

APPENDICES IV
FIELD INSTRUCTION EVALUATION FORMS

Appendix IV-A



**Social Work Program
STUDENT'S FINAL EVALUATION OF AGENCY/FIELD PRACTICUM**

Date _____

Your opinions regarding your agency placement are important to us. In order to ensure that your educational needs are being met satisfactorily we have developed a list of questions asking for opinion about your placement. All information is completely confidential.

Student's Name: _____

Agency: _____

Name of Field Instructor: _____

Please respond to the following questions for the current semester: (check one)

Please Indicate: _____ SOWK 399 (Spring Semester – Junior)

_____ SOWK 490 (Fall Semester – Senior)

_____ SOWK 499 (Spring Semester – Senior)

AGENCY/FIELD PRACTICUM

1. Was the overall attitude of the agency supportive of student training?

_____ very good _____ satisfactory _____ unsatisfactory

2. Were the agency's facilities (space, supplies, clerical support, etc.) adequate to allow you to carry out your responsibilities:

_____ very good _____ satisfactory _____ unsatisfactory

10. What opportunities did you have to participate in staff meetings and conferences?

11. Did you have the opportunity to learn about the network of community social services?

12. How would you rate the agency as a field instruction placement?

Excellent _____ Good _____ Fair _____ Poor _____

13. What else would you want a fellow student to know about this agency as a field placement site? Use additional paper if necessary

Appendix IV-B



Social Work Program
STUDENT'S FINAL EVALUATION OF FIELD INSTRUCTION/FIELD INSTRUCTOR

This form is to be completed after the final semester of placement. It will not be used in any ways connected to final grading of students.

Date _____

Agency _____

Student's Name _____

Name of Your Field Instructor: _____

Please respond to the following questions for the current semester: (check one)

Please Indicate: _____ SOWK 399 (Spring Semester – Junior)

_____ SOWK 490 (Fall Semester – Senior)

_____ SOWK 499 (Spring Semester – Senior)

FIELD INSTRUCTION/FIELD INSTRUCTOR

(PLEASE INCLUDE YOUR PERSONAL COMMENTS ALONG WITH THE RATING YOU CHECK)

1. What was the quality of the working relationship with your field instructor?

_____ very good _____ satisfactory _____ unsatisfactory

2. Did your field instructor help create an environment in which you felt you could risk questions, mistakes and disagreements?

_____yes _____no

If "no", please explain_____

3. How well did your field instructor facilitate the learning of specific skills?

_____very well _____satisfactory _____unsatisfactory

4. How well did your field instructor model professional social work attitudes and values?

_____very well _____satisfactory _____unsatisfactory

5. Did your field instructor provide clear and consistent expectations of you during this field placement?

_____yes _____no

If "no", please explain_____

6. Did your field instructor seem to be aware of the learning process you were going through as a developing professional?

_____yes _____no

If "no", please explain

7. How well was your field instructor able to assess your strengths and limitations as the field placement progressed?

_____very well _____satisfactory _____unsatisfactory

8. Did your field instructor give you clear and useful feedback about your practice on a regular basis?

_____yes _____no

If "no", please explain _____

9. How well was your field instructor able to help you integrate the class and field experience?

_____very well _____satisfactory _____unsatisfactory

10. Did your field instructor schedule and keep regular conferences with you?

_____yes _____no

If "no", please explain _____

11. Was your field instructor available to you at times other than schedule times?

_____yes _____no

If "no", please explain _____

12. What would you say to a fellow student who asked about having this person as a field instructor?

(Use extra sheets of paper if necessary)

Appendix IV – C



**Social Work Program
STUDENT'S FINAL EVALUATION OF FIELD LIAISON**

This form is to be completed after the final semester of placement. It will not be used in any ways connected to final grading of students.

