

Service Learning – Team Coordinator Evaluation  
Marketing 100S

Your Name: \_\_\_\_\_

Name of Your CBO: \_\_\_\_\_

Name of Your Team Coordinator: \_\_\_\_\_

*This form is confidential between you and your instructor.*

Using a scale from 1 to 5 as shown below, rate your team coordinator’s effectiveness relative to their responsibilities by checking the appropriate box. Please be candid in your responses.

| Responsibility  | Extremely effective<br>5 | 4 | Reasonably effective<br>3 | 2 | Not at all effective<br>1 |
|---|--------------------------|---|---------------------------|---|---------------------------|
| Setting up required meetings and communicating effectively with the CBO Supervisor and other CBO personnel. |                          |   |                           |   |                           |
| Responding to team members’ questions about working with the CBO.   |                          |   |                           |   |                           |
| Setting up team meetings, sending reminders, and leading meetings.  |                          |   |                           |   |                           |
| Ensuring team members’ action items were stated clearly either via a verbal re-cap or meeting minutes.      |                          |   |                           |   |                           |
| Overseeing the editing and proofreading of the Check-In.  |                          |   |                           |   |                           |
| Providing feedback to the team about the results of the Check-In.   |                          |   |                           |   |                           |
| Overseeing the editing and proofreading of the final Marketing Plan.  |                          |   |                           |   |                           |

Team coordinators may earn up to 25 extra credit points for fulfilling their responsibilities to the team. How many points do you believe your team coordinator has earned for his/her efforts?

Our team coordinator should receive \_\_\_\_\_ points for their efforts.

For additional comments, please use the space below.