**SELF & SUPERVISOR EVALUATION ASSIGNMENT**

*Self-Evaluation:*Complete the attached self-evaluation form and upload to ELMS by the 1st day of class in the spring semester. **(NOTE: this form is slightly different from the supervisor evaluation form that immediately follows it).** Please be honest in your self-evaluation.

*Supervisor Evaluation:* The Learning Contract you completed with your supervisor prior to beginning your practicum experience acknowledges your supervisor’s agreement to fill out this form upon completion of your practicum. You should provide your supervisor with an electronic copy of the form as you near the end of your practicum and ask him/her to email it to etesupervisoreval@gmail.com. **This form is NOT to be submitted by the student**. **It** **must be sent DIRECTLY from the supervisor *ideally within 3 weeks of completion of capstone practicum experience.*** TheABSOLUTE deadline is the **1st day of class the spring semester** immediately following your practicum experience.

**College Park Scholars – Environment, Technology, & Economy**

Capstone Practicum Experience Student Self-Evaluation

**Please upload to the ETE ELMS Organization Site** (in the “Practicum Materials & Assignments” module) by the **1st day of class the spring semester** immediately following your capstone practicum experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate yourself on the following: | Always | Almost Always | On Average | Rarely | AlmostNever |
| Maintained regular work schedule. |  |  |  |  |  |
| Was responsible about rescheduling responsibilities if necessary. |  |  |  |  |  |
| Interacted well with colleagues. |  |  |  |  |  |
| Interacted well with the population served. |  |  |  |  |  |
| Work was thorough, of high quality, and complete. |  |  |  |  |  |
| Was able to complete assigned tasks with minimal supervision. |  |  |  |  |  |

**Duties included**:

In what areas do you feel you were the **strongest**?

In what areas do you feel you **need improvement**?

Overall, if this had been a class, what grade would you have given yourself (circle one)?

A = Retain as an employee, give added responsibility

B = Retain as an employee, help to build on strengths

C = Suggest importance of improved work habits, provide follow-up

D = Suggest the employee find alternative employment

F = Dismiss as an employee

# Please verify your total hours spent on-site = \_\_\_\_\_\_ hours.

Additional comments:

Student Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Park Scholars – Environment, Technology, & Economy

Capstone Practicum Experience Supervisor Evaluation

Thank you for taking the time to work with a CPS-ETE student this semester. Your participation in this project has been of tremendous help to this student and to the CPS program in general. **Please email this evaluation directly (i.e. not through student as intermediary) to** **etesupervisoreval@gmail.com****.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the student on the following: | Always | Almost Always | On Average | Rarely | AlmostNever |
| Maintained regular work schedule. |  |  |  |  |  |
| Was responsible about rescheduling responsibilities if necessary. |  |  |  |  |  |
| Interacted well with colleagues. |  |  |  |  |  |
| Interacted well with the population served. |  |  |  |  |  |
| Work was thorough, of high quality, and complete. |  |  |  |  |  |
| Was able to complete assigned tasks with minimal supervision. |  |  |  |  |  |

**Duties included**:

In what areas was the student **strongest**?

In what areas does the student **need improvement**?

Overall, if this had been a class, what grade would you have given the student (circle one)?

A = Retain the employee, give him/her added responsibility

B = Retain the employee, help him/her to build on strengths

C = Suggest importance of improved work habits, provide follow-up

D = Suggest the employee find alternative employment

F = Dismiss the employee

# Please verify student’s total hours spent on-site = \_\_\_\_\_\_ hours.

Additional comments:

Mentor Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_