Date _____

Agency _____

Student's Name _____

Name of Your Field Instructor: _____

Please respond to the following questions for the current semester: (check one)

Please Indicate: _____ SOWK 399 (Spring Semester – Junior)

_____ SOWK 490 (Fall Semester – Senior)

_____ SOWK 499 (Spring Semester – Senior)

FIELD SEMINAR INSTRUCTOR/LIAISON

1. Did your liaison visit at least twice each semester?

_____yes _____no

2. Was your liaison available for extra conferences if the need arose?

_____yes _____no

3. Did your liaison include you in conferences with your field instructor during each field visit:

_____yes_____no

4. Did your liaison make her/his expectations clear to you?

_____yes _____no

If "no", please explain _____

5. Did your liaison take an active role in making sure you had learning experiences at the agency which met curriculum requirements?

_____yes _____no

6. How well did your liaison create an atmosphere in which you could openly discuss all aspects of your field placement experience?

_____very well _____satisfactory _____unsatisfactory

7. How well did your liaison create an atmosphere in which you could openly discuss all aspects of your field placement experience?

_____very well _____satisfactory _____unsatisfactory

Please comment: _____

8. How effective was your liaison in helping you work out whatever problems arose in relation to your field placement?

_____very well _____satisfactory _____unsatisfactory

Please explain: _____

9. How useful to you as a learner were the liaison visits?

_____very well _____satisfactory _____unsatisfactory

Please comment: _____

10. In what ways did field seminar aid you in integrating the themes of VSU social work program (social justice, ethics and values, diversity, human and social environment, policy, strengths, etc.)?

11. What topics or skills covered in the seminar were of help to you in your placement?

12. How do you view yourself now? In what ways do you see yourself differently from when you started your placement?

Appendix IV – D



**Social Work Program
FIELD INSTRUCTOR'S EVALUATION OF FACULTY FIELD INSTRUCTION LIAISON**

Date _____

Field Instructor's Name _____

Faculty Field Instruction Liaison's Name _____

Agency _____

Please indicate the number of VSU students you instruct? _____

1. Did your liaison make the required number (two per semester) of encounters? _____ Yes
_____ No

2. What do you consider an appropriate number of visits per semester? _____



PLEASE EVALUATE YOUR FIELD LIAISON USING THE SCALE PROVIDED. IN THE SPACE TO THE RIGHT OF EACH STATEMENT, INDICATE THE NUMBER FROM THE SCALE WHICH BEST REPRESENTS THE STRENGTH OF YOUR AGREEMENT OR DISAGREEMENT WITH THE STATEMENT.

1	2	3	4	5	6	N/A
Strongly Disagree					Strongly Agree	Not Applicable

3. My liaison was available for consultation by telephone. _____

4. My liaison understood the functions and policies of my agency. _____

5. My liaison was aware of learning opportunities available for students at my agency. _____

6. My liaison shared with me the School's expectations for students in the field. _____

7. My liaison shared with me information pertinent to the School's curriculum with the objective of helping me to teach my student. _____
8. My liaison was aware of the strengths and limitations of my student and helped in defining student learning needs. _____
9. My liaison provided me with useful feedback on student progress based on review of the students' recorded material. _____
10. My liaison was effective in helping me work out problems which arose in relation to my students. _____
11. My liaison maintained communication with me regarding my view of the student's progress in the field placement. _____
12. My liaison was flexible with regard to conference planning and would include the student if that seemed appropriate. _____
13. My liaison was responsive to my needs and concerns as a field instructor. _____
14. My liaison gave weights to my view of the student's growth and learning needs in assigning grades. _____
15. Please comment on the climate of the relationship and the quality of the contact you have experienced with your liaison.

