



Hochschule für Angewandte Wissenschaften Hamburg
Hamburg University of Applied Sciences

**Evaluation of
placement/professional practice for the BA degree course
Education and Learning in Childhood
Hamburg University of Applied Sciences
(HAW Hamburg)**

Information for placement mentors

We would like to express our gratitude to you for your willingness to assist our students in developing their professional practice in your establishment. In so doing, you are making a significant contribution to the qualification and training of the next generation of specialists for education and learning in childhood. Thank you.

As a placement mentor, you have gained direct experience of a student or students from our institution and of their professional skills and capabilities. This evaluation form is intended to help you reflect upon this experience and provide a considered and robust assessment of the performance of the placement student to whom it pertains.

At HAW Hamburg, we depend on your evaluation in order to confirm successful completion of the student's professional practice and award it the appropriate credits.

Please respond to the questions from point 9 onward by circling the appropriate numbered point in the assessment scale ('was completely the case'; 'was partially the case'; 'was generally not the case'; 'was not the case at all'). If you feel unable to give an assessment of a particular point, please circle 'cannot say'.

Point 19 provides an opportunity for you to add individual comments on the student's performance and capabilities.

Many thanks for completing the assessment.

1. Student

Last name:	Registered student no.:
First name:	Telephone:
Address:	
Relevant semester: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	
Email:	Winter semester <input type="checkbox"/> Summer semester <input type="checkbox"/>

2. Placement establishment

Name of establishment: _____

Responsible/overseeing organisation: _____

Form of responsible/overseeing organisation ☐ public-sector organisation ☐ independent organisation ☐ private-sector organisation

Umbrella (if any): _____

Address: _____

Telephone: _____

Email: _____

Website URL: _____

3. Placement mentor(s)

Last name, first name: _____

Last name, first name: _____

4. Focal areas of placement establishment's work

Childcare/daycare

☐ Under 3s (Krippe) ☐ Preschool (age 3-5; level 0) ☐ Mixed-age

School

- ☐ Preschool ☐ Primary School ☐ First-stage Secondary (Sekundarstufe I) ☐ All-day school provision (GBS) ☐ SEN provision (Förderschule)
-

- ☐ Family education centre/
Parenting support and education ☐ Early help intervention
(Frühe Hilfen)
- ☐ Advisory Services ☐ Research
- ☐ Other (please specify) _____

Focal area of student's work during placement

- ☐ Educational and caring work with children ☐ Delivering advisory Services ☐ Management or other administrative tasks
- ☐ Other (please specify) _____

5. Duration of placement and hours completed

from _____ to _____ / _____ hours

6. Semester specific focus of practice (please tick or circle)

- ☐ Exploring the field of education and learning in childhood
- ☐ Observing and documenting processes of learning and development
- ☐ Evaluation and quality development
- ☐ Requirements and activity analysis
- ☐ Practical project

7. a) The student was involved in the following areas of the host establishments work during the placement (please tick or circle all that apply)

- ☐ Day-to-day work with children
- ☐ Observing and documenting processes of learning and development
- ☐ Case documentation
- ☐ Preparing and conducting advisory services
- ☐ Preparing and conducting events for and with parents

☐ Preparing and conducting an evaluation process

☐ Administrative tasks

☐ Drawing up concepts

☐ HR development

☐ Committees and working groups

☐ Other (please specify) _____

7. b) The student carried out the following tasks during the placement (please specify)

Independently:

-
-
-

As part of a team:

-
-
-

8. a) In addition to these key areas, the student familiarised herself/himself (e.g. through shadowing or observing) with the following aspects of the host establishment (please tick 'yes' or 'no' as appropriate):

Area	yes	no
Pre-school (age 3-6, level 0)		
Mixed-age		
After-school care (<i>Hort</i>)		
Management		
Delivering parenting advice		
School		
All-day school provision		
Family centre work		
Parenting support		
Administrative tasks		
Parent and child groups		
Academic research		
Other		
Please specify:		

8. b) The student experienced the following aspects of professional practice at the host establishment during her/his placement (please tick 'yes' or 'no' as appropriate):

Aspect	yes	no
Team meetings		
Specialist committees or working		
Team planning and focus days		
Meetings with parents		
Training sessions and events		
Conferences		
Professional fairs/events		
Project management		
Organisation		
Other		
Please specify:		

9. Assessment of the student's approach and attitudes towards work and professional practice during her/his placement

	was completely the case	was partially the case	was generally not the case	was not the case at all	Cannot say
The student acquired specialist professional knowledge during the placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student was able to apply specialist professional knowledge in practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student contributed her/his knowledge, skills and ideas to the team during the placement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student carried out tasks and followed instructions reliably during the placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student engaged at a professional level with the establishment's basic concept/mission statement/ purpose.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student worked in a structured manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student showed herself/himself to be a good team player.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student showed empathy and sensitivity in her/his interactions with children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student's interactions with children were characterised by a professional approach to boundaries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student showed empathy and sensitivity in her/his interactions with parents/families.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The student's interactions with parents/families were characterised by a professional approach to boundaries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student responded flexibly to the various situations that arose during her/his day-to-day work in the establishment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student showed ability to reflect upon her/his actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The student showed ability to reflect upon her/his actions and amend or adapt her/his practice as a consequence of the reflexive process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any additional comments on the student's performance, attitudes or professional development during the placement:

Concluding, the host establishment evaluates the placement as

- ☐ Successful
- ☐ unsuccessful

Date

Signatures of proposed placement
mentor(s), official stamp of establishment