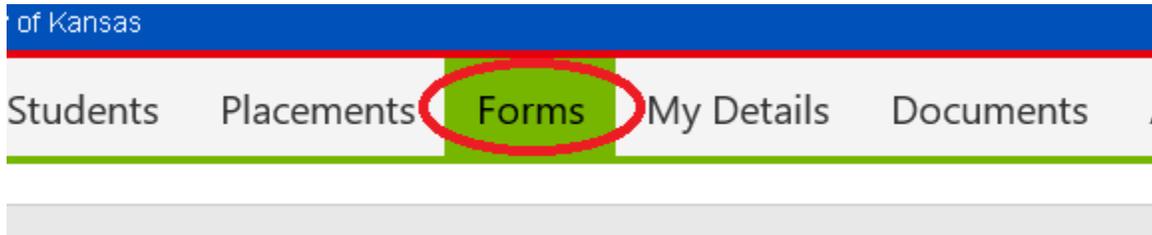


## Completing Student Evaluations Tip Sheet

**\*\*You have the option to do the mid-year and the final evaluation on paper and email a scanned copy to the Liaison. The instructions for uploading the paper copy to Sonia will be sent separately.**

1. Click on the “Forms” tab:



2. Find the Evaluation you wish to complete and click on the “View” icon:

Form Name	Category	Placement Group	Agency	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
MSW Clinical Combined Learning Contract &		2017-18 KU BSW Students	A Test Agency #1	Jennifer	A. Marsh	8/23/2017 10:31 AM		1 of 3	3 of 9	

3. As when you completed your review of the Learning Contract, you will see directions for the Learning Contract and the Evaluations at the top of the page. You will also see a Ratings scale, which is visible above each Competency:

<b>N/A = No Assignment/activity</b> to assess practice behavior (mid-year evaluation only)	<b>3 = Dependably implements</b> the basic elements of the practice behavior
<b>1 = Fails to perform</b> the basic elements of this practice behavior	<b>4 = Above average performance</b> of the practice behavior
<b>2 = Inconsistently performs the</b> basic elements of the practice behavior	<b>5 = Consistently excels in implementing</b> the practice behavior

Scroll down to “Competency 1” to get started. You will see the Competency and the Practice Behaviors on which you will evaluate the student:

<b>1 = Fails to perform</b> the basic elements of this practice behavior	<b>4 = Above average performance</b>
<b>2 = Inconsistently performs the</b> basic elements of the practice behavior	<b>5 = Consistently excels in im</b>

**Competency 1: Identify as a professional social worker and conduct oneself accordingly.**

#	Practice Behaviors	Learning Activities	Mid-year
1.1	Maintain a social work identity within clinical settings.	Testing	<input type="radio"/> N/A <input type="radio"/> : <input type="radio"/> 4 <input type="radio"/> 5

After reviewing the Learning Activities next to each Practice Behavior, consider how you would rate the student's work on each Practice Behavior based on the Rating Scale provided. When you are ready to select a rating, do so in the box for the Mid-year (fall semester) and Final (spring semester):

**Competency 1: Identify as a professional social worker and conduct oneself accordingly.**

#	Practice Behaviors	Learning Activities	Mid-year Ratings	Final Ratings
1.1	Maintain a social work identity within clinical settings.	Testing	<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input 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 *

- Once you have completed your ratings for each Practice Behavior under the Competency, click on "Submit Ratings" at the bottom of the category:

	<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="button" value="Save Draft"/> <input type="button" value="Submit Ratings"/>	
	Draft saved by Marsh, Jennie on 8/23/2017 10:17:26 AM	
	Comp 2 Rating (average) <input type="text" value="0.00"/>	

(If you need to come back to the ratings before you finish them, you can hit “Save Draft” to save your work.)

You will notice that the Competency average calculates automatically once you hit the “Submit Ratings” button:

		<input type="button" value="Submit"/>
		Draft on 8,
	<input type="button" value="Submit Ratings"/>	
	Comp 1 Rating (average) <input type="text" value="3.50"/>	Comp 0.00

- Once you have submitted all of the ratings for all 10 competencies, please scroll to “Mid-year Evaluation Submit buttons” (Fall) or “Final Evaluation Submit buttons” (Spring):

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

Mid-year Evaluation Field Instructor Comments

Please enter your comments, including positive feedback and any challenges to be addressed here:

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 agreement:

Please enter the total number of Practicum Clock Hours for the Fall semester (Mid-year evaluation) or the full academic year (Final evaluation) and the percentage of Practicum hours in direct practice (BSW/MSW Foundation) or direct client contact (MSW Clinical):

Total number of Practicum Clock Hours completed in Fall Semester:	Percentage of Practicum hours in direct practice (should be at least 50%)	Field
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft    Field Instructor Submit Mid-year Evaluation

Finally, please provide your grade recommendation for the student:

least	Field Instructor Grade Recommendation:
	<input type="radio"/> S (Satisfactory) <input type="radio"/> U (Unsatisfactory)

- The last field that must be completed is the electronic signature, both at mid-year and final evaluation:

**Mid-year Evaluation Field Instructor Signature**

By typing my name here, I am verifying the ratings, comments, and recommended grade that I've documented in the mid-year evaluation.

Save Draft   Field Instructor Submit Mid-year Evaluation

- Once you have completed all fields, please hit the "Field Instructor Submit Mid-year Evaluation"(Fall) or "Field Instructor Submit Final Evaluation"(Spring):

Semester:	50%
<input type="text"/>	<input type="text"/>

Save Draft   **Field Instructor Submit Mid-year Evaluation**

### Mid-year Evaluation Student Comments

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

Please ensure the evaluation is completed in enough time for the student to review and make any comments prior to the due date!