16. Is the role of the faculty field liaison clear to you? _____ Yes _____ No

Please explain. _____

Appendix IV-E

VIRGINIA STATE UNIVERSITY SOCIAL WORK PROGRAM

Mid-Semester Evaluation Format

Mid-semester evaluation of the student is an informal narrative process written in summary format by the Field Instructor and discussed with the student. It represents an assessment of such items as:

- What projects and activities have been undertaken, what the envisioned outcomes are, and what is the current status
- The impact of field learning experiences upon the student, i.e., what skills or knowledge have been acquired or changed (as referenced through identification of specific behavior).
- What the effect of field experience had been upon the student's value system
- An assessment of student's strengths and areas needing further work.
- Planned new directions for remainder of semester (activities, skills and behaviors target for change or modification, learning experiences, etc.)
- The expected outcomes of activities, in terms of effect on student's skills, values, and knowledge.

In addition to the above items:

1. A review of the Mid-Term/Final Evaluation Form may be discussed between the instructor and student, and referred to in the written mid-semester evaluation.
2. While the mid-semester evaluation is viewed as a "check point" for progress, it also represents an opportune time for the Field Instructor and student to review, evaluate, and adjust original competencies/practice behaviors and learning activities/tasks for the remainder of the semester.

The Field Instructor, of course, may modify this format as he or she wishes, based on the particular setting, since these are general guidelines and suggested areas for discussion, and are not considered to be exhaustive for all settings.

The VSU Field Instruction Liaison will also confer with the student and Field Instructor at mid-semester so that the three parties may further refine and coordinate agency competencies, program competencies, and specific student needs. This is to ensure the best possible “fit” between classroom experience and the world of actual work with client systems.

Appendix IV-F

Final Student Field Evaluation (Online)

The FPPAI was developed to address the Educational Policy 2.1 (Core Competencies) and 2.3 (Signature Pedagogy: Field Education). A uniform and comprehensive instrument was developed to focus on the measurement of competencies in field education. Each of the competencies 2.1.1 – 2.1.10 is captured in operationalized definitions of practice behaviors. The measurement consists of 55 items scored on a 9-point Likert scale. In addition to the quantitative portion of the FPPAI, an optional qualitative questionnaire is provided.

Appendix IV-G



**Baccalaureate Social Work Program
FIELD PRACTICUM IMPROVEMENT PLAN**

Phone: 804 524 6276

Fax: 804 524-6277

This form may be completed by the Field Instructor, the Faculty Field Liaison, the Field Agency Executive or the student when a meeting is conducted to address a concern raised about a student's performance, the agency or the BSW Program. Each party must review and sign the document. A copy of the signed document will be provided to the student, agency (field instructor and/or agency executive), faculty field liaison and the Field Education Coordinator.

Student: _____ Meeting Date _____

Agency:

Agency Field Instructor: _____

Student currently enrolled in:

_____ SOWK 399 _____ SOWK 490 _____ SOWK 499

Identified Concern: (Narrative)

Previous attempts to address the concern (check all that apply):

_____ Educational Feedback

_____ Increased Supervision

_____ Revised Learning Agreement and/or Service Contract

_____ Other: (explain)

Outcome:

**FIELD PRACTICUM IMPROVEMENT PLAN
(Complete in Behavioral Terms)**

Student will:	Evaluation Target Date:	Field will:	Instructor	Evaluation Target Date:	Faculty Liaison Faculty Will:	Evaluation Target Date:

I have been provided a copy of this document:

Student _____ Date _____

Field Instructor _____ Date _____

Faculty Liaison _____ Date _____

Field Education Coordinator _____ Date _____

Appendix IV-H

PROBLEMS IN THE FIELD PLACEMENT

Rarely, but occasionally, problems arise in field placement. A problem could center upon the students functioning within the field placement setting, or the concern could be with the field agency not providing the experience that is necessary for the student.

