

University of Tennessee
Educational Leadership and Policy Studies
College Student Personnel

PRACTICUM SUPERVISOR'S EVALUATION

Name of Student: _____

Name of Supervisor: _____

Supervisor's Title/Position: _____

Department: _____

Institution: _____

Supervisor's Telephone Number: _____

Supervisor's Email Address: _____

Instructions for Supervisors:

1. Each student is required to complete a minimum total of 270 hours of practica for graduation. This is typically broken into two experiences; one at 90 hours and the other totaling 180 hours. The student receives academic credit for practica and a grade of pass/fail. The grade is based upon completion of the required hours, a presentation of their practicum work, completion of work in their practicum seminar, and your evaluation.

2. Thank you again for providing this opportunity. Because your evaluation is required for the student to receive his/her grade, please complete this form immediately after completion of the practicum and send electronic copies to Dr. Dorian McCoy at dmccoy5@utk.edu. Feel free to contact me at (865) 974-2216 if you have any questions or concerns.

NOTE: Because this practicum is a learning experience for the student, this evaluation is not a confidential one. This document must be reviewed directly with the student prior to submission. The student will have access to this evaluation and it will become part of her/his academic file.

Please check the applicable boxes.

The student completed the practicum during the following period:

_____ Fall Semester 20 _____

_____ Spring Semester 20 _____

_____ Summer 20 _____

Dependability: Consider how the student fulfilled your expectations in terms of reliability, such as completing office hours, attending meetings, etc.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments:

Quality of Work: Consider how the student met your expectations in terms of the thoroughness and professionalism of the duties fulfilled and the work produced.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments:

Quantity of Work: Consider how the student met your expectations in terms of completion of the work expected and the volume of work completed.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments:

Supervision: Consider how the student met your expectations in terms of the supervision s/he required.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments:

Professionalism: Consider how the student met your expectations in terms of demeanor and interactions with students, parents, and others in fulfilling his/her job responsibilities.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments:

Colleagueship: Consider how the student met your expectations in terms of interactions as a temporary member of your staff and division.

- Exceptional
- Consistently well done
- Fulfilled expectations but not unusual
- Somewhat fulfilled expectations
- Did not fulfill expectations

Comments

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Willingness to Learn: Consider how the student approached his/her job responsibilities as an opportunity to learn and grow as a professional.

- _____ Exceptional
- _____ Consistently well done
- _____ Fulfilled expectations but not unusual
- _____ Somewhat fulfilled expectations
- _____ Did not fulfill expectations

Comments:

Preparation: Understanding that practica are learning experiences, how well prepared was the student to assume the responsibilities of the position?

- _____ Exceptional
- _____ Consistently well done
- _____ Fulfilled expectations but not unusual
- _____ Somewhat fulfilled expectations
- _____ Did not fulfill expectations

Comments:

Please rate the student's overall performance:

- _____ Exceptional
- _____ Consistently well done
- _____ Fulfilled expectations but not unusual
- _____ Somewhat fulfilled expectations
- _____ Did not fulfill expectations

Supervisor's Signature: _____

Date: _____

CSP Program Coordinator's Signature: _____

Date: _____