

New Media Communications

Campus Media Practicum Evaluation

Please Submit To: Bill Loges, Bill.loges@oregonstate.edu

Date _____ Student Name _____ OSU ID _____

Company Name _____

Company Address _____

Company Phone Number _____ Immediate Supervisor _____

Supervisor email _____ Number of hours worked per week _____

Knowledge of the job: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider the extent of the knowledge of the present job; knowing what to do and why.

Comments _____

Quality of Work: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider ability to turn out work which meets high quality standards. Consider accuracy and neatness of work, regardless of volume.

Comments _____

Quantity of Work: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider the volume of work produced under normal conditions. Is the required volume produced on each task? Have quantity standards for the job been met?

Comments _____

Attendance & Punctuality: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider frequency of absences and tardiness.

Comments _____

Attitude: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider attitude toward work, company associates, and willingness to work with and for others. Does the student pitch in when needed?

Comments _____

Judgment: ____ Exceptional ____ Superior ____ Average ____ Inferior ____ Unsatisfactory

Consider ability to make decisions and to utilize working time to best advantage. Was work planned logically to get

accomplished in the best possible manner? Were facts obtained before making decisions? Was advice sought when needed?

Comments _____

Reliability: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory
Consider ability to get work out under pressure and follow-through to completion, dependability to complete assignments satisfactorily and on schedule, meeting peak loads and retaining composure under pressure.

Comments _____

Flexibility & Adaptability: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory
Consider the speed of learning, the amount of instruction required to teach new duties, adaptability to new conditions, confidence in learning ability and willingness.

Comments _____

Personal Characteristics: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory
Consider appearance, personality, integrity, demonstration of ability to properly represent the company on the telephone and in person and appearance of work space.

Comments _____

Professional Growth: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory
Consider amount of growth during work experience and recommend areas for further growth. Please list specific skills this student has learned at this work site.

Comments _____

Composite Rating: _____ Exceptional _____ Superior _____ Average _____ Inferior _____ Unsatisfactory
Overall performance level.

Comments _____

Would you recommend this student for future employment in your own or another firm?

Immediate Supervisor Signature: _____ Date: _____