Problems with the Student in the Field Placement

There are times when problems arise due to inadequate performance of the student in the field placement. In the case of direct violations of the NASW Code of Ethics, the Agency Field Instructor should contact the Field Coordinator for consultation at the earliest possible convenience. Under normal circumstances, the student is to be promptly informed by the Agency Field Instructor of any problem(s) generated by his/her actions or behavior. To remedy the situation, the student should be given clear instructions on what improvement is expected and a time line for such improvement. If the problem is not resolved within this supervisory process, then the Field Coordinator should be contacted. The Field Coordinator will call a meeting between the student and Agency Field Instructor to devise a general strategy to resolve or alleviate the problem. If the problem continues and is not resolved, or a more serious problem arises, the student may be terminated from the placement. Depending on the nature of the concern the student may be placed in another agency or may be asked to reapply for placement at a later time. At the time of dismissal, the Field Coordinator will complete the Reason for Removal Form (on the next page).

Problems in the Field Placement Agencies

Problems can arise at a field placement agency that affects the quality of a student's education. In issues involving the field placement the student or agency should notify the Field Coordinator at the earliest possible convenience. Plans to improve the situation will be the first step; however, other measures may be necessary to ensure the educational focus of the practicum. For example, if the Agency Field Instructor has not been adequate, the Field Coordinator may request a change of supervision within the agency. However, if the agency is not able to provide adequate supervision, the student will be removed from the field agency and reassigned. The agency will not be considered for further placement of students until the problems have been rectified. At the time of removal, the Field Coordinator will complete the Reason for Removal form.

What to Do When Problems Arise in Fieldwork

If you are having difficulty in your agency or with your field instructor, the following guidelines may be helpful to you:

Step One:

Speak with your Faculty Field Liaison.

- Identify what you see as the problem (i.e. not enough time for cases, difficulty with clients or agency expectations)
- Generate possible solutions, ask for what you need
- Be ready to listen and understand your Agency Field instructor's point of view
- Remain professional; try not to be defensive

Step Two:

If the problem has not been resolved by speaking with the Faculty Field Liaison, contact the Field Coordinator, Mr. Frank Fox.

- Discuss how you are experiencing problems and ask for a meeting.
- Ask for help to clarify the problem.
- Discuss the personal and professional issues that are interfering with your ability to learn in the placement.

Step Three:

Request a meeting at the agency for you, your Agency Field Instructor, your Faculty Field Liaison and Field Coordinator to facilitate problem solving.

Step Four:

If the problem is still not resolved, your Faculty Field Liaison may ask for a further consultation with Field Coordinator and members of the faculty, including the Social Work Program Chair.

Step Five:

If the placement has to be terminated, the Faculty Field Liaison and the Field Coordinator may make recommendations regarding the development of a new placement.

Readmission or Reassignment Procedures for a Second Field Placement Opportunity

Students receiving an unacceptable grade in field placement or asked to leave may apply to be readmitted to the Social Work program and to a new field placement. The prospective student must submit the application to both the field coordinator and program director with the accompanying three letter of recommendation, along with a written statement that includes the following:

- 1) Students must provide a written explanation of the concerns that resulted in their termination from the Program. Students should include an acknowledgement of the deficiency in their previous performance and evidence that the deficiency has been removed. Students should also include a plan for continuous improvement and for preventing a reoccurrence of events.

- 2) The student must submit their reasons for their wish to return to the Program and to complete their social work degree.

- 3) Students must be in good standing with the college academically and financially.

The application and accompanying documentation should be submitted to the Social Work Program Director. Upon receipt of required materials, an interview will be conducted with the student and the Social Work Program faculty.

Following the interview, the Social Work faculty will make a decision regarding readmission. If denied readmission, the student may follow the steps outlined in the Grievance Procedure.

Reason for Removal from Field Placement Form

Date: _____

Name of Student: _____

Name of Agency: _____

Name of Supervisor: _____

Date of Removal: _____

Please describe the specific behaviors that first lead you to be concerned.

Describe what was done to remedy these concerns.

Describe the reason for removal

Student: _____

Agency Field Instructor: _____

Field Coordinator: _____

Program Director: _____

Date: _____