

Experiential Learning – Sample Assessment of Student Placement Performance

Placement Supervisor Instructions

After completing the student-supervisor learning contract, where you identified key skills the student will develop through placement-specific tasks, please complete this Assessment of Student Placement Performance. Please schedule a formal meeting to discuss your feedback with the student.

Overall Assessment

1. Did the student complete the minimum hour requirement? Yes / No
Please indicate the number of placement hours completed: _____

2. Indicate this student's top three strengths:

-
-
-

3. Indicate three areas in which this student could improve:

-
-
-

4. The four categories for placement performance assessment and the component criteria that you will consider in each category are outlined below. For each component of each category, select the number that best represents the student's performance.

Not applicable N.A.	Excellent 5 marks	Very good 4 marks	Good 3 marks	Below average 2 marks	Poor 1 or 0 marks
	Student is very proficient, highly skilled and motivated, and performance can be improved only slightly	Student's skill in this area is well developed, with some room for improvement	Performance is satisfactory; student is capable in this area, has a positive attitude, and self-improvement is evident	Level of competency is below that required; greater effort and/or training is needed	Level of competency is very low; attitude and motivation for improvement are not exhibited.

CATEGORY 1 – RESPONSIBILITY FOR OWN LEARNING

Rate your student on each item below by selecting the number that corresponds to the assessment scale. Please include comments and examples to support your assessment.

	N.A.	Excellent	Very good	Good	Below average	Poor
Motivation and enthusiasm	N.A.	5	4	3	2	1
Motivation and eagerness to learn and to optimize the learning experience; Interest and enthusiasm in approaching work tasks; Degree to which the student takes responsibility for his/her learning objectives						
Work habits	N.A.	5	4	3	2	1
Reliability in preparing for and completing tasks; Regularity of attendance and punctuality; Diligence in following instructions; Adherence to good safety practices, and appropriateness of appearance and presentation; Responsibility in meeting commitments made to the mentor and placement organization						
Initiative / Self-starting ability	N.A.	5	4	3	2	1
Initiative to accept responsibility, to seek new challenges, assignments and projects, to increase his/her level of knowledge and skill, and to assume ownership of his/her role in the workplace; Initiative in ongoing communication and collaboration with mentor (e.g., initiating placement performance evaluation(s) in a timely and effective manner)						
Openness to suggestions/criticism	N.A.	5	4	3	2	1
Student's ability to learn from others, to accept suggestions and criticism positively, and to modify behaviour in response to feedback						
General comments regarding student's taking responsibility for his/her own learning:						

Total for "Responsibility for Own Learning": _____ /20

CATEGORY 2 – COMPETENCE IN PLACEMENT ACTIVITIES

Rate your student on each item below by selecting the number that corresponds to the assessment scale. Please include comments and examples to support your assessment.

	N.A.	Excellent	Very good	Good	Below average	Poor
Knowledge base	N.A.	5	4	3	2	1
Degree to which student demonstrates and uses relevant knowledge and skills in completing placement activities; Student's understanding of his/her duties and role in his/her placement position						
Organization and planning	N.A.	5	4	3	2	1
Degree of organization and planning for placement activities; Ability to manage time on tasks and complete work in a timely manner						
Communication skills	N.A.	5	4	3	2	1
Ability to communicate information and ideas in both writing and speaking in a manner that is clear, grammatically correct and appropriate to the audience; Ability to express own ideas and opinions openly using language that demonstrates respect for people and their differences; Ability to listen to others' ideas and opinions with an open mind						
Quality of work	N.A.	5	4	3	2	1
Quality and effectiveness of student's performance in carrying out assigned tasks						
General comments regarding student's competence in placement activities:						

Total for "Competence in Placement Activities": _____/20

CATEGORY 3 – CRITICAL THINKING

Rate your student on each item below by selecting the number that corresponds to the assessment scale. Please include comments and examples to support your assessment.

	N.A.	Excellent	Very good	Good	Below average	Poor
Creativity	N.A.	5	4	3	2	1
Level of creativity and innovation as demonstrated; Ability to seek new and better ways of doing things						
Adaptability	N.A.	5	4	3	2	1
Ability to learn from the placement experience, to react to unexpected circumstances, to be open to new ideas and to appreciate, accept and learn from differences in the experiences of others						
Self-evaluation	N.A.	5	4	3	2	1
Ability to accurately assess his/her own level of effectiveness and competence in practice and to identify strengths and learning needs						
Application of ideas	N.A.	5	4	3	2	1
Student’s ability to analyze work situations, make appropriate decisions and act on them; Degree to which the student can evaluate and make constructive suggestions regarding work and your organization						
General comments regarding student’s judgement and critical thinking skills						

Total for “Critical Thinking”: _____ /20

CATEGORY 4 – RELATIONS IN THE WORKPLACE

Rate your student on each item below by selecting the number that corresponds to the assessment scale. Please include comments and examples to support your assessment.

	N.A.	Excellent	Very good	Good	Below average	Poor
Interpersonal and intercultural skills	N.A.	5	4	3	2	1
Degree to which student has effective and positive relationships with personnel at all levels of your organization, such that interactions are productive and sensitive to the needs of others; Degree to which student shows consideration and respect to others and maintains purposeful working relationships that respect diversity (of culture, beliefs, sexual orientation...); Ability of student to cooperate and work effectively with others						
Understanding of Workplace	N.A.	5	4	3	2	1
Student's effort to increase his/her knowledge of the organization, its mission, policies, rules and regulations in relation to the work performed; Degree to which student understands priorities and can determine what shall be done, by whom, where or how						
General comments regarding student's judgement and critical thinking skills						

Total for "Relations in the Workplace": _____/20

OVERALL SCORE

Category	Mark
Responsibility for Own Learning	/20
Competence in Placement Activities	/20
Critical Thinking	/20
Relations in the Workplace	/20
TOTAL	/80

This Sample Assessment tool was replicated, with minor adjustments, from: Higher Education Quality Council of Ontario. (2016). *A practical guide for work-integrated learning* (pp. 45-50). Government of Ontario.