Silberman
School *of* Social Work
**HUNTER**

# 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.
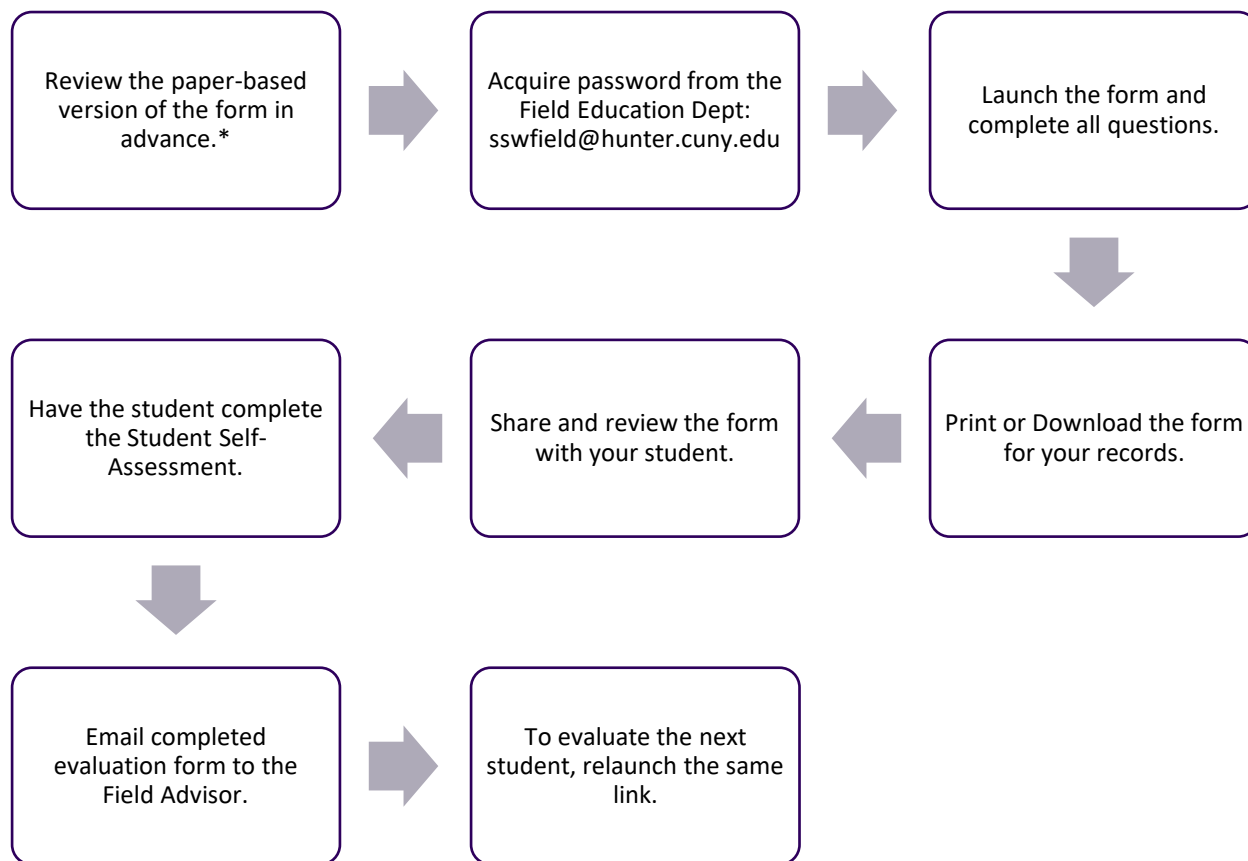
## FIELD PRACTICUM EVALUATION SCALE
*Updated Spring 2018*

| 5 (HC) | The student is *fully able to perform* 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 *with many client types* and situations and with minimal direction needed. | **Consistently Competent** |
| 3 (C) | The student is able to perform the practice behavior *with some client types* and situations and with minimal direction needed. | **Competent** |
| 2 | The student is *sometimes able to perform* the practice behavior when considerable direction is provided. | **Approaching Competency** |
| 1 (NC) | The student is *not able to perform* 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 does not have the opportunity to perform the practice behavior at your agency/organization. | **No Opportunity** |

# ONLINE FIELD PRACTICUM EVALUATIONS FORMS (November 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**

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| Review the paper-based version of the form in advance.* | Acquire password from the Field Education Dept: sswfield@hunter.cuny.edu | Launch the form and complete all questions. |

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| Have the student complete the Student Self-Assessment. | Share and review the form with your student. | Print or Download the form for your records. |

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| Email completed evaluation form to the Field Advisor. | To evaluate the next student, relaunch the same link. |

*You are asked to provide examples for each CSWE competency. We suggest you to type the examples in the Word version, then copy/paste these narratives into the online form. This will allow you to complete the online form quickly, without concern about losing information.*