Bay Path College

Student Name: _____
Telephone: _____ **Email:** _____
Community Service Site: _____
Supervisor Name: _____
Telephone: _____ **Email:** _____
Service Dates - From: _____ **To:** _____

Community Service Evaluation Form

A. The Site Supervisor should complete the Evaluation Form after the completion of the assignment.
B. The Site Supervisor, Student, and Director of Career Services must review and sign the evaluation.
C. The Student must return the completed evaluation form to Career Services with her final paper.

Please use the Performance Rating Scale below and make additional comments in the space provided.

Performance Rating Scale

1 **Outstanding -** Performance exceeded all goals and objectives. Student exhibited initiative and leadership.
2 **Very Good -** Performance is above average. Student met all goals and objectives and exceeded several objectives.
3 **Effective -** Performance is acceptable. Student met goals and objectives.
4 **Marginal -** Performance is below expected standards. Student exhibited inappropriate attitudes, behaviors and/or technical skills were inadequate.
5 **Unacceptable -** Performance failed to meet minimum requirements.

Section I - Please use the Performance Rating Scale to evaluate the Student's performance in the following areas. Use the space provided for additional comments.

FACTOR	Rating
INSTRUCTIONS - Follows instructions and performs tasks with minimal supervision.	
QUALITY - Accurately and thoroughly completes assignments. Work is neat and conforms to organizational standards.	
PLANNING - Establishes realistic goals. Organizes and prioritizes assignments. Manages multiple priorities.	
COMMUNICATIONS - Expresses ideas effectively. Listens. Demonstrates positive interpersonal skills.	
TEAMWORK - Interacts effectively with others. Expresses empathy and respect for others.	
ATTENDANCE - Is punctual for work, meetings and appointments.	

Section II - Please use the Performance Rating Scale to evaluate the Student's performance in the following developmental areas. Use the space provided for additional comments.

FACTOR	Rating
PROFESSIONALISM - Exhibits self awareness, self-confidence and maturity. Projects a professional image.	
VERSATILITY - Manages ambiguity and uncertainty effectively.	
INITIATIVE - Exhibits self motivation. Recognizes tasks within her realm of responsibility and assumes ownership.	
JUDGMENT - Solves problems and makes appropriate decisions.	
ATTITUDE - Exhibits a willingness to learn. Is receptive to feedback and guidance.	
DEPENDABILITY - Is reliable and follows through on assignments.	
OVERALL PREPARATION - Was adequately prepared to function in this assignment, including professional preparation and computer skills if necessary.	

Section III. Summary Evaluation

A. Did the Student satisfactorily complete this assignment? _____

_____

B. Please identify strengths /qualities that contributed to the Student's performance. **_____**

_____

C. Please identify developmental areas that need improvement. _____

_____

D. Please comment on the Student's overall performance. _____

_____

OVERALL EVALUATION - PLEASE CHECK ONE:

_____ Outstanding _____ Very Good _____Effective _____Marginal Unacceptable _____

Section IV - Signatures

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Career Services: _____ Date: _____

Bay Path College

Community Service Information Form

Student Name:_____ **Telephone:** _____ **E-mail:** _____

Address: _____
Street City State Zip

Major: _____ **Anticipated Graduation Date:** _____

Community Service Agency Name: _____

Address: _____
Street City State Zip

Site Supervisor: _____ **Telephone:** _____ **E-mail:** _____

Projected Schedule: _____

Description of duties and responsibilities: _____
_____
_____
_____
_____
_____
_____
_____

Note: Once registered, students may not drop this course without prior permission of the Associate Vice President of Academic Affairs.

Student Signature: _____ **Date:** _____

Site Supervisor Signature: _____ **Date:** _____

Please return a completed copy of this form to the Director of Career Services