



**Academic Service-Learning Program  
Supervisor Final Evaluation**

We are very grateful for your willingness to host a CSE service-learning student. It is our sincere hope that this was a positive and productive experience for you and your organization’s mission. Any of your comments will help us ensure an ongoing, positive collaboration. Thank you very much! With all best wishes, Dr. Erin Lothes (Program Supervisor) and Jayne Murphy-Morris (Program Coordinator).

Service-Learning Student \_\_\_\_\_ Date \_\_\_\_\_  
 Organization or Site \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone \_\_\_\_\_

Please evaluate the above service-learning student using the following rating scale: 5=Excellent/1=Poor

|  | 5 | 4 | 3 | 2 | 1 |
|--|---|---|---|---|---|
| Maintaining Quantity of Work             |   |   |   |   |   |
| Following Procedures and Policies        |   |   |   |   |   |
| Communicating Orally                     |   |   |   |   |   |
| Communicating in Writing                 |   |   |   |   |   |
| Initiating Projects                      |   |   |   |   |   |
| Taking Direction                         |   |   |   |   |   |
| Accepting Responsibility for Assignments |   |   |   |   |   |
| Planning and Organizing Work             |   |   |   |   |   |
| Getting Along with Others                |   |   |   |   |   |
| Willingness to Learn                     |   |   |   |   |   |
| Understanding of the Field               |   |   |   |   |   |
| Punctuality                              |   |   |   |   |   |
| Attendance                               |   |   |   |   |   |

Comments:

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Based upon the following grading system, what letter grade would you assign to this student?

- A     Excellent; superior quality work
- A-
- B+    Very Good
- B     Good; better than average work
- B-
- C+    Fair/average achievement
- C-
- D     Poor; limited achievement
- F     Failure to achieve objectives

Grade recommendation: \_\_\_\_\_

Please check one: \_\_\_\_\_ I discussed this evaluation with the student  
                          \_\_\_\_\_ I did not discuss this with the student and prefer you do so

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:  
Jayne Murphy-Morris  
Annunciation Center  
2 Convent Road  
Morristown, NJ 07960 [jmmorris@cse.edu](mailto:jmmorris@cse.edu)

**\*\*We prefer a scan to email listed if possible, but  
certainly accept paper copies mailed to above  
address.\*\***

Thank you again for hosting our students!