Ateneo de Manila University
Department of Information Systems and Computer Science
Supervisor's Evaluation of Practicum Student

Instructions for the Attending Supervisor / Industry Mentor
- Please accomplish this evaluation during or after the last week of the student's practicum. If you wish to accomplish it electronically, you may sign with a digital signature.

Practicum Information

Supervisor's Name, Position, Company, Address	Student's Name		
	Start Date	**End Date**	**Hours per Week**
	Which department/unit did the student work in?		

What tasks were assigned to the student?

Given the following list of skills, please mark the appropriate rating based on your observation of this student's work performance during the summer practicum.

		Outstanding	Very Good	Satisfactory	Less Than Satisfactory	Poor	Not Observed / Not Required
COMMUNICATION	Observing, noting, and explaining observations of events	5	4	3	2	1	0
	Active listening and expressing complex ideas in simple terminology	5	4	3	2	1	0
	Organizing and making presentations	5	4	3	2	1	0
	Writing memos, reports, and documentation	5	4	3	2	1	0
KNOWLEDGE	Possessing the knowledge required for the job	5	4	3	2	1	0
	Defining a work problem and proposing alternative solutions	5	4	3	2	1	0
	Knowing how to select and use an appropriate solution to a problem	5	4	3	2	1	0
	Taking steps to improve his/her knowledge, skills, and proficiency on the job	5	4	3	2	1	0

INTERPERSONAL	Sharing or participating in achieving group objectives	5	4	3	2	1	0
	Working effectively with people at all corporate levels	5	4	3	2	1	0
	Articulating a personal position while respecting the opinions of others	5	4	3	2	1	0
	Showing courtesy and respect in dealing with co-workers and clients	5	4	3	2	1	0
PERFORMANCE	Performing tasks thoroughly and reliably	5	4	3	2	1	0
	Adhering to the deadlines set for the completion of assigned tasks	5	4	3	2	1	0
	Being punctual and regular in reporting to work	5	4	3	2	1	0
	Managing his/her time	5	4	3	2	1	0

Areas of Strength

Areas for Improvement

Other Comments and Suggestions

Signature of Evaluator: _____ **Date:** _____

Thank you very much for your kind attention. Please submit this form by **31 May 2014** via e-mail at **jsugay@ateneo.edu**, fax at **426-6071**, or mail to
   Practicum Coordinator, Department of Information Systems and Computer Science
   Loyola Schools, Ateneo de Manila University, Loyola Heights 1108 Quezon City
or have it handed in by the student in a underline sealed envelope.