

Industry Supervisor Evaluation

Instructions for completing this form

The Professional Internship Unit provides students with an opportunity to apply and build upon knowledge and skills developed during their studies in an industry or community workplace setting. The unit aims to prepare students for transition to professional practice and careers in the current and future world of work. Your feedback as in Industry Supervisor is an important part of the unit.

- Students are asked to complete Section 1.
- Supervisors are asked to complete the following:
 - Section 2: This section confirms that the student has met the internship and workplace requirements.
 - Section 3: This section provides feedback to the student about their performance to support their ongoing professional development.
 - Section 4: Signature

If you would like to discuss this evaluation form or have any concerns about a student's performance, please contact the Work Integrated Learning team as soon as possible at wil@swin.edu.au

Section 1: Student details (to be completed by the student)

Name:

Student ID:

Email address:

Internship role:

Organisation/Company name:

Section 2: Internship and Workplace requirements (to be completed by the supervisor)

Please note that if the student receives an unsatisfactory in this section they will fail the unit.

	Satisfactory	Unsatisfactory
Completed the required hours (120-140 hours)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adhered to company work health and safety protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Acted in a professional manner at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attempted to engage with roles and responsibilities outlined in the internship role or project plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3: Feedback on performance (to be completed by the supervisor)

Please use the rating scale below to provide feedback on the student's performance:

- **Exemplary:** Demonstrated capacity is beyond the specified brief and exceeds established expectations
- **Proficient:** Capacity to demonstrate a confident and skilful application of the skills and meets expectations
- **Competent:** Demonstrated minimum level of competency
- **Unsatisfactory:** Minimum level of competency is yet to be achieved

Discipline-specific	Unsatisfactory	Competent	Proficient	Exemplary
The student has disciplinary knowledge and skills required to complete internships tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student has relevant technical knowledge and skills to work effectively in this field/industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments (optional)				

The criteria below are selected from Swinburne's Graduate Attributes, which describe the capability of graduates to use knowledge, skills, and behaviours to contribute to society meaningfully and positively.

Professional Skills	Unsatisfactory	Competent	Proficient	Exemplary
Communication Skills: Verbal, written, visual presentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills: Collaboration, negotiation, leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Literacies: Ability to find and use information; Ability to learn, select and use technological tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments (optional)				

Self-Directed Learning	Unsatisfactory	Competent	Proficient	Exemplary
Reflection and Awareness: Ability to consider contexts; drive for continual improvement; ability to articulate strengths and weaknesses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability: Ability to transition between tasks, Ability to use knowledge and deep thinking to approach new challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Ability to make and lead progress; Confidence to make decisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments (optional)				

Future-Ready Skills	Unsatisfactory	Competent	Proficient	Exemplary
Problem Solving: Solve problems with critical evaluation of emerging trends and/or data.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement: Ability to consider various pieces of information to make logical, ethical and thoughtful decisions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultural Competency: Ability to understand, interact, and respond to ideas and people of different organisational and cultural backgrounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational and Planning Skills: Planning, time management, attention to detail,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments (optional)				

Overall feedback and suggestions for future professional development for career readiness:

Tung has shown the ability to complete his work satisfactorily. His technical skills and knowledge are evident, and he is capable of producing quality results when focused. However, there are several areas where Tung can improve to enhance his overall performance and professional development:

1. **Engagement:** Tung needs to demonstrate greater engagement with his tasks and the team. Active participation in meetings, discussions, and team activities can significantly enhance his understanding of the work and contribute to a more collaborative environment.
2. **Proactive Communication:** Tung's communication has been limited. It's important for him to be more proactive in asking questions, seeking feedback, and providing updates on his progress. This will help in identifying any issues early and ensuring that his work aligns with team expectations.
3. **Balancing Study and Internship:** Tung needs to find a better balance between his academic responsibilities and his internship. Ensuring that he is fully present and focused during his internship hours will not only improve his performance but also provide a more enriching learning experience.

By addressing these areas, Tung can greatly improve his professional skills and make a more significant impact on the team. I encourage him to take these suggestions to heart and work on them actively. With these improvements, I believe Tung has the potential to excel in his future career.

Section 4: Signature (to be completed by the supervisor)

Professional Internship Unit

Name: Fan Zhang

Position: GM of DCoE

Signature: 

Date: 2024-05-19