

APPENDIX 1

School of Computer Science & Information Technology

WORKPLACE MENTOR REPORT ON: NATHAN CROWLEY

This student will soon be completing a period of work placement with you as part of UCC's Undergraduate Work Placement Programme. His/her Academic Mentor will assess the student's performance while on Work Placement, based on the following:

- Examination of the student's **Log Book and Placement Report**. Both documents must be completed in accordance with guidelines and must be agreed and signed off by the Workplace Mentor before the end of placement.
- Evaluation of student performance by the Workplace Mentor, who completes the **Workplace Mentor Report**. This is completed at the end of placement and is usually done in consultation with the student.
- Evaluation of student performance by the Academic Mentor, who completes the **Academic Mentor Report**. This is completed following the interview or workplace visit to the student. The student may be asked to give a Placement Presentation in the workplace during the assessment visit.

We now ask you to complete the Workplace Mentor Report, ideally in consultation with the student. Once complete, please return it, before the end of the placement, to placement@cs.ucc.ie

Student Performance

Please answer the following questions according to this scale:

4 = always; 3 = usually; 2 = sometimes; 1 = seldom; 0 = never;

N/A = Not applicable or not enough evidence to give an answer to this question

Did this student ...

Complete tasks effectively and efficiently? ☐

Complete tasks on schedule? ☐

Produce an acceptable volume of work? ☐

Produce work of good, consistent quality? ☐

Demonstrate skills and knowledge in his/her technical area? ☐

Seek help and additional information when required? ☐

Demonstrate a willingness to acquire new skills and procedures? ☐

Learn from mistakes? ☐

Exhibit good planning and organisational skills? ☐

Exhibit initiative? ☐

Think along original lines? ☐

Maintain a good attendance record? ☐

Express himself/herself clearly, verbally? ☐

Express himself/herself clearly in writing? ☐

Communicate effectively with others?

Work well with others?

Add value to the group?

Project a professional image to those outside the group
including clients or customers?

Your Overall Rating of the Student's Performance

Outstanding

Adequate

Successful

Not Satisfactory

GENERAL COMMENTS AND FEEDBACK

It would be very valuable if you could identify any obvious shortcomings in the student's prior knowledge as we want to use your feedback to critically examine our course content.

Any comments you wish to make about the student, the Programme, the visit(s) by the Academic Mentor or the method of student assessment, would be very welcome. They will contribute to the further development of our placement programme.

Workplace Mentor Signature: _____

Company Name: _____

Date: _____

Please return to:

placement@cs.ucc.ie