

**CURTIN UNIVERSITY DEPARTMENT OF
INFORMATION STUDIES**

Student Name: _____

**FIRST YEAR STUDENTS
PRACTICUM MENTOR'S EVALUATION FORM**

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.	Clearly evident	Visible	Sporadic	Non-existent	Not Applicable
<i>The student's commitment to the practicum experience was</i>					

Further comment:

2.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's level of cooperation and willingness to work within a team was</i>					

Further comment:

3.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's work habits (e.g. dependable, thorough, accurate, punctual) were</i>					

Further comment:

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4.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's response to criticism or suggestions was</i>					
Further comment:					

5.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's judgement, tact, maturity and self control were</i>					
Further comment:					

6.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's interpersonal skills in interacting with management, staff and clients were</i>					
Further comment:					

7.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's creativity, problem solving skills and self-motivation were</i>					
Further comment:					

8.	Excellent	Good	Sporadic	Negative	Not Applicable
<i>The student's adaptability, flexibility and time-management skills were</i>					
Further comment:					

9.	Clearly evident	Visible	Sporadic	Non-existent	Not Applicable
<i>The student's enjoyment of, and enthusiasm for, the practicum experience were</i>					
Further comment:					

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COMMITMENT TO THE WORKPLACE:

1.	Clearly evident	Visible	Sporadic	Non-existent	Not Applicable
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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
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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
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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
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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
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The student's competence in the use of technology (e.g. keyboard skills, general computing) 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
<i>Overall, the student's personal qualities, professional and technological competencies, and commitment to the workplace and profession were</i>				

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 for participating in this practicum program. 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 or post, within *two weeks* of completion of the practicum.

Rebecca (Bec) Shillington
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