

Student's Name: _____ Student ID No: _____

Program: _____ Mo./Yr. of Graduation: _____

This Evaluation is Based on Course(s): _____

Dates Attended MSTC: From (month & year): _____ to (month & year): _____

Instructor's Signature _____ Date _____

The following Criteria are used to evaluate student performance

Rating Scale - Level of Achievement

3 - Exceeds standards for employment 1 - Does not meet standards for employment

2 - Meets standards for employment N - Not observed

Working Productively/Assuring Quality

An individual possesses and applies effective work habits and attitudes within an organizational (classroom, lab, or shop) setting.	Rating			
	3	2	1	N
1. Manages time and work load (assignments, projects)				
2. Follows safety procedures / rules				
3. Handles responsibility in a dependable manner				
4. Carries out instructions				

Comments: _____

Learning Effectively

An individual possesses necessary basic skills in reading, writing, and computing; applies skills in acquiring information; and uses learning tools and strategies.	Rating			
	3	2	1	N
1. Listens carefully				
2. Uses learning resources				
3. Organizes information				
4. Asks questions				

Comments: _____

Communicating Clearly

An individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.	Rating			
	3	2	1	N
1. Applies the English language correctly (spelling, grammar, structure)				
2. Speaks understandably				
3. Writes understandably				
4. Demonstrates ability to listen effectively				
5. Uses language appropriate to situation				

Comments: _____

Working Cooperatively

An individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.	Rating			
	3	2	1	N
1. Works cooperatively with others (classroom, shop, practicing)				
2. Demonstrates respect for others through word and action				
3. Provides and accepts feedback				

Comments: _____

Acting Responsibly/Acting with Integrity

An individual recognizes an obligation to self and others for his or her decisions and actions.	Rating			
	3	2	1	N
1. Attends class regularly and punctually				
2. Assumes responsibility for completing assignments				
3. Performs assigned tasks				
4. Works productively and stays on task				

Comments: _____

Thinking Critically and Creatively

An individual applies the principles and strategies of purposeful, active, organized thinking.	Rating			
	3	2	1	N
1. Demonstrates willingness to recognize others' point of view				
2. Recognizes the difference between facts and opinions				

Comments: _____

Applying Technology

An individual uses the principles of science and recognizes the impact of technology.	Rating			
	3	2	1	N
1. Uses appropriate scientific equipment, methods, and safety precautions				
2. Demonstrates technological literacy				

Comments: _____

Demonstrating Global Awareness

An individual demonstrates effective interpersonal and intergroup behaviors in cross - cultural interactions and effective social interaction in a variety of situations.	Rating			
	3	2	1	N
1. Respects cultural differences				
2. Communicates in a culturally sensitive manner				

Comments: _____

AUTHORIZATION

I hereby authorize Mid-State Technical College and _____ (print name of instructor completing this form) to provide information about my academic performance including classroom and/or lab performance, attendance, attitude, and other job-related criteria.

Student's Signature: _____ Date: _____

Please return completed form to:

Mid-State Technical College Career Services Office, 500 32nd Street North, Wisconsin Rapids, WI 54494
 Phone Number: (715) 422-5389 Fax Number: (715) 422-5440
 E-Mail: careerservices@mstc.edu Web Page Address: www.mstc.edu