

## 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 should 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

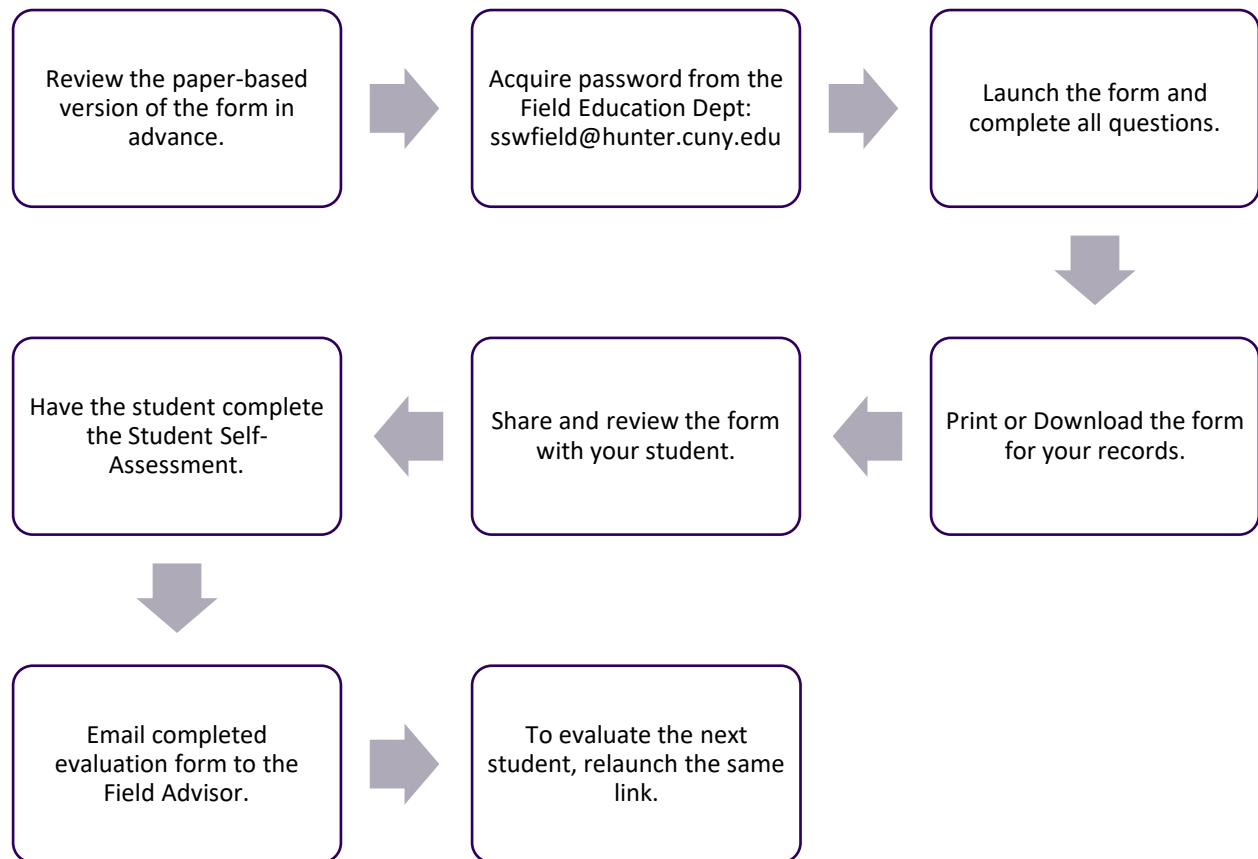
*Updated Spring 2018*

<b>5 (HC)</b>	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.	<b>Highly Competent</b>
<b>4</b>	The student is able to perform the practice behavior <i>with many client types</i> and situations and with minimal direction needed.	<b>Consistently Competent</b>
<b>3 (C)</b>	The student is able to perform the practice behavior <i>with some client types</i> and situations and with some direction needed.	<b>Competent</b>
<b>2</b>	The student is <i>sometimes able to perform</i> the practice behavior when considerable direction is provided.	<b>Approaching Competency</b>
<b>1 (NC)</b>	The student is <i>not able to perform</i> the practice behavior at all.	<b>Not Competent</b>
<b>NR</b>	Use this rating if you had insufficient evidence to rate this competency.	<b>Not Rated</b>
<b>NO</b>	Use this rating if the student does not have the opportunity to perform the practice behavior.	<b>No Opportunity</b>

