

**The University of Hong Kong
Faculty of Education
(International Practicum)**

**Feedback on the Professional Performance of the Student-Teacher
(to be completed by the Principal or the Practicum Co-ordinator)**

Name of Student-teacher: _____

Name of Placement School: _____

Name(s) of Mentor(s)/Cooperating Teacher(s): _____

Course: _____

Please circle the descriptor that best describes the student-teacher's professional performance under each area
(S = Satisfactory US = Unsatisfactory) :

1. Punctuality and attendance, including notifying the school immediately if sick or otherwise unable to attend school / classes;	S / US
2. Following school regulations, including appropriate dress and appearance;	S / US
3. Respecting school property and copyright on print materials or software;	S / US
4. Carrying out all duties assigned by the school by the deadlines given; including fair and careful setting and marking of tests and assignments;	S / US
5. Maintaining a safe environment for pupils in class; and being polite and respectful towards school staff;	S / US
6. Maintaining professional contact with pupils; dealing with pupils in a non-discriminatory and respectful way, and avoiding favouritism;	S / US

If you feel the professional conduct of the student-teacher was completely unsatisfactory in any area, please give further details for our consideration:

Our school confirms that we have informed or discussed with the student-teacher the above-mentioned unsatisfactory behavior. *(Please confirm by putting a "✓" in the check box)*

Overall comments of the student teacher during the international practicum:

Signature of Principal/Practicum Co-ordinator*: _____

Name of Principal/Practicum Co-ordinator*: _____

Name of Mentor-teacher/Cooperating teacher consulted: _____

Date: _____

We would be grateful if you would return the completed feedback form to the School-University Partnerships Office, Faculty of Education, HKU by email (partnershipoffice@hku.hk) or by fax (+852) 2548 0375 upon the completion of international practicum.

**Please delete as appropriate*