**Appendix IV**

**The University of Hong Kong**

**Department of Psychology**

**M.Soc.Sc. Programme in Educational Psychology**

**Mentor’s Report**

**(to be completed by mentor)**

Name of Trainee:

Organization/Work Setting:

Mentoring Period: from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Total no. of days:

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Report:

1. **Impression of the mentee:**

Rating Key: A= Excellent; B= Good; C=Satisfactory; D = Pass; F= Fail; N/A=Not Applicable

**Please circle one grade for each item below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Understanding of EP’s roles and functions | A | B | C | D | F | N/A |
| 2. Commitment to the EP profession | A | B | C | D | F | N/A |
| 3. Receptiveness to ideas | A | B | C | D | F | N/A |
| 4. Sensitivity towards issues and limitations | A | B | C | D | F | N/A |
| 5. Reflectiveness | A | B | C | D | F | N/A |
| 1. Readiness to contribute ideas constructively | A | B | C | D | F | N/A |
| 1. Interpersonal skills | A | B | C | D | F | N/A |
| 8. Others (if any): | A | B | C | D | F | N/A |

1. **Trainee’s performance during his/her participation in the group/project:**

Rating Key: A= Excellent; B= Good; C=Satisfactory; D = Pass; F= Fail; N/A=Not applicable

**Please circle one grade for each item below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Commitment to the project | A | B | C | D | F | N/A |
| 2. Collaboration in teams (if applicable) | A | B | C | D | F | N/A |
| 3. Planning and time Management | A | B | C | D | F | N/A |
| 4. Managing work stress | A | B | C | D | F | N/A |
| 5. Reflectiveness | A | B | C | D | F | N/A |
| 6. Related skills: a) Interpersonal | A | B | C | D | F | N/A |
| b) Group work | A | B | C | D | F | N/A |
| c) Presentation | A | B | C | D | F | N/A |
| d) Formal and informal assessments | A | B | C | D | F | N/A |
| e) Consultation skills | A | B | C | D | F | N/A |
| f) Research skills | A | B | C | D | F | N/A |
| g) Report writing skills | A | B | C | D | F | N/A |
| 7. Others (if any): | A | B | C | D | F | N/A |

1. **Case work skills**

Rating Key: A= Excellent; B= Good; C=Satisfactory; D = Pass; F= Fail; N/A=Not applicable

**Please circle one grade for each item below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Professional Conduct and Personal Qualities | A | B | C | D | F | N/A |
| 2. Interview Skills | A | B | C | D | F | N/A |
| 3. Assessment Skills | A | B | C | D | F | N/A |
| 4. Consultation Skills | A | B | C | D | F | N/A |
| 5. Intervention Skills | A | B | C | D | F | N/A |
| 6. Report writing & record keeping | A | B | C | D | F | N/A |
| 7. Others (if any): |  |  |  |  |  |  |

1. **Overall grade and mark** (Please circle one)**:**

Step 1: Please circle the assigned grade in the chart below.

Step 2: Please circle the assigned mark in the box immediately underneath the assigned grade.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FAIL |  | PASS | |  | SATISFACTORY | | |  | GOOD | | |  | EXCELLENT | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| F |  | D | D+ |  | C- | C | C+ |  | B- | B | B+ |  | **A-** | **A** | A+ |
| 39  38  37  36  35  34  33  32  31  <30 |  | 40  41  42  43  44  45 | 46  47  48  49 |  | 50  51  52 | 53  54  55  56 | 57  58  59 |  | 60  61  62 | 63  64  65  66 | 67  68  69 |  | 70  71  72  73  74 | 75  76  77  78  79 | 80 and above |

Step 3: Please enter the assigned grade and mark: /

(grade) (mark)

1. **Comments** (if any)**:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s signature : \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_