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| --- | --- |
| new_logo_email_signature  Field Education Department  2180 Third Avenue (at 119th Street)  New York, NY 10035 | **Mid-Semester Performance Check In** |

In an effort to support students in their learning, please meet with your student and complete this mid-semester pre-evaluation checklist. A copy of this will be sent to the student's faculty field advisor. The faculty field advisor may be in touch to initiate a Practicum Performance Improvement Plan (PPIP).

**Field Instructors**: Please fill this out and email it back to the Hunter Field Advisor that you are working with.

**Field Advisors**: Please email the completed form to the Social Work Field mailbox at [sswfield@hunter.cuny.edu](mailto:sswfield@hunter.cuny.edu)

**\*Required info**

# **BASIC INFORMATION**

|  |  |
| --- | --- |
| **Date\*:** |  |
|  | MM/DD/YYYY |

|  |  |
| --- | --- |
| **Student’s Info** | |
| **Name\*:** First, Last |  |
| **Email Address\*:** |  |

|  |  |
| --- | --- |
| **Field Instructor’s Info** | |
| **Name\*:** First, Last |  |
| **Email Address\*:** |  |
| **Phone Number\*:** |  |
| **Agency\*:** |  |

|  |  |
| --- | --- |
| **Field Advisor’s** | |
| **Name\*:** First, Last |  |
| **Email Address\*:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Assignment\*** | | | | | |
|  | In Person |  | Remote |  | Hybrid |
| **If Remote or Hybrid, how is the student’s work monitored:** | | | | | |
|  | | | | | |

# **MID-SEMESTER PERFORMANCE**

|  |  |
| --- | --- |
| **Student’s Attendance:\*** | |
|  | Exceptional (e.g. is punctual and has not missed any days) |
|  | Satisfactory (e.g. has missed less than 3 days, is on time most days and always  notifies prior to occurrence) |
|  | Need improvement (e.g. missed several days and has been late occasionally) |
|  | Poor (e.g. sporadic attendance, frequently tardy and often without prior notification) |
| **If less than satisfactory or poor, please give details:** | |
|  | |

|  |  |
| --- | --- |
| **Communication:\*** | |
|  | Satisfactory (student asks appropriate questions, informs FI in advance of lateness or absence, is active and engaged in their learning, informs FI when they are uncertain and/or if an issue with a client arises, has a clear sense of professional boundaries) |
|  | Needs improvement (at times the student does not ask questions or inform FI of issues that have come up that involve the client, information is sometimes not forthcoming etc…) |
|  | Poor (student is avoidant, does not provide information, does not inform FI of absence or lateness, divulges too much information to clients) |
| **If less than satisfactory or poor, please give details:** | |
|  | |

|  |  |
| --- | --- |
| **Process Recordings and Progress Logs/Notes:\*** | |
|  | Satisfactory (e.g. completes weekly PR/PL/N in a timely manner) |
|  | Needs Improovement (e.g. has missed submitting more than one PR or PL/N to date) |
|  | Poor (e.g. has handed in very few and/or unsatisfactory recordings/notes) |
| **If less than satisfactory or poor, please give details:** | |
|  | |

|  |  |
| --- | --- |
| **Student’s Engagement:\*** | |
|  | Satisfactory (active in their learning-users supervision and consultation, attentive to client needs, aware of their role in the agency, is attends to professional roles and boundaries etc.) |
|  | Needs Improvement (the student is sometimes passive – asks few questions, fearful of taking the initiative, shows up at times unprepared for field instruction, is struggling with understanding their role, sometimes struggles with professional boundaries, etc.) |
|  | Unsatisfactory (student often unprepared, does not ask questions, often self discloses with clients, field instructor and/or other staff, etc.) |
| **If less than satisfactory or poor, please give details:** | |
|  | |

**If a student continues on their current trajectory, the overall rating of their Practice Behavior on their final evaluation will be:\***

|  |  |
| --- | --- |
|  | 5 - Highly Competent |
|  | 3 - Competent |
|  | 1 - No Competency Demonstrated |

**Check this box if you want the student’s faculty field advisor to be in touch regarding the student's progress (Not checking this box will NOT cancel any pre-scheduled meetings for a site visit):**

|  |  |
| --- | --- |
|  | I would like to speak with the Student’s Faculty Field Advisor |

**Check this box if you would like to initiate a Practicum Performance Improvement Plan (PPIP):**

|  |  |
| --- | --- |
|  | Yes, I would like to begin this process |

# **Advisor Follow Up**

For completion by Faculty Field **Advisor** only when Field Instructor indicates need to speak with Advisor:

**Was PPIP Developed and Implemented:**

|  |  |
| --- | --- |
|  | Yes |
|  | Alternative Plan, please explain: |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Date PPIP Implemented:** |  |
|  | MM/DD/YYYY |

|  |  |
| --- | --- |
| **Date PPIP to be reviewed:** |  |
|  | MM/DD/YYYY |

**The PPIP will remain in place until the end of the semester. The PIPP is meant to be an accountability tool to ensure the students successful, goal oriented and focused trajectory in practicum.**