



FEEDBACK FORM

FOR PARTNERS AND STUDENTS

PLACEMENT ORGANIZATION NAME _____

Supervisor Name _____

STUDENT NAME _____

Student's Role/Department in the Placement _____

Academic Course _____ Date _____

DIRECTIONS:

Placement Supervisor and Student: Please discuss and reflect on your placement experiences, using the sample questions and keywords to guide your feedback session (exit interview).

Please note: Feedback notes will be used for academic evaluation.



GOALS

- Discuss the goals and expectations at the start of the Placement.
- How did you identify the skills to focus on and build upon?
- Discuss your first impressions - How did you establish contact? How was the interview?

Keywords:

Expectations	Outreach & Networking
Learning Goals	Industry Research
Articulating a Focus	First Impressions



WORK SITE & CULTURE

- Discuss the working environment and culture of the Placement; how did you integrate and adjust to one another?
- How did the Placement relate to the company dynamics, its mandate, its activities, and the broader industry?

Keywords:

Accessibility	Facilities
Communication	Team Dynamics
Schedule	Industry Standards

PLACEMENT ACTIVITIES

- Discuss how the Placement activities relate either directly or indirectly to OCAD U studies.
- Discuss the activities undertaken at the Placement and how these developed.
- Give examples of problem-solving, experimentation, critical feedback, and taking initiative.

Keywords:

Taking Direction	Efficiency
Taking Initiative	Time Management
Collaboration	Critical Feedback

PROFESSIONAL DEVELOPMENT

- How do the Placement projects/activities contribute to the student's portfolio and résumé?
- How does the Placement relate to the student's professional goals?
- What advice would you give if you could go back to the first day at the Placement?

Keywords:

Professionalism	Expanding Knowledge
Experimentation	Identifying Issues or Gaps
Taking Responsibility	

PRACTICAL DEVELOPMENT

- What areas are you now more confident working within?
- Describe key challenges or 'unknown unknowns'.
- Discuss the similarities and differences between university and workplace.

Keywords:

Transferable Skills	Learning Curves
Practical Application	Problem-solving
Attention to Detail	Self-reflection

Please return
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