

LVGW STUDENT EVALUATION FORM ~ 2009-10

Student's Name: _____ **Tutor's Name:** _____
July-September _____ **October-December** _____ **January-March** _____ **April-June** _____

TUTORS: Please read and discuss this Student Evaluation Form with your student. In addition to helping to evaluate your student's progress, the results are imperative for reporting to our funding sources.

Report quarterly on the progress of each student:

- Choose at least one category (i.e. EMPLOYMENT)
- Specify at least one skill example (i.e. PASSED MOCK INTERVIEW)
- Select a Progress Scale Number (1,2,3 or 4) as defined below:
 - 1 - Minimal progress towards goal or limited acquisition of language skill**
 - 2 - Some progress but still needs improvement**
 - 3 - Substantial progress or improvement**
 - 4 - Achievement of goal or independent usage of language**

EMPLOYMENT

(Examples: Developed job readiness skills, improved job search skills, passed mock interview, developed/improved computer skills, obtained/retained employment, entered military, improved on-the-job skills, received promotion/raise)

Please specify: _____ **Rating** _____

COMMUNITY SERVICES / LIFE SKILLS / CONSUMER SKILLS

(Examples: Banking, 2-1-1 Infoline, emergency services, postal services, library, health services, insurance, newspaper, shopping, restaurant, transportation, driver's license, directions/maps)

Please specify: _____ **Rating** _____

EDUCATION

(Examples: Progressed toward HS diploma, earned HS diploma / GED, entered Training program, entered Adult Education in Waterbury or Naugatuck, Entered College or Post-Secondary Training)

Please specify: _____ **Rating** _____

FAMILY LITERACY

(Examples: Benefited from LVGW-sponsored Family Literacy classes or events, benefited from Library events, increased involvement in children's schooling, participated in parenting education, read more to children)

Please specify: _____ **Rating** _____

CITIZENSHIP / VOTING

(Examples: Improved informal conversation, interviewing skills (form N400), history/civics, reading, writing, passed test, registered to vote, participated in voter education, voted in election)

Please specify: _____ **Rating** _____

LISTENING & SPEAKING

(Examples: English survival vocabulary, physical responses to questions, yes/no questions, short answer questions, Wh- questions, dialogues, grammar, advanced vocabulary, American idioms and slang, social conversations, pronunciations, oral fluency, other listening and speaking skills)

Please specify:

Rating

READING SKILLS

Alphabetics: sight words (list new words), phonemic awareness (list concepts practiced), phonics (list letter sounds)

Reading Comprehension: literal, inferential, critical thinking

Listening Comprehension: in conjunction with reading instruction (literal, inferential, critical thinking)

Vocabulary: comprehension of new words, appropriate usage; Fluency: rate, accuracy, expression

Skimming / Scanning: rapid, efficient retrieval of information; Other: specify

Please specify:

Rating

WRITING SKILLS

Letter formations: manuscript, cursive

Lists: write list for shopping, invitations, etc.

Content: clarity, details, support

Word Choice: appropriate usage, richness

Mechanics: spelling; capitalization; punctuation

Forms: fill out forms and applications;

Dictations: write sentences that are dictated orally

Organization: cohesive, overall structure

Grammar & Sentence Structure: varied, appropriate

Other: specify

Please specify:

Rating

TUTOR COMMENTS / ACCOMPLISHMENTS OF STUDENT:

RESOURCES - Please report the books/workbooks and other materials used:

- _____ A Conversation Book: Level ____
- _____ Foundations
- _____ Ready to Go: Level ____
- _____ Other (Specify newspaper, phone book, etc.) _____
- _____ Dictionaries / Picture Dictionaries
- _____ Wilson Reading System
- _____ Books (Fiction/Non-Fiction/Textbooks)

REFERRALS - Please report if you referred this student to another program, agency, school, etc.

- _____ 2-1-1 Infoline (by phone or via website)
- _____ Adult Education, NVCC, Stone Academy, etc., please specify: _____
- _____ Employment Agency / Program, please specify: _____
- _____ Other, please specify: _____

Please return to LVGW with your Quarterly Hours Report:

Literacy Volunteers of Greater Waterbury, Inc., 267 Grand Street, Waterbury, CT 06702

FAX: 203-574-8055 E-Mail: Lvgw-Reports@waterburycr.org Call with questions: 203-754-1164

Be sure to keep a copy for your records. Thanks!