**Supervisor form for activities in case the supervisor is someone except your SA advisor.** This form needs to be approved by the SA coordinator.

**Service Supervisor/Advisor evaluation form**

Dear activity/project supervisor,

You listed below is progressing toward the ambitious goal of completing his/her study programme of Service.

To earn credits/approval for the same, student must engage in a series of activities that involve service to the community and experiential learning, each designed to involve you in both academic and physical pursuits in the process of service provision. Please take a moment to comment about this student’s performance with your activity by completing the information below. If you have already assembled some sort of evaluation, letter, or completion certificate we can take that instead. Whatever the case, please ensure a signature is included with your document. Your time in giving a considered response is greatly appreciated!

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activity name / Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the activity supervisor/or contact person

|  |  |
| --- | --- |
| Name |  |
| Contact information |  |

Please comment on his/her progress, effort and commitment Please rate this student out of 5 (5 being the best)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Punctuality | 1 | 2 | 3 | 4 | 5 |
| Attendance | 1 | 2 | 3 | 4 | 5 |
| Effort | 1 | 2 | 3 | 4 | 5 |
| Commitment | 1 | 2 | 3 | 4 | 5 |
| Numbers of hours engaged in this activity |  | | | | |

Supervisor/contact person's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_

Service Coordinator's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_