

Please keep a copy of this evaluation and give one to your student for his/her files. The original (yellow) is for the college instructor.

ALLEGANY COLLEGE OF MARYLAND
HUMAN SERVICE ASSOCIATE CURRICLUM

FIELD WORK EVALUATION

Student: _____ Date: _____

Evaluator: _____

Field Work: _____

I. INSTRUCTIONS

This evaluation consists of five major areas to be evaluated for each student. Within each area are competencies that you are to **assess only if they apply to your site**. (Please feel free to **add any additional competencies under "other"** which you believe are important.

1. Assessing the Student

You are to first circle a numerical rating from 1-5 for each applicable competency:

- 1 = Poor (unacceptable performance level)
- 2 = Fair (below minimally acceptable student performance level but some effort being made)
- 3 = Adequate (minimally acceptable student performance level)
- 4 = Very Good (exceeds minimal student performance level)
- 5 = Exceptional (student performance is significantly beyond that of most students)

2. Grading the evaluation:

Step One:

- ✓ Assign 1-5 points for the applicable competencies under each area (A, B, C, D E,) for review
- ✓ For each area, provide an average by adding the total points and dividing by the number of questions answered **OR** record the majority overall rating for the section.
- ✓ Enter the numerical value in the space below next to each area- NOT to exceed 5 points for each area.

<u>Section</u>	<u>Area of Review</u>	
A-	Helping Skills	_____
B-	Ethical Behavior	_____
C-	Professional Relationships	_____
D-	Work Habits	_____
E -	Reporting, Recordkeeping, & Agency Procedures	_____

Step 2:

- ✓ Add the points for A through E and enter the total points

TOTAL POINTS: _____ **(Will not exceed 25 total points)**

Step 3:

- ✓ Multiply the a total points by 2 (example 25 x2 = 50) = _____.

Step 4:

- ✓ Using the overall total points assign a letter grade using the chart below

- 45-50 = A**
- 40-44 = B**
- 35-39 = C**
- 30-34 = D**
- 0-29 = E**

Step 5:

LETTER GRADE ASSIGNED _____

******Once completed if supervisor does not agree with the letter grade, he/she can assign the grade that he/she feels the student has earned.**

Students are also required to use this form to rate themselves; this is to be shared with you.

II. ASSESSMENT OF COMPETENCIES

A. HELPING SKILLS

1. identifies unmet needs	1	2	3	4	5	N/A
2. recognizes need to make appropriate referrals	1	2	3	4	5	N/A
3. involves person in determining his/her perception of the problem	1	2	3	4	5	N/A
4. establishes rapport	1	2	3	4	5	N/A
5. matches resources to needs	1	2	3	4	5	N/A
6. follows-up referrals	1	2	3	4	5	N/A
7. conducts intake process	1	2	3	4	5	N/A
8. performs ongoing individual and/or family assessments	1	2	3	4	5	N/A

9. identifies and builds on personal strengths of others	1	2	3	4	5	N/A
10. presents a concise, comprehensive, written summary of progress	1	2	3	4	5	N/A
11. demonstrates effective listening skills	1	2	3	4	5	N/A
12. accurately perceives underlying dynamics	1	2	3	4	5	N/A
13. demonstrates the attitude and characteristics required to do counseling, e.g., sensitivity, tolerance	1	2	3	4	5	N/A
14. demonstrates appropriate non-verbal communication skills	1	2	3	4	5	N/A
15. models and teaches techniques of problem solving, goal setting, and decision making	1	2	3	4	5	N/A
16. adapts intervention strategies to identified needs	1	2	3	4	5	N/A
17. handles conflict or crisis situation with others	1	2	3	4	5	N/A
18. applies basic behavior management techniques	1	2	3	4	5	N/A
19. evaluates group process	1	2	3	4	5	N/A
20. plans, organizes, and leads a group	1	2	3	4	5	N/A
21. plans and carries out assignments/projects	1	2	3	4	5	N/A
22. evaluates outcome of assignments	1	2	3	4	5	N/A
23. Student Learning Outcome	1	2	3	4	5	N/A

Write out: _____

24. other	1	2	3	4	5	N/A
25. other	1	2	3	4	5	N/A

B. ETHICAL BEHAVIOR

1. identifies and respects civil and human rights	1	2	3	4	5	N/A
2. fosters independence	1	2	3	4	5	N/A
3. maintains confidentiality according to agency, local state, and federal guidelines	1	2	3	4	5	N/A
4. identifies attitudes that may inhibit the counseling process	1	2	3	4	5	N/A
5. leaves out personal beliefs and values from helping relationship	1	2	3	4	5	N/A
6. Student Learning Outcome	1	2	3	4	5	N/A

Write out: _____

7. other

C. PROFESSIONAL RELATIONSHIPS

1. acceptance of student by others	1	2	3	4	5	N/A
2. accepts differences in others	1	2	3	4	5	N/A
3. reaches out to others	1	2	3	4	5	N/A
4. demonstrates sensitivity to others	1	2	3	4	5	N/A
5. demonstrates assertiveness	1	2	3	4	5	N/A
6. demonstrates objectivity	1	2	3	4	5	N/A
7. effectively communicates	1	2	3	4	5	N/A
8. demonstrates genuineness and honesty	1	2	3	4	5	N/A

9. works effectively as a member of a team	1	2	3	4	5	N/A
10. professionally represents the agency (orally and/or in writing)	1	2	3	4	5	N/A
11. Student Learning Outcome	1	2	3	4	5	N/A

Write out: _____

12. other

D. WORK HABITS

1. plans, organizes, and sets priorities	1	2	3	4	5	N/A
2. takes initiative in the learning and helping process	1	2	3	4	5	N/A
3. arrives on time and is reliable	1	2	3	4	5	N/A
4. meets deadlines	1	2	3	4	5	N/A
5. actively works to creatively/constructively solve problems	1	2	3	4	5	N/A
6. appears neat, appropriately dressed, and well-groomed	1	2	3	4	5	N/A
7. demonstrates flexibility and positive attitude	1	2	3	4	5	N/A
8. recognizes the need for and seeks supervision or consultation	1	2	3	4	5	N/A
9. attends and participates in required meetings	1	2	3	4	5	N/A
10. Student Learning Outcome	1	2	3	4	5	N/A

Write out: _____

11. other	1	2	3	4	5	N/A
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E. REPORTING, RECORDKEEPING, AND AGENCY PROCEDURES

1. demonstrates familiarity with forms and documents required in performance of tasks	1	2	3	4	5	N/A
2. demonstrates knowledge and application of agency procedures and services	1	2	3	4	5	N/A
3. distinguishes between facts and opinions	1	2	3	4	5	N/A
4. chooses appropriate format for written communication	1	2	3	4	5	N/A
5. uses correct grammar, spelling, and punctuation	1	2	3	4	5	N/A
6. ability to make a well-organized oral presentation	1	2	3	4	5	N/A
7. prompt and neat completion of paperwork	1	2	3	4	5	N/A
8. Student Learning Outcome	1	2	3	4	5	N/A

Write out: _____

9. other	1	2	3	4	5	N/A
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F. SUMMARY

Please summarize or list the student’s performance in terms of his/her strengths and weakness.

Please summarize or list the areas needing improvement (i.e. a “1” or “2” rating) and identify what specific expectations you have for the student for the rest of the semester.

Student Signature

Date

Supervisors Signature

Date