



Student Placement Feedback Survey: Information for Supervisors

Thank you for agreeing to be a WIL supervisor at a host organisation for a student as part of the University of Newcastle's Bachelor of Creative Industries course.

Feedback from placement supervisors is an important part of the assessment of students for the course.

Supervisor feedback is provided directly to the course coordinator via the online feedback survey. Once the student has completed the placement, a University staff member will email the workplace supervisor a URL link to the online feedback form for completion.

If supervisors would prefer, the feedback can be provided via a telephone conversation at a time that may prove mutually convenient. A University staff member will telephone you and take you through the survey, recording your ratings and feedback on a survey form.

The survey asks placement supervisors to rate students on the following criteria:

Personal and Workplace Skills

Overall evaluation of personal and workplace skills

- Punctuality
- Ability to work as part of a team
- Ability to work unsupervised
- Willingness to undertake allocated tasks
- Willingness to seek advice/ask relevant questions
- Initiative
- Ability to deal effectively with co-workers
- Ability to deal effectively with clients / interviews / contacts
- Demonstrated sense of responsibility

Technical / Production Skills

Overall evaluation of technical / production skills

- Technical skills / knowledge (appropriate to workplace)
- Production values / quality of work
- Understanding of professional practice
- Time management
- Understanding of importance of deadlines

Assessment of the Student Agreement

Please note that your assessment contributes to 40% of the student's overall grade in the course.

You are requested to make a judgement regarding the extent to which the student fulfilled the terms of the Placement Agreement

The rating scale is: Poor, Fair, Good, Very Good, Excellent.

Under the broad categories of **Personal and Workplace Skills** and **Technical/Production Skills** supervisors will also be asked to provide any further comments on what they perceive to be the key strengths of the student, and any areas that may require attention or would benefit from further development.

Please contact the course coordinator (Braddon Snape) if you have any questions regarding the placement. Email is the quickest way to receive a response from the course coordinator.

Once again, the University of Newcastle thanks you and your organisation for providing this opportunity for one of our students.

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