|----------------|-------|----------------|----------|-------------------|
| 1 | The student behaved in a professional manner (punctual, appearance) | | | | | |
| 2 | The student exhibited a good attitude towards staff | | | | | |
| 3 | The student exhibited a good attitude towards the tasks allocated | | | | | |
| 4 | The student fitted in with the culture of the organisation | | | | | |
| 5 | The student was able to follow instructions | | | | | |
| 6 | The student was able to ask questions and seek clarification on tasks | | | | | |
| 7 | If the student experienced problems, he/she was able to raise the issue in order to seek a resolution | | | | | |
| 8 | The student was accepting of constructive feedback and prepared to explore alternative options | | | | | |
| 9 | The student demonstrated creativity | | | | | |
| 10 | The student showed initiative | | | | | |
| 11 | The student attended as required | | | | | |
| 12 | The student's studies properly prepared them for the placement with your organisation | | | | | |

The self-evaluation of your organisation:

| | | | | | | |
|----|---|--|--|--|--|--|
| 13 | The student was provided with the opportunity to meet the agreed learning objectives (refer signed LIWC contract) | | | | | |
| 14 | I was able to meet with the student for a reasonable amount of time | | | | | |
| 15 | The student was given the opportunity to undertake a variety of tasks | | | | | |
| 16 | The student was provided with a legitimate learning opportunity | | | | | |

Please expand of any of your above responses here:

| | |
|-----|--|
| No. | |
| | |
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|--|-------------------|--|
| Can you please summarise the experience of having this student in the workplace with you? | | |
| | | |
| Can you suggest any improvements to the current Professional Placement Program or process? | | |
| | | |
| Total number of days student attended: | | |
| Would you be prepared to host another VU student? | | |
| If so, when is the best time of the year to make contact with you? | | |
| Please indicate your preferred method of communication in relation to this program? | Email | |
| | Phone | |
| | Business letter | |
| | Meeting in person | |
| Are there any final comments that you would like to make about any aspect of the student or the placement program? | | |
| | | |

Thank you for your assistance in this matter.

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