**Appendix VI**

**The University of Hong Kong**

**Department of Psychology**

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

**Evaluation on Project Work**

**(to be completed by project works supervisors)**

Name of Trainee:

Organization/Work Setting :

Participation Period: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ Total Number of Days : \_\_\_\_

Project supervisor (s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Report: \_\_\_\_\_\_\_\_\_\_\_

**A. Trainee’s performance during his/her participation in the 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** |
| 1. Collaboration in teams | **A** | **B** | **C** | **D** | **F** | **N/A** |
| 1. Planning and time Management | **A** | **B** | **C** | **D** | **F** | **N/A** |
| 1. Managing work stress | **A** | **B** | **C** | **D** | **F** | **N/A** |
| 1. 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** |

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

Please circle the assigned grade and mark in the chart below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

Please enter the assigned grade and mark: /

(grade) (mark)

**C. Other comments** (if any)**:**

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

**Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**