THIRD YEAR, GRADUATE DIPLOMA AND MASTERS
PRACTICUM MENTOR’S EVALUATION FORM

DEPARTMENT OF INFORMATION STUDIES
CURTIN UNIVERSITY OF TECHNOLOGY

PRACTICUM REPORT
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:

1. Excellent | Good | Satisfactory | Unsatisfactory | Not Applicable

The student’s commitment to the practicum experience was

Further comment:

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2. Excellent | Good | Satisfactory | Unsatisfactory | Not Applicable

The student’s level of cooperation and willingness to work within a team was

Further comment:

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3. Excellent | Good | Satisfactory | Unsatisfactory | Not Applicable

The student’s work habits (e.g. dependable, thorough, accurate, punctual) were

Practicum Mentors’ Evaluation Form - Third Year, Grad Dip, MIM Practicum.doc
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Further comment:

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<tr>
<th></th>
<th>Excellent</th>
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<td>The student’s response to criticism or suggestions was</td>
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<td>The student’s judgement, tact, maturity and self control were</td>
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<td>The student’s interpersonal skills in interacting with management, staff and clients were</td>
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<td>The student’s creativity, problem solving skills and self-motivation were</td>
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<td>The student’s adaptability, flexibility and time-management skills were</td>
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<td>The student’s enjoyment of, and enthusiasm for, the practicum were</td>
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**COMMITMENT TO THE WORKPLACE:**

1. **The student’s understanding of the organisation’s culture, policies, procedures, ethos and customer focus was**

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2. **The student’s interest in management, budgeting, staff management, policy development and strategic planning was**

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**PROFESSIONAL COMPETENCIES:**

1. **The student’s understanding of information sources and their creation, organisation, retrieval and dissemination was**

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2. **The student’s understanding of the need to design and deliver customised services was**

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3. **The student’s recognition of the need to provide guidance and training to users was**

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4. The student’s recognition of the importance of marketing to client groups and management was

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5. The student’s competence in technical skills (e.g. indexing, classification schemes, retention schedules) was

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6. The student’s commitment to the ethos and ethics of the profession was

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TECHNOLOGICAL COMPETENCIES:

1. The student’s competence in the use of technology (e.g. keyboard skills, general computing, database development, spreadsheets) was

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2. The student’s competence in using software for presentations (e.g. PowerPoint), bibliographies (e.g. EndNote), and/or content management (e.g. ECMS & EDRMS) was

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Further comment:

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_____________________________________________________________________________________
3. | Clearly evident | Visible | Developing | Not-evident | Not Applicable |
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*The student’s competence in searching catalogues, electronic databases and/or the Internet was*
Further comment: 
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4. | Clearly evident | Visible | Developing | Not-evident | Not Applicable |
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*The student’s competence in analysing Internet and/or Intranet resources was*
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5. | Clearly evident | Visible | Developing | Not-evident | Not Applicable |
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*The student’s competence in developing web pages and organising information to be placed on the web was*
Further comment: 
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**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**

| Excellent | Very good | Satisfactory | Unsatisfactory |
--- | --- | --- | --- |
*Overall, the student’s personal qualities, professional and technological competencies, and commitment to the workplace and profession were*
Further comment: 
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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 give our students 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  
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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