

## **Guidelines for Evaluation of MSW Student Performance in Field**

Evaluations of student performance in field is required at the mid-term and end of each semester. Completion for a fair, balanced and meaningful evaluation is an important aspect of the field instructor and agency supervision role. The following guidelines are provided to support you in carrying out your evaluation role in the professional socialization and training of the intern(s) you supervise.

### **Mid-Term Evaluations**

1. All assignments in the learning agreement are required to be completed and evaluated by the end of the semester.
2. The mid-term is a check-in regarding learning progress at the mid-point of the semester. All assignments are not expected to be completed.
3. The code **NA** is for **Not Addressed** and is to be used for any learning agreement assignment that has not started yet. Be sure to explain in the comments section of the evaluation when any assignments marked NA will be addressed.
4. The code NI is for Needs Improvement. Please support any rating of NI with detailed comments in the narrative section of the evaluation. The faculty liaison will initiate a correction action plan to address performance concerns.

### **Final Semester Evaluations**

1. Evaluations of performance at the end of the semester is rated on a scale of 1-5.
2. The expectation for evaluation is that an MSW student who is performing as expected is rated as a 3, Satisfactory.
3. Please use the following descriptions for evaluation and be cautious of the “halo effect” (performance is excellent in all areas) and “leniency bias” (being lenient or easygoing in evaluation.)

#### MSW2- SWRK 282 Final Evaluation

- 1 **Unsatisfactory**, unable to complete the activity at a minimal level
- 2 **Below Average**, marginally satisfactory performance requiring direction more typical of a beginning MSW student
- 3 **Satisfactory**, performance and need for direction consistent with second year MSW student knowledge and skills
- 4 **Above Average**, performance demonstrates above average integration of concepts and skills and requires minimal direction
- 5 **Exemplary**, performance demonstrates advanced integration of concepts and skills and independence in performance of learning activities

For more information please review the Ten Strategies for Effective Evaluation of Student Performance provided by the department.