Dear Field Placement Supervisor,

SF State would greatly appreciate it if you could fill out this questionnaire for each student volunteering in your agency and fax it back to:

__________________________________________________________________________

Faculty Name

by no later than __________________________. The information will assist us in assuring that future projects are successful for both the student and the agency.

** Please keep in mind that students may not receive full credit for the project or course if this form is not completed and returned during the grading period. **

Agency: ________________________________________________________________

Field Supervisor Name/Position: ___________________________________________

Student’s Name: _________________________________________________________

INSTRUCTIONS: Please rate the student in the following areas:
(1-Unsatisfactory; 2-Just okay; 3-Satisfactory; 4-Good; 5-Excellent, 6-N/A)

a. Punctuality (Did student show up and was student on time?)

   a.

b. Enthusiasm (Did student show interest in projects and goals of agency?)

   b.

c. Initiative (Was student self-directed and motivated?)

   c.

d. Competence (Did student complete task accurately and efficiently?)

   d.

e. Effectiveness (Did student work further on projects or goals of the agency?)

   e.

f. Rate student’s overall performance and effectiveness

   f.

In your opinion, how prepared was the student for her/his service or work she/he provided (e.g., ability to take on new challenges, ability to work in a group setting, etc.)?

   Yes _____   No _______

How could the student be better prepared to volunteer at your agency? ____________________________________________

Was having a student beneficial to your agency? Yes _______   No _______

Field Placement Supervisor’s Name and Signature: __________________________________________________________