Thank you for agreeing to be a placement supervisor for a student on placement as part of the University of Newcastle’s CMNS3500 Communication Professional Placement course. Feedback from placement supervisors is an important part of the assessment of students for the course.

Supervisor feedback is usually 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 by telephone conversation at a mutually arranged time. The 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**

- Punctuality
- Appearance (appropriateness for workplace)
- 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
- Overall evaluation of personal and workplace skills
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
Overall evaluation of technical / production skills
Extent to which 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, Dr Judith Sandner, on (02) 4921 7474 if you have any questions regarding the placement.

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