**Bachelor of Design: Design Internship**

**Guide for Students**

**Introduction**

**Welcome**

Welcome to the Design Internship subject in the Bachelor of Design. This subject is a challenging one which draws on your powers of initiative and self-reliance, while at the same time providing you with a unique opportunity to gain some “real life” professional experience through working with an organization that is related to your field of study.

**Subject Description**

Students enrolled in this subject will complete a minimum 10 days or equivalent placement with an external organisation that is related to their main area of study within the Bachelor of Design. The placement should draw on specific discipline-based skills they have learned so far in their course.

Students will be supervised by a University staff member in collaboration with a designated party at the host organisation. They will work across a range of tasks relevant to the organisation's objectives and will develop and complete a specific project in discussion with the host organisation and the course coordinator.

The placement is supplemented by compulsory pre- and post-placement seminars designed to introduce skills for developing, identifying and articulating employability skills and attributes and linking them to employer requirements. Seminars include consideration of career planning and professional skills while integrating academic learning, employability skills and attributes and an improved knowledge of organisations, workplace culture and career pathways.

Academic support and supervision is provided by a designated course coordinator. Prior to semester commencing, the Engagement Coordinator provides support with industry relations, legal agreements, and communications. Work supervision during the placement is provided by an identified manager/mentor in the host organisation.

**Credit Points**

This is an elective subject worth 12.5 credit points towards the University of Melbourne’s Bachelor of Design.

**Objectives**

On completion of this subject, students should be able to:

* Demonstrate an understanding and appreciation of the roles of different professions in a particular organisation/project.
* Describe their position in the organisation and the roles and responsibilities of other staff in the organisation.
* Review and reflect on the process and output of a work project/placement to articulate their academic and career development learning from the experience;
* Show that they understand the history of the organisation that they are working for and their position in the overall marketplace.
* Understand the value of industry and professional networks and their importance to self-reliance, lifelong learning and career progression.

On completion of the subject, students will have completed and reported on an industry-related project in a workplace. They will have enhanced employability skills including communication, interpersonal, analytical and problem-solving, organisational and time-management, and an understanding of career planning and professional development.

**Availability**

This subject is a level 3 elective subject made available to students in the final year of their Bachelor of Design degree. The prerequisite for this subject is the successful completion of 200 points of undergraduate study in the Bachelor of Design.

Students are responsible for identifying a suitable work placement prior to the commencement of semester. You should approach potential host organisation at least six weeks prior to the placement begins, to ensure sufficient time for approval and enrolment. Placements will only be approved where the University is able to verify the suitability of the placement. All placements must be approved by the relevant Faculty.

There will also be a limited number of placements offered by application through the Faculty. Students applying for these positions will be required to submit an application and CV. The application process is competitive, with shortlisted applicants proceeding to interview, and the successful candidate selected by the host organisation.

More information on positions and the application process will be available on the Design Internship website. Please read the application process carefully and follow all instructions.

**Application Process**

Please see the Design Internship website for information and application forms. Please be aware that strict deadlines apply for application. Late applications may not be accepted. If you have questions about the subject, you can contact us at design-internship@unimelb.edu.au

**Contact hours**

Placement dates and hours will be determined in consultation with the placement organisation and student. The subject assumes a **minimum** of 75 hours in the placement, which is equivalent to 2 weeks’ full-time employment (10 days). This arrangement must suit both the student and the Host Organisation and may be completed as a block of time or as a number of days each week over the semester.

 Week 1: Placement induction seminar

Weeks 2 & 3: Introduction to workplace culture; strategies for developing, identifying and articulating employability skills and attributes

Weeks 4 – 10: Placement (with access to academic guidance on assessments)

Weeks 11 & 12: Class presentation

Placements by their nature may fall at times other than those that are standard for the University. It is possible to undertake a placement outside of the usual semester dates as long as this is discussed with and approved by the Course Coordinator prior to commencement.

 In addition, there are some semi-formal contact arrangements with the Course Coordinator that are useful for students in keeping their placement and assessment on track:

* Students are required to send a brief email report to the Course Coordinator during their placement, even if only to advise ‘no problems, all is fine’;
* Students are required to have at least one face-to-face meeting with the Course Coordinator at around the halfway mark of the placement to discuss any issues;
* Students should inform their workplace supervisors that they can refer any questions about the placement process they might have to the Engagement Coordinator and that they will be addressed promptly. The Engagement Coordinator will also contact supervisor at the beginning of the placement with information on the Work Integrated Learning program (including insurance information);
* If students believe they would benefit from a structure of regular meetings with the Course Coordinator it is open to them to make that arrangement.
* Students should briefly discuss the draft of their report (or portfolio) with the Course Coordinator in advance of its final completion*.*

**LMS**

Useful sources regarding research processes and methods and report writing are made available on the subject’s LMS webpages. These are discussed at the briefing sessions mentioned below. If you wish for further assistance with reading, please discuss this with the Course Coordinator.