## ONLINE FIELD PRACTICUM EVALUATIONS FORMS

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

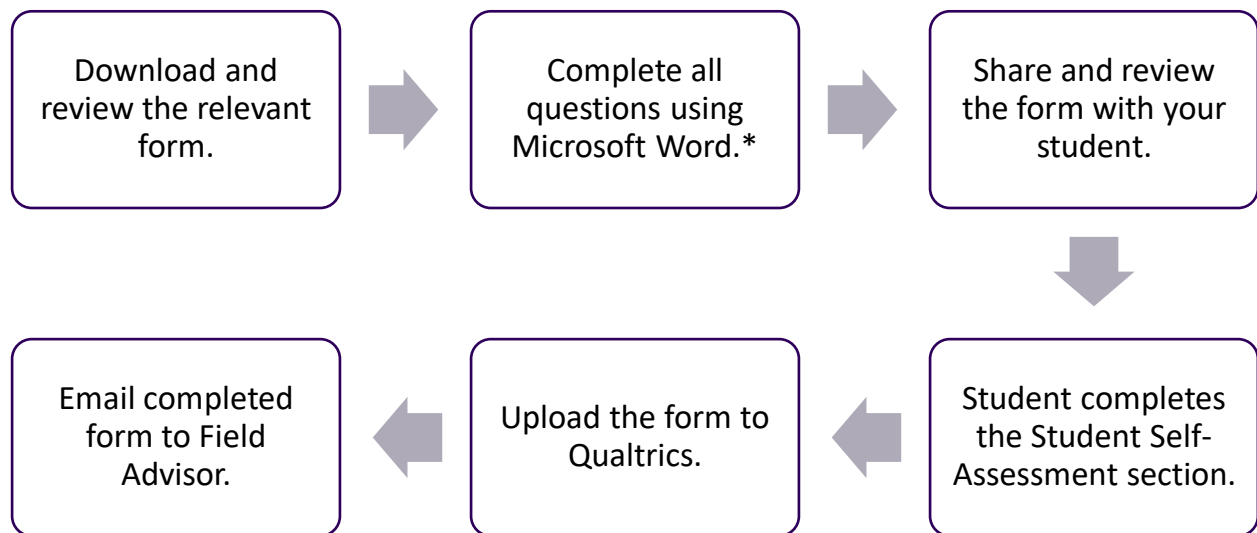


## PAPER FIELD PRACTICUM EVALUATIONS FORMS

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

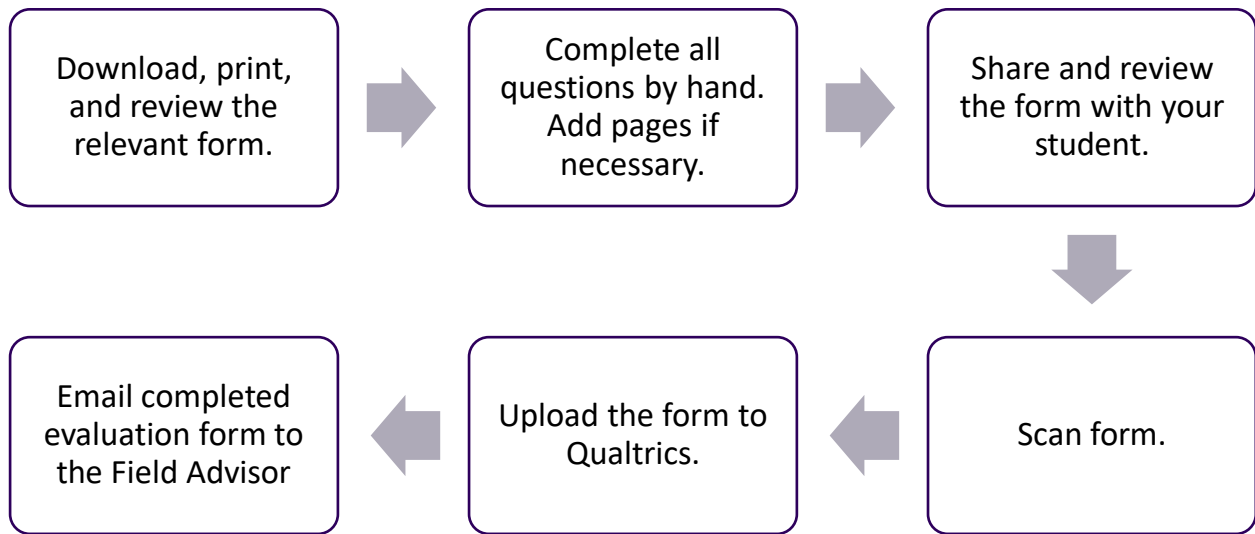
Once completed, please [upload forms the online database](#). The database is password protected. Contact the Field Education Dept. if you do not have it. [sswfield@hunter.cuny.edu](mailto:sswfield@hunter.cuny.edu)

### Filling Out Form Electronically (*preferred*)



*\*This is a form so you must click on the **gray areas** to type or check boxes. Save file as .docx (preferable) or PDF in this format: JohnSmith\_FieldEval.docx)*

**Filling out form by hand.**



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