

CIVSA Research & Assessment Committee

Student Evaluation Project

*****Please complete one form for each evaluation you submit*****

Name of institution: UC Santa Barbara

Contact (name): Anil Gnanamuthu, Tour Coordinator

Contact phone: (805) 252-4885

This form is utilized to evaluate (check all that apply):

Tour Guides

Visitor Center Student Workers

Information Services Student Workers

Please describe how this form of evaluation is used with your student workers:

Who completes the evaluation form, i.e. full-time staff, tour participants, etc.?
Tour Coordinator conducts 30th evaluation. Campus Guides conduct the first of a new tour guide.

How often do you administer this evaluation? 1st tour, 30th Tour (jr. ambassador), and then for future promotions to campus ambassador

How is feedback given to student workers? In person – right after the tour

How do you utilize the feedback from the evaluation? Save in student employee's file

Please submit with a copy of each evaluation form by March 15, 2009

(One copy of the form with each different evaluation form)

to

Denise Wellman at denisew@mailbox.sc.edu or

University of South Carolina

Visitor Center

Columbia, SC 29208