

APPENDIX F
WESTFIELD STATE UNIVERSITY
MSSLS DEPARTMENT
INTERMEDIATE AND ADVANCED STANDING EVALUATION (circle one)

Student Name: _____ CWID: _____
Address: _____ Telephone: _____
Evaluator: _____ Student's Advisor: _____

DIRECTIONS TO STUDENT: Fill in **ALL** of the above and submit to the individual from whom you are requesting an evaluation.

DIRECTIONS TO EVALUATOR: Place your rating in the blank to the left of each characteristic. Additional comments may be written on the back of this sheet. Once completed, sign the form and return it to the MSSLS Student's Advisor indicated above at the following address: MSSLS Department, Westfield State University, Westfield, MA 01086

The following ratings are to be used:**

- 5 - Quite Strong
- 4 - Above Average
- 3 - Average
- 2 - Below Average
- 1 - Generally Weak
- 0 - No Basis to Judge

**Three of the four responses must be non-zero and the mean of the responses must equal 3.0 for a favorable evaluation.

RATINGS

- ____ A. Potential as a leader: Has leadership qualities; expresses self well; explains concepts in a logical manner; warm personality rather than cold.
- ____ B. Work Habits: Attends to duties; is on time; seeks more responsibility; completes assignments and tasks on time.
- ____ C. Professional attitude and interest: Enthusiastic and eager to enter the profession; seriously trying to do an excellent job; responds well to constructive criticism.
- ____ D. Appropriate, neat dress and appearance.

Comments:

_____ (Evaluator's Signature) Date: _____

Address: _____ Phone: _____