**Assessment**

|  |  |  |
| --- | --- | --- |
| Completion of a pre-placement module | prior to commencement of internship | Hurdle requirement |
| 1,000-word essay based on an interview with an employee outlining their career path and their current roles in your placement organization, | end of Week 4 | 25 |
| 1,000-word essay based on an interview with another employee (in another area of work other than the one you are involved in) outlining their career path and their current roles in your placement organization | end of Week 8 | 25 |
| 1,500 word post-placement essay explaining the work undertaken and reflection against the Intended Learning Outcomes, | end of Week 12 | 30 |
| 10-minute oral presentation on the goals and key learnings of the internship experience | end of Week 11 | 20 |
| Successful completion of 80- 100 hours industry placement based on an industry report, and attendance at (or documented special consideration for) all seminars. | By end of semester | Hurdle requirement |

**Deadlines** **and extensions**

Undertaking an internship is an opportunity for students to work within a professional context, and our expectation is that students will do everything possible to meet their professional obligations in the workplace. An important part of operating in a workplace involves meeting deadlines, and it is important that you work to meet any deadlines imposed by your host organisation.

Given the professional nature of the internship subject, extensions can only be given for serious illness or instances of extreme personal hardship. Extensions will not be given due to minor illnesses such as colds, hay fever or headaches, computer failure, work commitments, or workloads in other subjects. If you find yourself requiring an extension, please contact the Course Coordinator. Work submitted late without an extension or special consideration will receive a penalty of 10% per day for five days. After five days, it may be graded on a Pass/Fail basis only.

*If the workplace has a deadline that does not comply with the University’s deadlines for submission, you must notify the Coordinator of the name and contact details of your workplace supervisor who will be able to confirm any change to arrangements* or *you may obtain and forward to the Coordinator a statement of the changes.*

*If you begin your internship more than 2 weeks after commencement of the semester and anticipate a delay in completing it by the due submission date, you must advise the Coordinator as soon as you become aware of any delay.*

**Grading system**

A standard grading system applies across all Faculties of the University, as follows:

**N** 0%-49% **Fail** - *not satisfactory*

* Work that fails to meet the basic assessment criteria;
* Work that contravenes the policies and regulations set out for the assessment exercise;
* Where a student fails a subject, all failed components of assessment are double marked.

**P** 50%-64% **Pass -** *satisfactory*

* Completion of key tasks at an adequate level of performance in argumentation, documentation and expression;
* Work that meets a limited number of the key assessment criteria;
* Work that shows substantial room for improvement in many areas.

**H3** 65%-69% **Third-class honours** - *competent*

* Completion of key tasks at a satisfactory level, with demonstrated understanding of key ideas and some analytical skills, and satisfactory presentation, research and documentation;
* Work that meets most of the key assessment criteria;
* Work that shows room for improvement in several areas.

**H2B** 70%-74% **Second-class honours level B** - *good*

* Good work that is solidly researched, shows a good understanding of key ideas, demonstrates some use of critical analysis along with good presentation and documentation;
* Work that meets most of the key assessment criteria and performs well in some;
* Work that shows some room for improvement.

**H2A** 75%-79% **Second-class honours level A** - *very good*

* Very good work that is very well researched, shows critical analytical skills, is well argued, with scholarly presentation and documentation;
* Work that meets all the key assessment criteria and exceeds in some;
* Work that shows limited room for improvement.

**H1** 80%-100% **First-class honours** - *excellent*

* Excellent analysis, comprehensive research, sophisticated theoretical or methodological understanding, impeccable presentation;
* Work that meets all the key assessment criteria and excels in most;
* Work that meets these criteria and is also in some way original, exciting or challenging could be awarded marks in the high 80s or above.
* Marks of 90% and above may be awarded to the best student work in the H1 range.

**Assessment Submission**

**Late Assignments**

Late submission without an approved extension will result in a deduction of 10% per day past the due date, up to a maximum of 5 working days after which the piece of assessment will be marked on a pass (50%) / fail (0%) basis only.

 If for some reason you think cannot make a deadline, please see the coordinator well before the due date to discuss the possibility of an extension. Extensions will only be granted in special circumstances and will require documentation such as medical certificates for medical conditions.

 The final deadline for submission of all work to be assessed is the last day of the examination period of the semester of offer. After this date, work will not be accepted or assessed.

**Plagiarism**

Plagiarism is the use of another person's work (or a resubmitted version of one’s own work) without due acknowledgment. Plagiarism includes:

* direct copying from a book article, web site, or another student's assignment;
* paraphrasing another person's work with minor changes, but keeping the meaning, form and/or progression of ideas of the original;
* piecing together sections of the work of others into a new whole;
* submitting an assignment that has already been submitted for assessment in another subject; and
* presenting an assignment as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor.

