



Visual Communications

Las Positas College Visual Communications

On-Site Work Evaluation Form

To be completed on or before add date here.

To:

From: Fredda Cassidy, Visual Communications Head Faculty, Coordinator

Date

Hello xxx,

Thank you for having xxxx intern at PureRed for [time] each this summer. Please take a few minutes to complete this evaluation form to help determine the outcome of their experience with you Thank you for taking time to help us evaluate our advanced students/recent alumni and the internship program in general.

A handwritten signature in black ink that reads "Fredda Cassidy". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Fredda Cassidy



Visual Communications

Student Name _____

On-Site Company _____

Supervisor/Mentor _____

Please rate the student on the following attributes (circle appropriate number).

How dependable was the student concerning his/her work schedule?

Not dependable at all **Extremely dependable**

1 2 3 4 5 6 7 8 9

How much initiative did the student show (asking for and/or finding work)?

No initiative at all **Very much initiative**

1 2 3 4 5 6 7 8 9

What kind of attitude did the student exhibit toward his/her work?

Very poor attitude **Excellent attitude**

1 2 3 4 5 6 7 8 9

What kind of attitude did the student exhibit toward supervision?

Very poor attitude **Excellent attitude**

1 2 3 4 5 6 7 8 9

How would you rate the quality of the work this student produces?

Very low quality **Very high quality**

1 2 3 4 5 6 7 8 9

How would you rate the quantity of the work this student produces?

Very low output **Extremely high output**

1 2 3 4 5 6 7 8 9

Overall, how would you assess this student?

Very unsatisfactory **Very satisfactory**

1 2 3 4 5 6 7 8 9



Please rate this student's writing skills on the following criteria (Note: Please skip this section if this student's tasks during his/her work experience are not applicable.)

Style and grammar

Very poor

Excellent

1 2 3 4 5 6 7 8 9

Accuracy

Not accurate at all

Always accurate

1 2 3 4 5 6 7 8 9

Thoroughness

Not thorough at all

Very thorough

1 2 3 4 5 6 7 8 9

Creativity

Not creative at all

Very creative

1 2 3 4 5 6 7 8 9

Using the grading scale below, how would you rate this student's work during his/her time on-site?

A+ A A- B+ B B- C+ C C- D+ D D- F

Please describe the kinds of work this student did for you. Please assign a percentage indicating the time spent doing that work. For example: John/Mary Jones primarily worked on our company newsletter during his/her time here. S/he spent 40 percent of the time writing; 50 percent of the time designing; and 10 percent of the time gathering information for the newsletter.



Please comment on the student's overall performance, strengths and weaknesses during this on-site work experience.

Based on the student's performance in this studentship, what do you think his/her chances for success are in the field?

Signature of studentship supervisor/coordinator: _____

Date: _____

5=Excellent
 4=Above Average
 3=Average
 2=Marginal
 1=Poor
 n/a=Not Applicable



Student Name _____

On-Site Company _____

Supervisor/Mentor _____

STUDENT SECTION

Please rate how well your supervisor carried out the following tasks and explain/clarify any of the responses directly below each if needed.

Defining projects	1	2	3	4	5	n / a
Setting realistic goals	1	2	3	4	5	n / a
Providing work space	1	2	3	4	5	n / a
Openness to new ideas	1	2	3	4	5	n / a
Providing direction	1	2	3	4	5	n / a
Providing challenging assignments	1	2	3	4	5	n / a
Being available to you	1	2	3	4	5	n / a



Please comment on your overall experience, the strengths and weaknesses included during your on-site work internship. Please provide recommendations for improvement if any..