CURTIN UNIVERSITY DEPARTMENT OF
INFORMATION STUDIES

Student Name: _____

THIRD YEAR, GRADUATE DIPLOMA AND MASTERS
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.	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's commitment to the practicum experience was					

Further comment:
_____
_____
_____

2.	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's level of cooperation and willingness to work within a team was					

Further comment:
_____
_____
_____

3.	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's work habits (e.g. dependable, thorough, accurate, punctual) were					

Further comment:
_____
_____
_____

4.

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's response to criticism or suggestions was					

Further comment:
_____
_____
_____

5.

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's judgement, tact, maturity and self control were					

Further comment:
_____
_____
_____

6.

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's interpersonal skills in interacting with management, staff and clients were					

Further comment:
_____
_____
_____

7.

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's creativity, problem solving skills and self-motivation were					

Further comment:
_____
_____
_____

8.

	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's adaptability, flexibility and time-management skills were					

Further comment:
_____
_____
_____

9.

	Clearly evident	Visible	Satisfactory	Not-evident	Not Applicable
The student's enjoyment of, and enthusiasm for, the practicum were					

Further comment:
_____
_____
_____

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COMMITMENT TO THE WORKPLACE:

1.	Excellent	Good	Satisfactory	Unsatisfactory	Not Applicable
The student's understanding of the organisation's culture, policies, procedures, ethos and customer focus was					

Further comment:

_____
_____
_____

2.	Clearly evident	Visible	Satisfactory	Not-evident	Not Applicable
The student's interest in management, budgeting, staff management, policy development and strategic planning was					

Further comment:

_____
_____
_____

PROFESSIONAL COMPETENCIES:

1.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's understanding of information sources and their creation, organisation, retrieval and dissemination was					

Further comment:

_____
_____
_____

2.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's understanding of the need to design and deliver customised services was					

Further comment:

_____
_____
_____

3.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's recognition of the need to provide guidance and training to users was					

Further comment:

_____
_____
_____

4.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's recognition of the importance of marketing to client groups and management was					

Further comment:

_____
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_____

5.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's competence in technical skills (e.g. indexing, classification schemes, retention schedules) was					

Further comment:

_____
_____
_____

6.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's commitment to the ethos and ethics of the profession was					

Further comment:

_____
_____
_____

TECHNOLOGICAL COMPETENCIES:

1.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's competence in the use of technology (e.g. keyboard skills, general computing, database development, spreadsheets) was					

Further comment:

_____
_____
_____

2.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
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					

Further comment:

_____
_____
_____

3.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's competence in searching catalogues, electronic databases and/or the Internet was					

Further comment:

_____
_____
_____

4.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's competence in analysing Internet and/or Intranet resources was					

Further comment:

_____
_____
_____

5.	Clearly evident	Visible	Developing	Not-evident	Not Applicable
The student's competence in developing web pages and organising information to be placed on the web 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

	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:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**CURTIN UNIVERSITY DEPARTMENT OF
INFORMATION STUDIES**

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 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 or post, within *two weeks* of completion of the practicum.

> Rebecca (Bec) Shillington
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