



College of Agriculture, Food and Environment

Community Leadership and Development

CLD 497: Practicum in Community & Leadership Development

PRACTICUM SUPERVISOR EVALUATION OF STUDENT

Student Name

Date

The evaluation of the student's performance by the practicum supervisor is an integral part of the overall learning experience. The student will be evaluated near the mid-point of the practicum and again at the end of the program, using the attached form. The employer evaluation is a significant portion of the grading. Where possible, each evaluation should be done by the student's immediate supervisor.

Rating Instructions

Use the following scale to rate the current performance of the student in carrying out the assigned practicum project. Enter your evaluation under the **Rating** column. Use the **Comments** column for explanatory remarks, where appropriate.

Rating Scale

1 = Excellent

2 = Above average

3 = Average

4 = Below average

5 = Unsatisfactory.

Use the **Additional Comments** section to discuss appropriate categories not included on the form or to elaborate on previous remarks.

In the **Overall Rating** section summarize your evaluation of the student. Indicate an overall rating using the number scale listed above.

After completing this form, review the evaluation with the student. Both the student and the supervisor conducting the evaluation should sign the evaluation form.

Return the completed evaluation form to the academic instructor.

SUPERVISOR EVALUATION OF STUDENT

Performance Elements	Rating	Comments
<i>Interpersonal Characteristics</i>		
The student demonstrates those personal characteristics (enthusiasm, leadership, interest, motivation, reliability, honesty, cooperation) that facilitate working individually or cooperatively with others.		
<i>Organizational Skills</i>		
The student organizes work tasks for effective use of time and effort		
<i>Communication Skills</i>		
The student demonstrates verbal and written skills that reflect the ability to analyze and communicate ideas pertaining to work assignments		
<i>Work Quality</i>		
The student demonstrates the ability to follow directions and established procedures as well as comply with the performance standards required for the assigned task or project		
<i>Self-Appraisal</i>		
The student shows the ability to analyze his/her performance and to make constructive efforts to improve		
<i>Technical Expertise</i>		
The student demonstrates technical competence in performing duties and responsibilities outlined in intern job description (attached)		

Additional Comments	Overall Rating

Supervisor Signature

Date

Student Signature

Date

Please submit this form to: Grace Gorrell - ggorrell@uky.edu.

For any questions concerning this course, please contact Grace Gorrell - ggorrell@uky.edu