

## **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 **COM** indicates Assignment is Completed
4. The code **SP** indicates Satisfactory Progress
5. 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 if warranted.

### **Final Semester Evaluations**

1. Evaluations of performance at the end of the semester is rated on a scale of 1-4.
2. The expectation for evaluation is that an MSW student who is performing as expected is rated as a 3, Meets Expected Outcomes.
3. Please use the following descriptions for evaluation and be cautious of the “halo effect” (performance Exceeds expectations in all areas) and “leniency bias” (being lenient or easygoing in evaluation.)

#### MSW1- SWRK 280 Final Evaluation

- Passing:
- 4 – **Exceeds Expected Outcomes:** Performance is above expectations. Consistently effect and capable.
  3. **Meets Expected Outcomes:** Performance is satisfactory and consistent with expectations for a foundation level MSW student.
- Not Passing:
- 2- **Emerging Ability:** Performance demonstrates some weakness that requires improvement to meet minimum expectations.
  - 1- **Does Not Meet Outcomes:** Performance is clearly problematic and well below expectations. Fails to complete task.

**Note: To receive a credit grade, performance must be at a level 3 or 4 in 80% of the assignments (25 out of 31)**

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