

WATERLOO EXPERIENCE (WE) ACCELERATE

INDIVIDUAL STUDENT PROJECT EVALUATION FORM

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Winter (Jan - Apr)

Spring (May - Aug)

Fall (Sep - Dec)

Year 20_____

Student Name: _____

Organization: _____

WE Accelerate Stream: _____

Evaluator Name: _____

Project Name: _____

Evaluator Email Address: _____

Evaluator Phone Number: _____

GUIDELINES FOR COMPLETION

During your WE Accelerate project experience, we suggest that you conduct regular check-ins with your student team to help guide their work and discuss their progress and performance so far. Using this form to guide these conversations can be a helpful way to set expectations and ensure you are on the same page throughout your time together.

At the end of each project experience, project supervisors must evaluate their students' performance with respect to output, quality standards, and delivery of goals and assignments. Receiving a project evaluation of "marginal" or higher is required in order for the students to receive credit for their WE Accelerate work term overall (one of three mandatory components). This overall rating will be applied to the students' records for future employers to see.

Please use this form if you are choosing to evaluate your students individually, with each student receiving an overall performance rating that reflects their individual contributions.

Even if some students will be receiving the same rating, we ask that you use this individual form to keep each student's rating confidential. If you would prefer to evaluate the student team as a whole, with every team member receiving the same rating, please use the team-based evaluation form, instead.

Once completed, please email a copy of this evaluation to the student and submit to wea@uwaterloo.ca.

OVERALL PERFORMANCE RATING FOR INDIVIDUAL STUDENT

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Outstanding Performance

- The student has significantly exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.
- This rating is reserved for students who have distinguished themselves by their unique contribution or exceptional performance.

Your written comments are required below in order to register the rating of Outstanding.

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Excellent Performance

- The student has exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is delighted with this student's performance.

Very Good Performance

- The student has met all and exceeded some performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is very pleased with this student's performance.

Good Performance

- The student has met performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is pleased with this student's performance.

Satisfactory Performance

- The student has not fully met the performance expectations in respect to output, quality standards, delivery of goals and assignments.
- Receiving this rating means the manager is mostly satisfied with the student's performance.

Marginal Performance

- Overall performance requires improvement and/or certain key aspects of performance require improvement while other aspects may be satisfactory.
- Receiving this rating means the manager is displeased with this student's performance.

Unsatisfactory Performance

- The student did not meet performance requirements.
- This rating represents a failure of the Waterloo Experience (WE) Accelerate work term and will be reflected as such on the student's academic record.

Optional – comment on any areas of strength:**Optional – comment on any areas for development:**

**Did you review the completed evaluation form with the student? (Please ensure the student has a copy)
(Required)**

Yes [] No []

**Supervisor's Name (Please Print)
(Required)**

Signature

Title

Date