**Plagiarism is academic misconduct**, and is taken very seriously by the University of Melbourne. Any acts of suspected plagiarism detected by your assessors will be followed up, and any students involved will be required to respond via the Faculty and/or the University procedures for handling suspected plagiarism. For more information and advice about how to avoid plagiarism, see the University's Academic Integrity page at <http://academicintegrity.unimelb.edu.au/>

Ensure that you are aware of how to appropriately acknowledge sources in your assignments and what referencing style is expected from you in this subject (please ask your tutor or subject coordinator if unsure).

The Academic Skills Unit (ASU) has a number of free online resources on referencing at: <http://services.unimelb.edu.au/academicskills/all_resources/research-and-referencing-resources> Academic Skills also has a vast number of resources that you may find helpful: <http://services.unimelb.edu.au/academicskills/all_resources>

**Dress**

The best rule for dress code when undertaking your internship activities is to dress in a way that is appropriate to the workplace context. For students working in an office, it may be appropriate to dress more formally than you would on campus. Student’s working on or visiting construction sites should dress appropriately for this context, including appropriate footwear and safety gear. As a rule of thumb, students should observe the dress code of an organisation and use this as a guide.

**Supervision**

The student supervisor in a host organisation is expected to meet with the intern regularly (at least once a week), assist the intern with the agreed project (and other work where agreed upon) by providing relevant instruction, and making available appropriate workspace. The supervisor needs to ensure there is a safe working environment for work conducted at the host organisation, and will advise the intern about local emergency procedures. If necessary, the supervisor will confer with the Course Coordinator over the intern’s work and general endeavours during the internship.

At the end of the internship, the placement supervisor is expected to complete an evaluation form (one is provided in this course guide) assessing the student’s performance.

**Insurance**

Students undertaking Work Integrated Learning as part of a subject for credit do not have an employee relationship with their host organisation. They come under the University of Melbourne policies. Students are covered under two forms of insurance:

**Public Liability Insurance**

This insurance covers claims against students or staff due to negligence including fieldwork as part of the course requirements. Claims may include damage to a third party’s property or personal injury. It should be noted that negligence is decided by a Court of Law.

**Personal Accident Insurance**

Under the University’s Student Plan, students have the following cover whilst engaged in university-related activities: Provision of 24 hour, world-wide Personal Accident Insurance cover; in the event of an accident or illness, medical expenses which are not covered by Medicare; and compensation for any loss in weekly earnings which may occur as a result of injury, illness or hospitalisation.

The University also maintains indemnity insurance cover to address issues of damage or loss to a workplace.

Copies of the University’s policy certificates and a letter setting out the insurance conditions will be sent to the student supervisor at the placement agency just prior to the beginning of the placement. The supervisor will also be provided with a Placement Information Letter from the Course Coordinator that sets out respective roles and responsibilities of the University and the placement agency.

**Safe Working Environment and Risk Management**

Students should ensure that they adopt safe working and study practices (such as using ergonomically sound furniture) and should familiarise themselves with safety issues specific to their placements (such as learning the emergency procedures that apply at their host institutions).

Students are required to fill in a Risk Assessment Form and a Student Declaration Form prior to beginning their placement. These will be provided by, and should be returned to, the Course Coordinator and Engagement Coordinator.

**Accidents**

If students are involved in an accident on placement, they and their placement organisations should complete the following procedure:

* As soon as possible, notify relevant staff at the Faculty of Architecture, Building and Planning. Staff are required to file an accident report;
* Keep a record of dates, times and all accident details; and
* Ensure that the student obtains an official record of the accident with a medical certificate from the relevant doctor.

**Costs**

The costs involved in Work Integrated Learning are minimal. The host organisation will typically provide staff supervision, support and administrative support (for example a work station) and resources required for the completion of the project. The organisation will probably provide many facilities to help you undertake your project. The organisation will usually cover all work related (incidental) expenses that arise during the placement. This includes telephone calls, photocopying, printing and so on.

The University does not seek or approve payment for other expenses for students on placements. It also does not itself make payments for out of pocket expenses such as travel between your home or accommodation and a workplace. It is therefore reasonable for you to take into account the location of the workplace, the means of transport to reach it, and the costs of any travel (including time), when you consider a placement. For these reasons, too, most placements have been in the Melbourne metropolitan area, but you should not feel bound by this if you are willing and able to make other arrangements.

**Further Notes on Assessment**

Given the varied nature of placements and tasks undertaken by students whilst on a placement, the project work will reflect this diversity.

 It may consist of more than one piece of work. It may include illustrations, tables, graphs and so on. It may also be in the form of a multi-media presentation (if you present material on a USB, please ensure that like other work it is in a common, accessible format, such as one of the Microsoft suite of applications).

