

INSTRUCTIONS FOR FIELD EVALUATIONS

It is the field instructor's responsibility to complete the Field Practicum Evaluation for each student they supervise. However, the evaluation is designed to be a fully transparent assessment based on dialogue between the field instructor and the student. The student's field advisor should also be given a copy of the completed Field Practicum Evaluation form and complete a separate self-assessment as well. The student's field advisor may also assist the field instructor, as needed, to understand and apply Silberman's field performance expectations.

FIELD PRACTICUM EVALUATION SCALE

The scale has changed for the Spring 2018 semester.

5 (HC)	The student is <i>fully able to perform</i> the practice behavior with a wide range of client types and situations, without any direction needed.	Highly Competent
4	The student is able to perform the practice behavior <i>with many client types</i> and situations, with minimal direction needed.	Consistently Competent
3 (C)	The student is able to perform the practice behavior <i>with some client types</i> and situations, with minimal direction needed.	Competent
2	The student is <i>sometimes able to perform</i> the practice behavior when considerable direction is provided.	Approaching Competency
1 (NC)	The student is <i>not able to perform</i> the practice behavior at all.	Not Competent
NR	Use this rating if you had insufficient evidence to rate this competency.	Not Rated
NO	Use this rating if the student did not have the opportunity to perform the practice behavior.	No Opportunity

ONLINE FIELD PRACTICUM EVALUATIONS FORMS (Revised January 2018)

The Field Practicum Evaluations must be completed online, through Qualtrics, a secure system approved by the College, used for administering surveys. Links for these forms are below.

Instructions for Completing and Submitting the Online Field Practicum Evaluation

The online evaluation form should take about 45-60 minutes to complete. If you are not able to finish, the incomplete form will remain accessible for 24 hours as long as you re-launch the link from the same browser and computer. *

1. Review the paper-based version of the form in advance.
2. The password will be sent from the SSSW Field Education Department or you can email sswfield@hunter.cuny.edu.
3. Launch the form and complete all questions.
4. Print or Download the form for your records (instructions included in the form).
5. Share and review the form with your student.
6. Have the student complete the Student Self-Assessment.
7. Email completed evaluation form to the Field Advisor who is responsible for assigning and submitting the student's final grade.
8. To evaluate the next student, relaunch the same link.

Foundation-Level Field Practicum Evaluation Form (all Methods):
<https://tinyurl.com/SP18FDNFieldEval>

Advanced-Level Field Practicum Evaluation Form (all Methods):
<https://tinyurl.com/SP18ADVFieldEval>

Student Self-Assessment:
<https://tinyurl.com/SP18FieldStudent>

**Please note, some agencies may have security protocols in place that delete browsing history, in which case, your information may not be saved.*

PAPER FIELD PRACTICUM EVALUATIONS FORMS

(Revised January 2018)

In very exceptional circumstances, the evaluation may be completed and submitted using the “paper” document instead of the online evaluation form.

Instructions for Completing and Submitting the Paper-Based Field Practicum Evaluation

There are two options for submitting paper-based forms:

OPTION 1

1. Download and review the relevant form.
2. Complete all questions using Microsoft Word.
 - a. Save file as .PDF or .docx and include student’s first and last name in the file name. (e.g., JohnSmith_FieldEval.docx)
3. Share and review the form with your student.
4. Have the student complete the Student Self-Assessment section at the end of the form.
5. Upload the completed form. (File upload link is included in the evaluation form.)
6. Email completed evaluation form to the Field Advisor who is responsible for assigning and submitting the student’s final grade.

OPTION 2

1. Download, print, and review the relevant form.
2. Complete all questions by hand.
3. Share and review the form with your student.
4. Have the student complete the Student Self-Assessment section at the end of the form.
5. Scan form.
 - a. Include student’s first and last name in the file name. (e.g., JohnSmith_FieldEval.pdf)
6. Upload the form. (File upload link is included in the evaluation form.)
7. Email completed evaluation form to the Field Advisor who is responsible for assigning and submitting the student’s final grade.

Please do NOT email completed paper-based forms to the SSSW Field Office.

Mid-semester evaluations: You are encouraged to use these forms for mid-semester evaluations for your records. Please **DO NOT** submit the mid-semester evaluation to the Field Education Department