

Evaluation Form

Dear Student,

Congratulations on completing your practicum for Commerce Work Practicum.

An important part of any practicum is to self-evaluate your performance. This evaluation does not form part of the assessment for Commerce Work Practicum, but it will be a useful tool for you to recognise your strengths and identify areas for further development. You are strongly encouraged to complete this evaluation exercise.

Work Practicum Details

Name of Student:		
Dates of Practicum – From:		To:
Brief Project Description		
Name of Practicum Supervisor:		
Name of Organisation:		
Address of Organisation:		
Telephone:		

Student Evaluation Part 1

1. How satisfactorily did you fit into the practicum and the organisation?
2. What tasks were you responsible for?
3. What other tasks did you undertake?

4. What new knowledge or skills did you acquire?

5. Where do you feel you struggled and why?

6. What strategies can you use to address areas you had difficulty with?

7. What kinds of new technology/techniques did you experience?

8. What do you think are the strengths and weaknesses of your practicum organisation?

9. To what extent were the course learning objectives achieved?

10. Were there any areas where the course objectives were not met?

11. To what extent were your personal/professional objectives achieved?

12. Were there any areas where your personal/professional objectives were not met?

13. What feedback did you receive from the organisation during the practicum?

14. What benefits did organisation receive from your practicum?

15. What was the most positive aspect of the work practicum?

16. What was the most negative aspect of the work practicum?

Student Evaluation Part 2:

Next, please assess how well you developed the following skills during your practicum. (As a guide, **5** = Excellent, **4** = Good, **3** = Average, **2** = Below Average, **1** = Poor). You also have the option of providing examples of how you met each skill. Having examples is very useful when preparing job applications that ask you demonstrate your experience in a particular skill or area.

Skill	Evaluation of skill level				
	1	2	3	4	5
Demonstrates knowledge of the organisation and its operations (<i>Graduate Quality 1</i>).					
Example:					

Demonstrates an understanding of the organisation's local and international business, stakeholders and processes (<i>Graduate Quality 7</i>).	1	2	3	4	5
Example:					
Demonstrates a commitment to ethical action and social responsibility in the workplace (<i>Graduate Quality 4</i>).	1	2	3	4	5
Example:					
Demonstrates effective verbal communication skills (<i>Graduate Quality 6</i>).	1	2	3	4	5
Example:					
Demonstrates effective written communication skills (<i>Graduate Quality 6</i>).	1	2	3	4	5
Example:					

Demonstrates an ability to work in teams (<i>Graduate Quality 4</i>).	1	2	3	4	5
Example:					
Demonstrates an ability to work independently and adapt to different roles and tasks (<i>Graduate Quality 4</i>).	1	2	3	4	5
Example:					
Demonstrates an ability to prioritise tasks and set and achieve goals within agreed time frames.	1	2	3	4	5
Example:					
Demonstrates an ability to work under pressure.	1	2	3	4	5
Example:					

Demonstrates an ability to anticipate and deal with problems.	1	2	3	4	5
Example:					
Generates new ideas and uses own initiative where appropriate.	1	2	3	4	5
Example:					
Applies critical, logical and reflective thinking to a range of situations and problems (<i>Graduate Quality 3</i>).	1	2	3	4	5
Example:					
Demonstrates an ability to continually learn and develop personal and professional skills (<i>Graduate Quality 2</i>).	1	2	3	4	5
Example:					

Demonstrates understanding and the ability to effectively and safely use relevant equipment and techniques <i>(Graduate Quality 1).</i>	1	2	3	4	5
Example:					

Please feel free to make any additional comments about your experiences during the practicum:

Student's signature

Student's Name (print).....

Date.....