***If the work you do is sensitive or confidential, or if your supervisor has concerns about confidentiality, discuss with the Coordinator and encourage the supervisor also to contact the Coordinator. It is always possible to make appropriate arrangements to preserve confidentiality. Under no circumstances should you pass on or release or otherwise use outside the workplace material which you believe to be confidential or which you have been told is confidential. Trust is an important issue in every workplace and must be respected and reciprocated.***

 If you were part of a project team, the Coordinator will need to be satisfied that your contribution to the project was the equivalent of 2000 words. In such a case the comments of the mentor will be relied upon.

Students are required to submit a reflective essay as part of their assessment. You can use references where appropriate. Any references should be formatted in an appropriate referencing style. Your reflective essay should articulate the relevance of what you learned in your placement. It should address the following types of issues:

* Did the placement, and the application of your skills and knowledge change your understanding of the workplace and/or professional practice?
* Which specific knowledge and skills did you find most relevant to practice (e.g. did your experience in undertaking group work assist you in understanding group dynamics and workplace relations?)
* How did your expectations about the organisation/department change as a result of your placement?
* Did the placement inform the nature of your future career? Was the role you undertook what you expected? Having seen other roles in practice, has your view of your career path changed?
* To what extent did your academic study prepare you for "the real world"
* How has the experience of undertaking an internship impacted on your understanding of practice?
* What were the key learning opportunities you experienced?
* In assessing your own performance, what areas have you identified as requiring improvement?

The reflective essay is *not* a diary of day-to-day activity, nor is it a superficial account of work conditions. Remember that workplaces are usually complex, and relationships are subtle and not always as you might expect. It is open to you to make critical comments about workplace culture, attitudes, or apparent failures in supervision or performance – the essay is entirely confidential – but you should also aim to make your comments constructive, and also seek explanation and the positive aspects of what you observe.

**WORKPLACE SUPERVISOR ASSESSMENT (Hurdle requirement)**

 At the end of your placement your workplace supervisor is requested to complete an assessment pro forma. It covers areas such as your general performance in the placement, your ability to effectively communicate and to work with other people, your ability to undertake your project, and so on.

 The mentor’s assessment will provide a context for marking the project work. If necessary, the Coordinator will contact the mentor to discuss the assessment and the overall performance. Such discussions will not disadvantage you, but if you believe you need to be part of the discussion or wish the Coordinator to know, on a confidential basis, about any issue you encountered, you should feel free to discuss that and be assured that it will remain entirely confidential.

 Your supervisor may submit the pro forma via email or in hard copy, and can either hand it to you to deliver or arrange for it to be sent direct to the Coordinator. It is open to the workplace to seek to keep the assessment confidential, but the Coordinator is happy for the process to be a transparent, mutually informative process, just as any other job performance assessment might be.

 If you require a separate copy of the pro forma by email, please send your request to the Coordinator.

 See the workplace supervisor assessment pro forma below.

**University of Melbourne**

**WIL subject**

Placement report on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please include email contact, if you wish to, so that the Coordinator can respond to you.)

**1. Student’s Placement Experience**

Please list below the major tasks undertaken by the student during the placement.

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e) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Student’s Placement Performance**

Please rate the student’s demonstrated ability in the following areas by circling the appropriate number from 1 to 10, with 1 being poor and 10 being excellent:

**The student’s understanding of the organisation’s policies:**

  Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s understanding of the organisation’s structure and methods of working:**

Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to establish and maintain effective working relationships with colleagues:**

Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to communicate orally in a clear and appropriate manner:**

Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to participate effectively in group settings such as staff meetings, committees and seminars:**

Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to prepare clear written material such a reports, minutes and letters in a format appropriate to your organisation:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to gather relevant data from appropriate sources, and critically assess it:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to use her / his knowledge base, personal initiative and creativity:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**3. Capacity For Professional Development**

This section focuses on the professional aspects of the student’s placement.  Please rate the student’s demonstrated ability in the following areas by circling the appropriate number from 1 to 10, with 1 being poor and 10 being excellent:

**The student’s ability to recognise and incorporate public policy and management theory into her/his placement tasks:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to reflect her/his own practice, and recognise her/his strengths, and her/his limitations in workplace situations:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**The student’s ability to cope with uncertainty and anxiety in the workplace:**

 Poor 1 2 3 4 5 6 7 8 9 10  Excellent

**4. Comments**

 Please provide in the space below your comments about the placement. You might want to refer to the student’s development overall throughout the placement and suggested areas of future development – where does he/he need to improve?

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**5. Overall Assessment**

 Would you grade this student as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Outstanding | Very Good | Good | Competent | Satisfactory | Not Satisfactory |
|  |  |  |  |  |  |

Please attach any additional comments that colleagues may wish to include in the assessment report.

*Thank you for this assessment.*