

St. Margaret's School
ISP Site Sponsor Evaluation

Student Name: _____ Date: _____

Site sponsors must submit this evaluation form at the close of the independent study period. A student's ISP will not be considered complete until this form is received at St. Margaret's School. If you feel this questionnaire is not appropriate considering the nature of this student's ISP, you may write your own evaluation and attach it to this form. Please indicate if you are attaching a written evaluation instead of completing the questionnaire.

Please evaluate the student by circling the response most appropriate. Thank you.

1. Was the student timely in arriving at work each day?
 1. Arrived early and ready to work each day
 2. Always there on time
 3. Came each day, but often late
 4. Didn't always come

2. Did she dress appropriately for the job at hand?
 1. Always dressed appropriately
 2. Usually dressed appropriately
 3. Could have dressed better
 4. Did not dress appropriately

3. What was the student's general attitude toward her work?
 1. Enthusiastic and always busy doing something
 2. Interested and ready to work
 3. Interested, but not committed
 4. Not really interested

4. Did the student have initiative?
 1. Grasped her purpose and looked for things to do
 2. Did all that was asked of her
 3. Needed constant guidance in her work
 4. Not involved in what she was doing

5. If teamwork was required, how did the student participate?
 1. A real team leader. Lots of ideas and enthusiasm. Good people person.
 2. A good interactive member of the team - good people person
 3. A team player, but looks to others for the lead
 4. Not a team player

6. Quality of work
 1. Work done well and always on time
 2. Work of good quality
 3. Needed prompting to get things done
 4. Often did not complete task

7. Creativity- if required by the position
 1. Looked for new and different ways of accomplishing tasks
 2. When given tasks figured out how to get them done without direction
 3. Needed guidance and did as she was directed
 4. Needed very specific instructions and supervision most of the time

8. Organizational skills
 1. Extremely organized and efficient in her work
 2. Organized and a steady worker
 3. Somewhat disorganized, but still effective
 4. Very disorganized

9. In your estimation, did the student meet her goals as set up prior to doing her ISP? If not, why not?

10. How would you evaluate this student's interest, effort and ability as demonstrated during the last few weeks?

Written evaluation attached: (Please check appropriate box.) Yes No

Signature of Site Sponsor: _____ Date: _____

Thank you for providing this opportunity to one of our students and for taking the time to complete this evaluation. Please return it to me at St. Margaret's School, P.O. Box 158, Tappahannock, VA 22560, USA or Fax it to 804-443-1832.

Sincerely,

Sheri H. Gross, ISP Program Coordinator
sgross@sms.org