

Student Instructions for Completing the Field Evaluation

1. Accessing your Field Evaluation Form:

- a. Log in to your SONIA account.
- b. Click on the Forms Tab.
- c. Select the Learning Agreement and Evaluation Form for the appropriate semester and click the **red** "Edit" button to begin your self-evaluation.
 - i. Note: Please double check on the left side of the attached form that your correct field placement site is listed. If your current field placement agency is not listed, please contact the Field Office at field@msudenver.edu so we can correct the issue before proceeding.

2. Completing the student portion of the Field Evaluation:

- a. The Field Evaluation contains the nine Council on Social Work Education (CSWE) competencies and the listed practice behaviors that students are expected to exhibit throughout their internship. Under each competency, you will evaluate your skill level for each corresponding competency and practice behavior.
- b. The guidelines for completing the student portion of the evaluation are outlined in the middle, **blue** column in the instructions table on the form.

Instructions for completing this form:

Learning Agreement Instructions - <i>* To be completed September 2019</i>	Fall Student Self Evaluation Instructions - <i>To be Completed November - December 2019</i>	Fall Field Instructor and Task Supervisor (if applicable) Evaluation Instructions - <i>To be Completed November - December 2019</i>
Student: At the beginning of the semester, enter your learning activities for each competency, according to the guidelines below. <i>Click the SAVE DRAFT button at the bottom</i>	Student: The student rates themselves on all practice behaviors within each of the nine competencies in the blue sections of this form. <i>Click the SAVE DRAFT button at the bottom</i>	Field Instructor and Task Supervisor (if applicable): At the end of the semester, supervisor(s) will use the green column in each table to rate the intern on each of the practice behaviors under the 9 Competencies and related

- c. Students will enter in the hours that they have completed at the beginning of the evaluation process. There is an area next to the hours entered where students can describe their plan for completing their remaining internship hours for the semester if they have not yet completed the required number of field placement hours.

<p>STUDENT: Total Hours Completed to Date for the Fall Semester:</p> <p><i>**NOTE: Students will not receive a passing grade if they have not completed at least 240 hours. Please use the text box to describe your time line for completion**</i></p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>STUDENT: If you have not met the minimum requirement, please describe the time-line in which they will be completed (<i>There is a section at the end of the evaluation to mark your updated hours after your evaluation conference</i>):</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
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- d. Students will rate themselves on the competencies and complete all areas of the form that are **blue** and that have a pencil icon with a red asterisk * sign. You should refer to the completed Learning Agreement sections of the document to assess your progress with the nine social work competencies.
 - i. Please review the rating scale guide at the beginning of the evaluation form prior to beginning your self-evaluation.

Competency 1 Ratings

PB	Description	Student Rating	Field Instructor and/or Task Supervisor Rating
1.1	Demonstrates understanding of the complexities inherent when resolving ethical conflicts as an integrative practitioner	<input checked="" type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>
1.2	Uses supervision and peer consultation to engage in reflective and reflexive practices	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>
1.3	Demonstrates effective oral and written communication to convey professional viewpoints; Communicates effectively with other professionals to coordinate interventions	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>
1.4	Uses multi-disciplinary team approaches to completely assess and monitor treatment	<input type="radio"/> EE <input type="radio"/> ME <input checked="" type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>
1.5	Use technology ethically and appropriately to facilitate practice outcomes	<input type="radio"/> EE <input checked="" type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>	<input type="radio"/> EE <input type="radio"/> ME <input type="radio"/> AE <input type="radio"/> DE <input type="radio"/> NO <small>✎ *</small>

- ii. Students will add comments if needed for any rating that that is either a *Does not meet expectations (DE)* or *No opportunity (NO)* in the comments section below the competency.

<p>Competency 1: Fall Student Evaluation Comments (To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Student 1st Submit.)</p>	<p>Competency 1: Field Instructor and/or Task Supervisor Comments (Optional unless there is a DE or NO rating) To save your comments at any time, scroll down to the bottom of the form, and click the Save Draft button next to Supervisor Evaluation Submit.</p>

- e. Students will then complete the Required Comments Section in blue towards the end of the evaluation form.

Required Comments Section

	Student's Comments	Field Instructor and/or Task Supervisor Comments
1. Please comment on the student's strengths and successes during this evaluation period.	<input type="text"/>	<input type="text"/>
2. Please comment on any areas of growth that the student can work on. <i>***Note: If a rating 'DE' was given on any particular practice behavior, strategies for improvement in those areas MUST also be included in the space provided.</i>	<input type="text"/>	<input type="text"/>
3. Are there any practice behaviors that have not been observed during this semester? What is the plan to address these practice behaviors in the coming semester?	<input type="text"/>	<input type="text"/>

3. Submitting the Evaluation

- a. Once the student has completed their self-evaluation for all of the nine social work competencies and the required comments section, they will click on the "Student Evaluation 1st Submit" button to submit the evaluation to their supervisor(s) for review.

***** **Fall Evaluation Submit buttons** *****

Student: After you have rated yourself on all competencies, click the "Student 1st Submit" button below. Your evaluation will show 1 out of 4 steps completed




Save Draft
Student Evaluation 1st Submit

- b. Once supervisor(s) have completed their portion of the evaluation, they will submit the form back to the student for the evaluation conference.

4. Field Evaluation Conference

- a. Once both the student and supervisor(s) complete the evaluation, they will meet to discuss the results of the evaluation.
- b. The student will then complete the Post-Evaluation Conference Comments section on the evaluation form and enter their completed hours at the end of the evaluation process (this will most likely be the end of the semester).

Fall Semester Student Post Evaluation Conference Comments

<p>I have reviewed this evaluation and discussed the results with my Field Supervisor and Task Supervisor (if applicable).</p> <p><input type="radio"/> Yes <input type="radio"/> No  *</p>	<p>Student: After completing your Evaluation Conference with your Field Instructor and Task Supervisor (if applicable) is there any additional feedback about the conference that you would like to reflect on? (Optional)</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> 	<p>Student's total field placement hours completed a the end of the evaluation conference:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> 
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- c. Once the student has completed the Post-Evaluation Conference Comments section they can click on the “Student Evaluation Final Submit” button to submit the form to your Faculty Field Liaison for final review.

Student: After your Field Supervisor(s) have completed their ratings, and you have participated in an Evaluation Conference with your Field Supervisor(s), click the "Student Evaluation Final Submit" button below.

DO NOT CLICK THE STUDENT EVALUATION FINAL SUBMIT UNTIL AFTER YOUR EVALAUTION CONFERENCE.

The evaluation will show as 3 out of 4 steps completed once you submit. The form will then be sent to your Faculty Field Liaison (FFL) for grading. Once your FFL has graded your evaluation your form will show 4 out of 4 steps completed.

Save Draft
Student Evaluation Final Submit

- d. The Faculty Field Liaison will review the Field Evaluation and take that into account for the student’s Field Experience grade for that semester. Remember: Field Evaluations are reviewed for a Pass/Fail grade.

Notes:

- a. You can track the progress of the form by looking at the “Completed Steps” indicated next to the Field Evaluation Form.
- b. You may review your Field Evaluation at any time by going to the Forms tab in your Sonia account.
- c. Use the Learning Agreement portions of the form that you and your supervisor(s) completed previously to help you complete the evaluation.

Please contact the Field Office at field@msudenver.edu if you have any questions or issues with the form.