Please give your considered opinion based on your interaction with and observation of the student over the period of the placement. Your assessment of the student is a valued contribution to the determination of the student’s grade.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Student Number:** |  |
| **Placement Host:** |  | **Supervisor:** |  |

RATING SCALE

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | **insufficient opportunity to evaluate** | **2** | **meets expectations** |
| **1** | **falls below expectations** | **3** | **exceeds expectations** |

##### A. PROFESSIONAL ATTRIBUTES

Please circle your assessment of the student’s level of performance in the following:

1. **Knowledgeable**

demonstrates technical and professional proficiency in key library and information concepts and processes

0 \_\_\_\_\_\_\_\_\_\_ 1 \_\_\_\_\_\_\_\_\_\_ 2 \_\_\_\_\_\_\_\_\_\_ 3

2. **Creative**

exercises initiative and problem responsiveness

0 \_\_\_\_\_\_\_\_\_\_ 1 \_\_\_\_\_\_\_\_\_\_ 2 \_\_\_\_\_\_\_\_\_\_ 3

3. **Analytical**

constructively questions and debates issues, reflects for deeper understanding

0 \_\_\_\_\_\_\_\_\_\_ 1 \_\_\_\_\_\_\_\_\_\_ 2 \_\_\_\_\_\_\_\_\_\_ 3

4. **Responsible**

self-directing and flexible with regard to personal, planning and organisational skills

0 \_\_\_\_\_\_\_\_\_\_ 1 \_\_\_\_\_\_\_\_\_\_ 2 \_\_\_\_\_\_\_\_\_\_ 3

### 5. Interpersonal

effective communication and collaboration with colleagues and clients

0 \_\_\_\_\_\_\_\_\_\_ 1 \_\_\_\_\_\_\_\_\_\_ 2 \_\_\_\_\_\_\_\_\_\_ 3

##### B. PERFORMANCE AND PROGRESS

1. What professional tasks and involvement were required of the student (program can be appended)?

2. Please comment on student strengths as demonstrated throughout the professional placement experience.

1. Please identify any concerns or issues related to satisfactory completion of the placement.

###### 4. Achievement of placement expectations (please circle):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOW |  |  |  |  | HIGH |

###### 5. Overall Performance (please circle):

The contributions of this student were relevant in terms of possible employment in the library and information industry:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOW |  |  |  |  | HIGH |

###### C. Signature

Supervisor Date

* A copy of the student’s program is attached.
* Additional comments are attached.
* I am happy for the student to be given a copy of this report.

##### Notes

1. Professional Placement Supervisor’s Reports are prepared for educational purposes only and are not intended as reference material in seeking employment.

Please submit this Supervisor’s Report directly to the Professional Experience Office, School of Information Studies email: [InformationStudies-WPL@csu.edu.au](mailto:InformationStudies-WPL@csu.edu.au).