

IHS Junior Service Learning Verification and Evaluation

Upper portion to be completed by the student in pen:

Date this completed form must be received by IHS project advisor: _____

Today's date: _____

Student's Name (please print) _____

Name/Description of Service Site: _____

Short Description of Service

Students must report service learning accurately and honestly. Any student who misrepresents hours, duties, signatures, or service sites will forfeit course credit and any honor or award pertaining to community service, including the IHS Diploma.

Present this form and your IHS Service Learning Log to your site supervisor for completion.

Lower portion and other side to be completed by the supervisor (please write with a pen):

Thank you for your time in mentoring this IHS student, and for giving feedback on his or her performance. We appreciate your involvement in our student's education.

Please return this completed form to the student *before* the submission date indicated above.

Supervisor's name (please print) _____

Supervisor's phone number(s) _____

Supervisor's e-mail address _____

Please indicate the number of hours this student served _____

Important: please indicate the dates (day, month, year) between which these hours were served:

Beginning _____ Ending _____

Please complete the short evaluation of the student's performance on the other side of this page.

Standards for Evaluation

Exceeds: outstanding, distinguished, exemplary work
Meets: solid, proficient, strong work
Approaches: good progress, but could improve considerably
Needs Attention: significant improvement necessary

Personal Management

- Identifies tasks and initiates action to complete them
- Plans, organizes, and completes projects and tasks on time and thoroughly
- Takes responsibility for decisions and actions and anticipates consequences
- Maintains regular attendance and is on time
- Maintains appropriate interaction with colleagues

Circle one: *Exceeds* *Meets* *Approaches* *Needs Attention*
Comments/Explanations:

Problem Solving

- Identifies problems and locates information that may lead to solutions
- Identifies alternatives to solve problems
- Plans and implements corrective actions

Circle one: *Exceeds* *Meets* *Approaches* *Needs Attention* *Not Applicable*
Comments/Explanations:

Employment Foundations

- Applies appropriate academic knowledge and technical skills
- Demonstrates appropriate dress, appearance, and hygiene for the work environment
- Follows health and safety practices in the work environment
- Follows regulations, security procedures and ethical practices

Circle one: *Exceeds* *Meets* *Approaches* *Needs Attention*
Comments/Explanations:

Communication

- Locates, processes, and conveys information using traditional and technological tools
- Listens attentively and summarizes key elements of verbal and non-verbal communication
- Gives and receives feedback in a positive manner
- Reads instructional materials and is successful in applying that information to specific tasks
- Writes instructions, reports, and communications clearly and accurately
- Speaks clearly, accurately, and appropriately for the task or situation

Circle one: *Exceeds* *Meets* *Approaches* *Needs Attention* *Not Applicable*
Comments/Explanations:

Team Work

- Demonstrates ability to compromise, negotiate, build consensus, and manage conflict
- Accepts his or her role on the team, whether leader or follower

Circle one: *Exceeds* *Meets* *Approaches* *Needs Attention* *Not Applicable*
Comments/Explanations:

Supervisor's signature _____ Date signed: _____