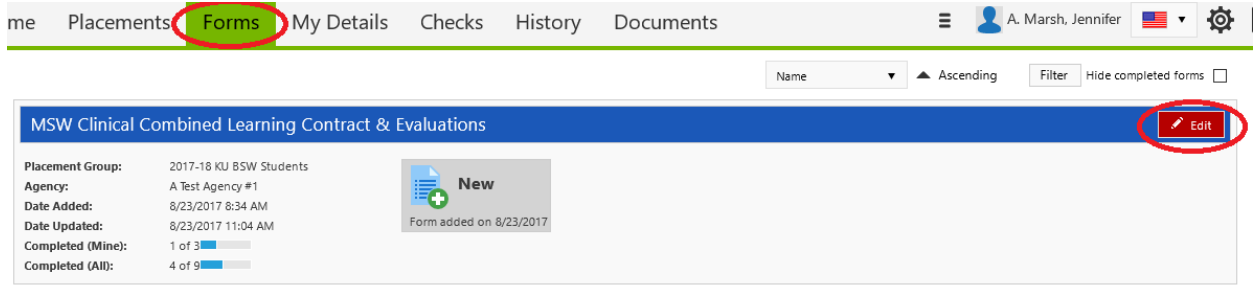


Evaluations Tip Sheet

At the end of Fall and Spring semesters, your field instructor will complete an evaluation of your work in practicum. You will then need to review and submit the evaluation in Sonia prior to the evaluation due date.

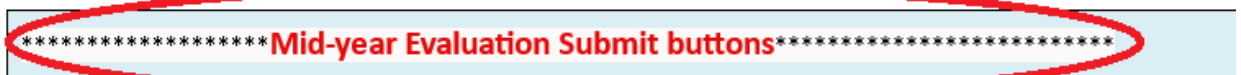
1. Click on “Forms” and click “Edit” next to the Learning Contract & Evaluations form:



2. Your field instructor will rate your work in relation to each Practice Behavior under the 10 competencies. Review the ratings as done by your field instructor in the “Mid-year Ratings” column (Fall) or the “Final Ratings” column (Spring):

	Mid-year Ratings	Final Ratings
	<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

3. After reviewing the ratings, scroll to the “Mid-year Evaluation Submit buttons” (Fall) or the “Final Evaluation Submit buttons” (Spring):



4. Review the information under the Field Instructor Comments field (the comments, the number of hours, the percentage of time in direct practice or direct client contact, and the Grade recommendation):

Actioned by Marsh, Jennie on 8/23/2017 10:31:12 AM

*****Mid-year Evaluation Submit buttons*****

Mid-year Evaluation Field Instructor Comments

Field Instructor Narrative Summary: Describe the student's progress over the fall semester in relation to the 10 competencies and related behaviors as outlined in the student's learning contract:

Testing testing

Total number of Practicum Clock Hours completed in Fall Semester:	Percentage of Practicum hours in direct practice (should be at least 50%)	Field Instructor Grade Recommendation:
360	50	<input checked="" type="radio"/> S (Satisfactory) <input type="radio"/> U (Unsatisfactory)

Actioned by Marsh, Jennie on 8/23/2017 11:04:34 AM

Mid-year Evaluation Student Comments

- Once you have reviewed that information, scroll to the “Mid-year Evaluation Student Comments” (Fall) or “Final Evaluation Student Comments”, located directly below the Field Instructor Comments field:


Mid-year Evaluation Student Comments

I have read the evaluation and have discussed it with my

Please indicate that you have reviewed the evaluation and discussed it the field instructor:

Mid-year Evaluation Student Comments


I have read the evaluation and have discussed it with my field instructor.


Yes
 No
  *

Students you may add your comments here:

Finally, please enter any comments you have, including anything you disagree with, in the comments field (your comments will be visible to the Field Instructor and Liaison):

Students you may add your comments here:



 *

6. Once you have completed your comments, please click “Student Submit Mid-year Evaluation”(Fall) or “Student Submit Final Evaluation”(Spring):

Draft **Student Submit Mid-year Evaluation**

ear Evaluation Liaison Comments
