Agency Evaluation Form
Howard University

Service Site Supervisor: Please respond to the following questions. Return the completed form to (insert instructor’s name and address).

Agency Name: ________________________________________________________________

Agency Contact Person: _________________________________________________________

Title: _______________________________________________________________________

Address: _____________________________________________________________________

____________________________________________________________________________

Phone: ____________________________ Fax: ___________________________

E-Mail Address: _______________________________________________________________

____ (number of students) Howard University students worked on a service project for our agency from ____________ to ________________.

Please describe the service project in the space below.

____________________________________________________________________________

1. Please indicate the extent of your satisfaction with the work performed by the Howard University service-learner.
   ☐ Very pleased
   ☐ Pleased
   ☐ Somewhat displeased
   ☐ Very displeased

2. Did your organization benefit from participating in the Howard University Service-Learning Program?
   ☐ No
   ☐ Yes (Please indicate below the primary benefits you received. Mark all that apply.)

   ☐ Completed at least one specific task that you otherwise would not have been able to complete
   ☐ Met a project deadline that you otherwise would not have been able to meet
   ☐ Afforded your organization the opportunity to help a larger number of people
   ☐ Helped foster better community relations
   ☐ Helped foster a working relationship with Howard University
   ☐ Other (Specify: _______________________________)


3. Please indicate below your level of satisfaction with the service-learner’s performance.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>a. Reliability</td>
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<tr>
<td>b. Ability to perform assigned tasks</td>
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<td>c. Motivation</td>
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<td>d. Motivation</td>
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<td>e. Met expectations</td>
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<td>f. Communication skills</td>
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<td>g. Interest in assigned tasks</td>
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<td>h. Workplace demeanor</td>
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<td>i. Creativity</td>
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<td>j. Overall job performance</td>
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</table>

4. Do you think the service-learner was adequately prepared for the service project? Please explain.

5. How could the service-learner have been even more helpful?

6. Are you interested in working with service-learning students from Howard University next semester?
   ☐ Yes
   ☐ No (Please tell why.)

7. Additional Comments:

   Signature: __________________________ Date: ___________

   Thank You.