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**Morningside College**

**GEMC3001 Supervisor Evaluation of Service Learner**

Students must fill in Part I before providing their supervisor with this form.

**Part I: To be completed by Student**

Student Name:

Service Organization:

Supervisor Name:

Supervisor Title:

Supervisor Contact:

Project Start Date:

Project Duration:

**Project Abstract**

Describe problem addressed, proposed solution, expected results, intended beneficiaries – students may copy and paste from their project proposal.

**Part II: To be completed by Supervisor**

1. Based upon the student’s work at your organization, please evaluate how well the student performed in the areas that follow.
2. Please utilize the comments section to explain your ratings. Your comments will be considered in assigning the student a grade.
3. Please discuss the evaluation with the student. The evaluation and feedback process are a valuable part of the student’s learning experience and professional education.
4. Return the completed form directly to the Morningside General Education team via email at **gemc@cuhk.edu.hk**. Feel free to contact with comments or questions.

Thank you!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Poor** | **Average** | **Good** | **Excellent** |
| Understands organization’s mission and services. |  |  |  |  |
| Fulfills commitment to the organization, completing assigned work. |  |  |  |  |
| Exhibits effective communication skills – listening, speaking, and/or writing. |  |  |  |  |
| Works well with others, including supervisor, staff, volunteers, and clients. |  |  |  |  |
| Displays awareness of self, including personal strengths and limitations. |  |  |  |  |
| Demonstrates awareness and sensitivity in work with those they interact with. |  |  |  |  |
| Responds to the emerging needs of the organization, other staff and clients. |  |  |  |  |
| Accepts constructive feedback from others. |  |  |  |  |
| Demonstrates professional work habits (punctuality, dependability). |  |  |  |  |
| Respects and adheres to agency’s ethical standards. |  |  |  |  |

Please comment on the student’s progress in meeting the learning objectives outlined in the project abstract above.

Did this student complete a minimum of **40 hours** of service as required by the College?

🞏 Yes 🞏 No

Would you be willing to host another Morningside service-learner at your organization?

🞏 Yes 🞏 No

Has this evaluation been discussed with the student?

🞏 Yes 🞏 No

**Declaration**

*I affirm that the information I have provided is true and correct to the best of my knowledge.*

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(Name) (Organization/Title)

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(Signature) (Date)