**LIBERAL ARTS WORK**

**NON-CREDIT BASED OFF-CAMPUS EXPERIENCE**

**STUDENT RATING FORM**

**TOP PORTION TO BE COMPLETED BY STUDENT**

Student Name Date

Student Phone (optional) E-Mail

Evaluation period from to

Total Number of Hours Volunteer or work experience?

Agency Name and Address

Primary responsibilities of non-credit based experience

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**FOLLOWING TO BE COMPLETED BY PROJECT SUPERVISOR**

Please use the following rating scale to reflect the students’ performance during the time they were assigned to you as workers/volunteers.

Place the appropriate rating indicator in the space to the left of the characteristic.

5…….Excellent

4…….Very Good

3…….Good

2…….Fair

1…….Poor

N/A…….Not Applicable

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Excellent | | Very Good | Good | | Fair | | Poor |
| ADAPTABLITY | | |  | |  |  | |  | |  |
| COOPERATION | | |  | |  |  | |  | |  |
| DEPENDABILITY | | |  | |  |  | |  | |  |
| INITIATIVE AND ENTHUSIASM | | |  | |  |  | |  | |  |
| JUDGMENT | | |  | |  |  | |  | |  |
| COMMUNICATION | | |  | |  |  | |  | |  |
|  |  |  | |  | | |  | |  | |

1. ADAPTABILITY

\_\_\_\_\_a. is capable of meeting new situations calmly

\_\_\_\_\_b. is at ease with people of different ages and backgrounds

2. COOPERATION

\_\_\_\_\_a. works well with others

\_\_\_\_\_b. respects the opinions of others

\_\_\_\_\_c. accepts suggestions/criticisms graciously

3. DEPENDABILITY

\_\_\_\_\_a. is punctual

\_\_\_\_\_b. carries work through to completion

4. INITIATIVE AND ENTHUSIASM

\_\_\_\_\_a. starts tasks without suggestions or prodding

\_\_\_\_\_b. is industrious

\_\_\_\_\_c. demonstrates a keen interest in tasks and colleagues

5. JUDGMENT

\_\_\_\_\_a. knows limitations and when to ask for help

\_\_\_\_\_b. can recognize unimportant matters

\_\_\_\_\_c. analyzes situations to consider possible results

\_\_\_\_\_d. produces effective solutions to problems

6. COMMUNICATION

\_\_\_\_\_a. has a command of English and conveys ideas clearly

\_\_\_\_\_b. writes effectively and correctly

\_\_\_\_\_c. has ability to state opinion before group

\_\_\_\_\_d. is able to adjust communication style for different audiences

7. LEADERSHIP

\_\_\_\_\_a. instills confidence in others

\_\_\_\_\_b. stimulates participants to greater effort

\_\_\_\_\_c. delegates responsibilities effectively

\_\_\_\_\_d. promotes harmonious relationships

\_\_\_\_\_e. organizes and works in a democratic manner

8. PROFESSIONALISM

\_\_\_\_\_a. has a sincere interest in profession

\_\_\_\_\_b. evaluates own work

\_\_\_\_\_c. sets goals for improvement

\_\_\_\_\_d. reads professional or job related articles

\_\_\_\_\_e. plans ahead

\_\_\_\_\_f. dresses appropriately for the setting

9. RESOURCEFULNESS

\_\_\_\_\_a. is creative in solving problems

\_\_\_\_\_b. is adaptable to changing work needs

\_\_\_\_\_c. has a variety of job related ideas and skills

\_\_\_\_\_d. is acquainted with community or organization resources

10. CRITICAL THINKING

\_\_\_\_\_a. can navigate through multiple viewpoints

\_\_\_\_\_b. demonstrates creativity in the workplace

ADDITIONAL COMMENTS (Indicate below or provide an attached document as necessary):

Name of Project Supervisor (Print) Title

Email address Phone

Project Supervisor Signature Date

Student Signature Date

Signatures indicate that both faculty/staff supervisor and student have conferred on the above rating prior to submission of this form. Please submit this form electronically or as hard copy to Chair Drew Hyatt, [LiberalArtsWork@easternct.edu](mailto:LiberalArtsWork@easternct.edu) , Science 267.

Attach additional pages, if necessary. Revised 10/2021