We would appreciate if you could make comments concerning the student’s competence, behaviour and enthusiasm during the placement. This form provides valuable feedback to students and assists Information Studies staff in advising and assessing students.

Please discuss this evaluation form with the student at the conclusion of their practicum and, if possible, provide the student with a copy at this time. However, we appreciate that it may not be possible or convenient to finalise the form by the end of the placement period. In this case, please return the evaluation form to the Practicum Coordinator within two weeks of completion of the practicum.

ACCESS TO THE REPORT
All students have a right to access their evaluation form, and many students will use a copy for employment purposes. If students do not receive the completed form at the conclusion of their practicum they will be able to request a copy from the Practicum Coordinator. When completing the evaluation please keep in mind that we are unable to impose conditions of confidentiality.

COMPLETING THE REPORT
When completing the evaluation form please mark the appropriate point on the scale and add comments where appropriate. Please note: This is a generic form for library and records management and archives practicums; therefore, some sections may not be applicable to all situations or all students. If you are unable to assess a particular criterion, please mark ‘Not Applicable’. Alternatively, should you find this form not appropriate, please write a separate report.

PERSONAL QUALITIES:

<table>
<thead>
<tr>
<th>1.</th>
<th>Clearly evident</th>
<th>Visible</th>
<th>Sporadic</th>
<th>Non-existent</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student’s commitment to the practicum experience was</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further comment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>Excellent</th>
<th>Good</th>
<th>Sporadic</th>
<th>Negative</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student’s level of cooperation and willingness to work within a team was</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further comment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s work habits (e.g. dependable, thorough, accurate, punctual) were | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

4. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s response to criticism or suggestions was | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

5. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s judgement, tact, maturity and self control were | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

6. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s interpersonal skills in interacting with management, staff and clients were | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

7. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s creativity, problem solving skills and self-motivation were | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

8. | Excellent | Good | Sporadic | Negative | Not Applicable
--- | --- | --- | --- | ---
The student’s adaptability, flexibility and time-management skills were | | | | |
Further comment: 
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
9. Clearly evident | Visible | Sporadic | Non-existent | Not Applicable

The student’s enjoyment of, and enthusiasm for, the practicum experience were
Further comment:

COMMITMENT TO THE WORKPLACE:
1. Clearly evident | Visible | Sporadic | Non-existent | Not Applicable

The student’s understanding of the organisation’s culture, policies, procedures, ethos and customer focus was
Further comment:

PROFESSIONAL COMPETENCIES:
1. Clearly evident | Visible | Sporadic | Non-existent | Not Applicable

The student’s understanding of the need to design and deliver customised services was
Further comment:

2. Clearly evident | Visible | Sporadic | Non-existent | Not Applicable

The student’s recognition of the need to provide guidance and training to users was
Further comment:

3. Clearly evident | Visible | Sporadic | Non-existent | Not Applicable

The student’s commitment to the ethos and ethics of the profession was
Further comment:

TECHNOLOGICAL COMPETENCY:
1. Clearly evident | Visible | Developing | Non-existent | Not Applicable

The student’s competence in the use of technology (e.g. keyboard skills, general computing) was
Further comment:
**ASSESSMENT**
While assessment is governed by the Department of Information Studies it would be useful if you could please provide an overall rating and comment on the success of the student’s practicum.

Please note: If you consider the student’s performance on practicum to be *Unsatisfactory*, please contact the Practicum Coordinator as soon as possible. Failure to successfully complete the practicum may mean failure of the practicum-related unit and termination from the course.

**OVERALL**

<table>
<thead>
<tr>
<th>Overall, the student’s personal qualities, professional and technological competencies, and commitment to the workplace and profession were</th>
<th>Excellent</th>
<th>Very good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Further comment:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Practicum Mentor:
Name: ____________________________________________________________  
Position held: ____________________________________________________________  
Host organisation: ____________________________________________________________  
Signature: _____________________________  Date: _____________________________

*Thank you from staff and students of the Department of Information Studies at Curtin University of Technology for participating in this practicum programme. Without your support we could not provide students with such a rich and rewarding learning experience.*

Please discuss this evaluation form with the student at the conclusion of their practicum and, if possible, provide the student with a copy at this time. However, we appreciate that it may not be possible or convenient to finalise the form by the end of the placement period.

Please return the evaluation form by email, fax or post, within **two weeks** of completion of the practicum.

Rebecca (Bec) Shillington  
Practicum Coordinator,  
School of Media, Culture and Creative Arts,  
Curtin University of Technology  
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PERTH WA 6845  
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Fax: (08) 9266 3152  
Email: prac.infostud@curtin.edu.au