



Carleton
UNIVERSITY

**GINS 3900/3901, INTERNATIONAL PLACEMENT
WORKPLACE PLACEMENT ASSESSMENT**

PART A: TO BE COMPLETED BY THE STUDENT

Please complete the following table as agreed with your Academic Supervisor in your Academic Assessment Form:

1. Student's Learning Objectives and Tasks

The student and Academic Supervisor have discussed and identified the following specific learning objectives, tasks, assessment methods weightings to complete this placement.

learning Objectives	Associated Tasks & Assignments	Assessment methods
Objective 1	Task 1	Assessment 1
Objective 2	Task 2	Assessment 2
Objective 3	Task 3	Assessment 3

PART B

TO BE COMPLETED BY THE STUDENT WORK PLACE SUPERVISOR AND DISCUSSED WITH THE STUDENT

FINAL ASSESSMENT (review student's objectives, tasks, achievements, and overall performance in the placement)

WORK PLACE SUPERVISORS: When you have completed this assessment, we kindly request that you share the results with the BGIInS student, as part of the learning experience. There is space for the student to add a final comment as well. Both signatures are requested. *Please refer to assessment criteria for letter grades under Section 9 (last page)*

- 1. CHANGES AND/OR CHALLENGES:** Please indicate if any major challenges took place, or if any major problems arose in relation to the student's assigned duties or activities during the course of the placement.
- 2. ACCOMPLISHMENT OF TASKS:** Using the appropriate letter grade (A, B,C...), please rate the student on the accomplishment of his/her tasks or duties as outlined in Part A (Section 1, Student's Learning Objectives), and/or any additional tasks that arose. Feel free to include relevant comments in the final column.

	Outstanding A-/A/A+	Very Good B-/B/B+	Good C-/C/C+	Below Average D-/D/D+	Unacceptable (Fail)	Comments
Task 1						
Task 2						
Task 3						
Task 4						

- 3. COMPETENCIES:** Please rate the student on the following characteristics and skills. You may be able to compare with other students you have worked with. (NB: Please indicate with N/A any items that are not applicable to your agency or this placement, or indicate if you have not had adequate opportunity to observe the student)

	Characteristic or skill	Outstanding	Very Good	Good	Below Average	Unacceptable (Fail)
1	Demonstrates initiative in carrying out assigned tasks					
2	Demonstrates effective organizational and time management skills					
3	Shares ideas and makes constructive suggestions					
4	Demonstrates flexibility					
5	Forms constructive working relationships with staff and/or clients					
6	Solicits feedback and uses this to improve performance					
7	Complies with agency's security policies and procedures					
8	Is punctual and reliable					
9	Records information and writes effectively (reports, other)					
10	Respects confidentiality	Yes	No			
11	Conforms to dress and personal appearance standards of the agency	Yes	No			
12	Demonstrates leadership qualities	Yes	No			

4. **OTHER SKILLS and/or COMPETENCIES:** Please indicate any other skills and/or competencies that are relevant to your agency and rate them as above.

	Outstanding A-/A/A+	Very Good B-/B/B+	Good C-/C/C+	Below Average D-/D/D+	Unacceptable (Fail)
1					
2					
3					

5. **STRENGTHS:** What do you identify as the student's areas of strength or exceptional work?

6. **AREAS FOR IMPROVEMENT:** In what areas would you suggest that the student could improve?

7. **ACHIEVEMENT:** Please rate the effort the student put forth and quality of the work, and the achievement of his/her personal learning objectives.

Effort and quality of work

Outstanding A-/A/A+	Very Good B-/B/B+	Good C-/C/C+	Below Average D-/D/D+	Unacceptable (Fail)
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Comments:

Achievement of Learning Objectives

Outstanding A-/A/A+	Very Good B-/B/B+	Good C-/C/C+	Below Average D-/D/D+	Unacceptable (Fail)
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Comments:

8. **OVERALL ASSESSMENT (student's final grade)**

Outstanding A-/A/A+	Very Good B-/B/B+	Good C-/C/C+	Below Average D-/D/D+	Unacceptable (Fail)
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Comments:

WORK BASED SUPERVISORS: When you have completed this assessment, we kindly request that you share the results with the student, as part of the learning experience. Once this discussion has taken place, we request both signatures below.

Date: _____

Student Comments:

Student's signature: _____

Work Based Supervisor's signature: _____

Thank you for taking the time and effort to work with this student and to assess his/her placement within your agency. The information provided will be used in the course of academic assessment in fulfillment of the course requirements to complete our program.

The personal information requested on this form is collected in accordance with Section 38(2) and 42(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F. 31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant directs otherwise. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

Please email this document to Professor Chris Brown
Email: chrisbrown@carleton.ca

9. CRITERIA FOR MARKING ASSESSED WORK

NB: This is a set of guidelines for academic achievement. The placement assessment might vary in some aspects.

Letter grade / grade point equivalents	Percentage equivalents	Expectations for work at this level
A+ (12)	90-100	Work of exceptional quality, which is excellent in its range, its command of material, and in the argument and critical analysis it brings to bear. Comprehensive understanding of the assignment, originality, and lucid presentation.
A (11)	85-89	Excellent work showing evidence of diligent work, lucid presentation, very good knowledge of the course material and research skills, and work that displays analytical sophistication.
A- (10)	80-84	The lower end of this range shows excellence, but may not be as exceptional in its argument, analysis and presentation as work at the higher end.
B+ (9)	77-79	Very good work showing evidence of diligent study, analytic ability, broad-based engagement with and understanding of the relevant material, and which is organized in a clearly argued and well-illustrated fashion.
B (8)	73-76	Performance and writing at the mid-range of this grade will regularly, but not consistently, display sound grasp of relevant knowledge.
B- (7)	70-72	Work that does not engage relevant issues closely enough, yet is of very high quality otherwise, will fall into the lower part of this range. NB: 'A grade of B- or better must normally be obtained in each course credited towards the Master's degree.' (Graduate Calendar 11.2)
C+ (6)	67-69	<i>At the MA level, this grade represents below standard work.</i> Although broadly relevant, work in this grade is somewhat lacking in focus, organization or breadth of reference.
C (5)	63-66	
C- (4)	60-62	
D+ (3)	57-59	Inadequate demonstration of diligent study. Analytical and presentation skills are indicative of weak and unsatisfactory effort. Work in this range shows limited knowledge of the material, poor presentation, and/or is seriously deficient in understanding and breadth of reference.
D (2)	53-56	
D- (1)	50-52	
Other notes in graduate calendar		