

CIND3500: Professional Placement

Newcastle City Precinct

Semester 2 - 2021



**CRICOS provider
number 00109J**

Supervisor Report Information

Thank you for supervising a placement student as part of the University of Newcastle's (UON) CIND3500 Professional Placement course.

Thank you also for agreeing to provide feedback in the form of a supervisor report which is due upon completion of the placement.

You will automatically receive an email from the course coordinator with the link to a survey to assess the student's performance. The survey includes a series of questions about the student's attitude, compatibility with the professional work environment, and suitability for the profession. The next page will provide you with an overview of the criteria for the workplace supervisor report.

However, to help students on their learning journey it is recommended to look at feedback as an ongoing rather than an end-of-journey responsibility. Please raise any matters regarding student performance with the student during the placement, to make the student aware where they are performing well, and where they might need to improve. Ongoing feedback enhances student motivation and enables students with opportunities to grow. It helps avoiding demoralising surprises at the end of placement when their formal assessment is contrary to the student's personal view of their performance.

A formal meeting with the student at the half-way mark of the placement to discuss how the placement is proceeding can also be valuable. This can be an opportunity to identify and address any issues, and to work towards mutually beneficial and rewarding outcomes for the workplace and the student.

The School of Creative Industries at the UON sincerely thanks you and your organisation for providing this important opportunity for one of our students.

Please feel free to contact me, as the course coordinator, if you have any questions regarding the placement.

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Workplace supervisor report:

Your feedback will contribute 40% to the student's grade in CIND3500, and your comment will be made available to the student. When the placement concludes you will automatically receive an email with the link to this survey.

You will be asked to evaluate the **students' performance** during the placement against a range of criteria (table 1) and to provide an **overall score** for the student (table 2). Table 1 offers a maximum of 75 marks and Table 2 offers a maximum of 25 marks. The resultant mark out of 100 from your feedback will be converted to a mark out of 40.

Table 1: Evaluation of student's performance during the placement /75

Please enter a number reflecting your view of the student's performance against each category.

All students start with 75 marks of which marks will be deducted depending on your score:

- Excellent = 0 marks deducted
- Very good = 1 mark deducted
- Good = 2 marks will be deducted
- Average = 2.3 marks will be deducted
- Poor = 3 marks will be deducted
- NA = average score will occur

	Category	NA	Poor	Average	Good	Very Good	Excellent
1	Communicates effectively in work environment						
2	Works effectively with others						
3	Accepts and uses feedback in a constructive manner						
4	Generates and suggests ideas						
5	Shows initiative						
6	Accepts responsibility and accountability for own tasks and actions						
7	Shows resilience						
8	Demonstrates self-awareness						
9	Upholds professional conduct, including following protocols, process and dress codes						
10	Exhibits technical expertise and knowledge						
11	Exhibits professional judgement and reasoning ability						
12	Displays confidence in manner and approach						
13	Demonstrates a sense of purpose and self-esteem						
14	Able to apply skills and knowledge in the work context						
15	Shows interest in and commitment to professional development and future learning						

Table 2: Supervisor's overall evaluation of the student's performance during the placement: /25

Please enter a number reflecting your view of the student's overall score.

	Poor 0-9	Average 10-12	Good 13-17	Very Good 18-21	Excellent 22-25
Your score					