**NORTHERN MICHIGAN UNIVERSITY**

**FIELD WORK FINAL EVALUATION REPORT**

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's Position or Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address, City, State, ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Field Work experiences are intended to give students the opportunity to explore potential careers in the Leisure Service field. This evaluation is intended to provide constructive feedback from working professionals regarding a Field Work student's actual performance and potential to pursue particular career paths. Students in Field Work are generally in their first or second year of the degree plan and your evaluation should be tempered with the knowledge that their academic preparation is not yet complete.

**Directions:**

1. Underline strong points

2. Encircle weak points

3. Encircle the appropriate number position on each scale

4. Provide additional written suggestions for growth/improvement

**I. Professional Performance**

 Voice, Speech, Oral Communication

 Clear and distinct; good inflection; good modulation; appropriate volume; uses language

 appropriate to situation; uses correct pronunciation; free from irritating mannerisms; able to communicate effectively with: a) staff; b) public; c) participants/clientele; presents ideas simply and clearly; is congruent in verbal/nonverbal communication.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

Written Communication

 Uses acceptable grammar; Uses acceptable spelling; Proofreads and corrects written work;

 Expresses thoughts in a clear, organized manner; Able to effectively communicate in written

 form with: a) staff; b) public; c) participants/clientele; Strives for quality in written work;

 Able to use electronic communication techniques.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

 Quality and Organization of Work

 Displays thoroughness; Pays attention to detail; Volume of work produced is appropriate to

 tasks assigned; Nature of work produced is appropriate to tasks assigned; Make effective use

 of time; Able to organize resources; Able to organize people; Completes assignments on or

 before due date.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

 Independent Functioning/Maturity

 Able to perform without constant supervision; Able to function constructively on own initiative when necessary; Able to prioritize tasks; Makes responsible decisions; Displays an

 even temperament; Displays poise; Displays self-control

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

**II. PROFESSIONAL KNOWLEDGE**

 General

Possesses knowledge commensurate with academic standing/role; Possesses skills commensurate with academic standing/role; Able to integrate conceptual knowledge with practical application; Exhibits/demonstrates understanding of content commensurate with role/position; Shares knowledge with others; Understands the population being served; Understands the resource being utilized; Demonstrates understanding of leisure and recreation; Demonstrates understanding of the values of leisure and recreation to participants; Displays a willingness to learn.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

 Specialized Knowledge/Technical Skills (specific to role/position)

 **Please check the appropriate section(s)**

\_\_\_\_\_A. Interpretation

 Displays Breadth of Knowledge in the following areas: a) Natural Science; b)Natural Resources; c) Historical/Cultural Knowledge; d) Use of effective guided interpretive techniques; e) Use of effective self-guided media techniques; f) Use of appropriate instructional techniques; g) Use of appropriate technology; Use of appropriate materials.

 Displays Depth of Knowledge in the followings areas: a) Natural Science; b)Natural Resources; c) Historical/Cultural Knowledge; d) Use of effective guided interpretive techniques; e) Use of effective self-guided media techniques; f) Use of appropriate instructional techniques; g) Use of appropriate technology; Use of appropriate materials.

 Displays Accuracy of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Historical/Cultural Knowledge.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

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 Suggestions for Growth:

\_\_\_\_\_B. Outdoor/Environmental Education/Organized Camp Setting

 Displays Breadth of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Outdoor/Environmental Activities

 Displays Depth of Knowledge in the following areas: a) Natural Science; b) Natural Resources; c) Outdoor/Environmental Activities.

 Displays Accuracy of Knowledge in the following areas: a) Natural Science; b) Natural

 Resources; c) Outdoor/Environmental Activities.

 Creates appropriate learning experiences based upon learner's abilities, attitudes, culture, etc.

 Uses appropriate teaching techniques/strategies; Uses appropriate teaching style; Uses appropriate support materials; Provides a positive learning environment that incorporates

 appropriate instructional techniques, technology and materials; Understands and applies principles of group dynamics/interpersonal communication

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

\_\_\_\_\_C. Outdoor Leadership

 Understands and applies skills related to land-based travel; Understands and applies skills related to water-based travel; Understands and applies skills related to logistics and planning;

 Understands and applies principles of group dynamics/interpersonal communication; Creates appropriate teaching techniques/strategies/ Uses appropriate leadership styles; Provides a

 positive learning environment that incorporates appropriate instructional techniques, technology and materials; Possesses knowledge of equipment selection; Displays knowledge

 of equipment use; Displays knowledge of equipment care; Demonstrates competence in general outdoor living skills; Displays/models a "safety" state of mind.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

**III. Professional Personality**

 Personal Habits/Characteristics

 Attention to appearance/grooming; Selects suitable attire; Displays neatness; Has no

 distracting mannerisms; Has physical conditioning suitable to task; Able to carry work load

 with reserve energy; Is flexible; Displays creativity and imagination; Is tactful; Strives for

 self-improvement; Models a commitment to professional virtues.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

 Social Qualities

 Cheerful; Friendly; Displays sense of humor; Consistent, but fair, in personal relationships;

 Displays concern for others; Helpful; Sympathetic; Shows concern for physical welfare of

 participants; Has interest in participants.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

 **IV. PROFESSIONAL BEHAVIOR**

 Responsibility

 Is dependable; Meets schedules/deadlines; Has regular attendance; Follows through; Attends

 to instructions; Is prompt in reporting absences, illness, tardiness.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

Loyalty/Cooperation

 Complies with legal established procedures and policies; Considers others' viewpoints;

 Cooperates with associates; Cooperates with superiors; Is willing and able to accept

 constructive criticism and suggestions.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Suggestions for Growth:

OVERALL RATING

Please circle the appropriate number for an overall evaluation of the student's work.

 EXCELLENT GOOD AVERAGE BELOW POOR NO BASIS FOR JUDGMENT

AVERAGE

 12 11 10 9 8 7 6 5 4 3 2 1 0 \_\_\_\_\_

 Additional Information

Please supplement the above rating with a statement covering any additional points. Comment on the student's potential for a career in this area. Share this evaluation with student before submitting.

Agency Supervisor's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_

Student's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Return to: Northern Michigan University; HPER Department; Outdoor Recreation Division Internship Coordinator; PEIF #201G; Marquette, MI 49855 or give to student.