

UNIVERSITY OF NEVADA, LAS VEGAS
School of Social Work

Field Practicum Evaluation
Administration, Policy, and Planning

SWK ___759 ___769 _____ Semester, 19___

Student: _____ Phone _____

Agency Field Instructor(s): _____

Agency: _____ Phone _____

Agency Address: _____

Field hours completed to date: _____ Evaluation: _____ mid-term _____ final

Student performance in the field practicum is formally evaluated at mid-term and semester end. The mid-term evaluation allows the student, agency field instructor, faculty field liaison, and Field Director to assess the student's progress toward achieving practice competencies. The final evaluation will assist the Field Director in determining the student's field practicum grade.

It is the student's responsibility to initiate the evaluation process by completing the Field Practicum Evaluation form in pencil. This should be done about two weeks prior to the due date. The student then submits the form to the agency field instructor who will complete the evaluation in ink.

The agency field instructor should use the narrative section located on the last page of the evaluation to support and clarify ratings, particularly ratings of "5" (Outstanding Performance) and "1" (Unsatisfactory Performance). Student and agency field instructor are expected to review the evaluation together during weekly supervision, using this opportunity to identify strategies for strengthening skills.

The student's performance should be rated according to the following scale based on his/her current educational level. Please assess and score items carefully to provide the most accurate feedback to the student and the program.

- 1 = **Unsatisfactory Performance** - The student has not yet developed this skill.
 - 2 = **Needs Improvement** - The student grasps the idea and is beginning to recognize in hindsight how it might have been applied in a given practice situation.
 - 3 = **Acceptable Progress** - The student demonstrates the skill at a beginning level. Performance is uneven. Needs time and practice.
 - 4 = **Mastery Level Competence** - The skill is applied fairly consistently, but there are gaps (e.g., not used with some clients, some feelings are avoided).
 - 5 = **Outstanding Performance** - The skill is an integrated part of the student's practice.
- NO = **No Opportunity To Observe**
NP = **No Opportunity To Practice**

**ADMINISTRATION, POLICY, AND PLANNING
PROFESSIONAL PRACTICE CHARACTERISTICS**

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

1.	Demonstrates initiative in fulfilling the activities and responsibilities described in the Learning Agreement.					
1	2	3	4	5	NO	NP
2.	Establishes priorities, is well organized, and plans effectively.					
1	2	3	4	5	NO	NP
3.	Adheres to agency policies and procedures.					
1	2	3	4	5	NO	NP
4.	Produces written work that is concise, accurate, and completed in a timely manner.					
1	2	3	4	5	NO	NP
5.	Applies social work concepts and practice models to experiences in the field.					
1	2	3	4	5	NO	NP
6.	Models social work values and ethics including respect for confidentiality, individuality, and self-determination.					
1	2	3	4	5	NO	NP
7.	Demonstrates self-awareness, objectivity, and accountability in social work practice.					
1	2	3	4	5	NO	NP
8.	Applies social work values and ethics, particularly as they relate to social planning, program design, service delivery, and the prevention and alleviation of poverty and oppression.					
1	2	3	4	5	NO	NP
9.	Initiates and is prepared for weekly supervision.					
1	2	3	4	5	NO	NP
10.	Accepts and integrates supervisor's feedback for professional development.					
1	2	3	4	5	NO	NP

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

11. Is open to constructive criticism and negotiates disagreements with diplomacy.
- 1 2 3 4 5 NO NP
12. Communicates effectively with clients, colleagues, administrators, politicians, and the general public.
- 1 2 3 4 5 NO NP
13. Can manage conflict and disagreement effectively to establish and maintain collaborative relationships with others.
- 1 2 3 4 5 NO NP
14. Recognizes how personal feelings and biases impact perceptions, behavior, and relationships.
- 1 2 3 4 5 NO NP
15. Demonstrates cultural competence and the ability to apply advanced social work practice skills and theory in work with organizations that serve and employ people of color, women, gays and lesbians, people with disabilities, and other oppressed, disempowered, or at-risk populations.
- 1 2 3 4 5 NO NP
16. Works to resolve ethical dilemmas when discrepancies occur between professional standards and personal values.
- 1 2 3 4 5 NO NP
17. Works to resolve ethical dilemmas when discrepancies occur between agency policies and community needs.
- 1 2 3 4 5 NO NP
18. Can describe the agency's function, relationship to other agencies, and role in the community.
- 1 2 3 4 5 NO NP
19. Can facilitate development of the agency's mission statement, vision, and operational goals.
- 1 2 3 4 5 NO NP
20. Can identify the organizational structure of the agency and evaluate the ways in which the structure supports or fails to support the mission.
- 1 2 3 4 5 NO NP
21. Can distinguish the formal and informal rules and norms that govern the behaviors of workers.
- 1 2 3 4 5 NO NP

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

22. Can identify strengths and limitations of the agency's funding sources and non-cash resources.

1 2 3 4 5 NO NP

23. Can identify strengths and limitations of the agency's budget program and financial management.

1 2 3 4 5 NO NP

24. Can identify strengths and limitations of the agency's information systems, including types of data gathered, record keeping, data processing, computer programming, and quality control.

1 2 3 4 5 NO NP

25. Can identify strengths and limitations of the agency's human resources system, including personnel, employee relations, benefits, payroll, and risk-management.

1 2 3 4 5 NO NP

26. Can identify strengths and limitations of the agency's service delivery system.

1 2 3 4 5 NO NP

27. Demonstrates initiative and creativity in accessing community resources.

1 2 3 4 5 NO NP

28. Identifies gaps in the community's ability to provide a continuum of care for clients, and professionally explores potential for change.

1 2 3 4 5 NO NP

29. Identifies the effects of social and economic policies, and the social welfare system, on target populations, program development, and service delivery.

1 2 3 4 5 NO NP

30. Acts as a change agent to develop strategies for promoting social and economic justice.

1 2 3 4 5 NO NP

31. Advocates for client and community needs.

1 2 3 4 5 NO NP

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

32. Utilizes critical thinking in the analysis, development, and implementation of social policies and programs.
1 2 3 4 5 NO NP
33. Is assertive and professional in offering suggestions for change in agency programs, policies, and procedures.
1 2 3 4 5 NO NP
34. Organizes with collaborative groups to facilitate delivery of services to disempowered and at-risk populations.
1 2 3 4 5 NO NP
35. Engages in complex, culturally sensitive problem-solving and mutual participation to empower communities.
1 2 3 4 5 NO NP
36. Utilizes bio-psycho-social theoretical frameworks to assess, plan, and administer policy and programs for social service organizations.
1 2 3 4 5 NO NP
37. Is able to define the presenting problem(s) within the social systems and person-in-environment perspective.
1 2 3 4 5 NO NP
38. Forms hypotheses from data gathered in the assessment phase.
1 2 3 4 5 NO NP
39. Can apply theoretical models to assessment, interventions, and evaluations.
1 2 3 4 5 NO NP
40. Selects practice interventions based on social research findings and grounded in social work theory.
1 2 3 4 5 NO NP
41. Determines appropriate plans for intervention that incorporate a person-in-environment and strengths perspective.
1 2 3 4 5 NO NP
42. Implements effectively a wide range of theories and techniques, including organizational, management, leadership, social systems, problem-solving, and decision-making, that form the bases of existing policies and operations of the agency.
1 2 3 4 5 NO NP

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

43. Designs practice interventions which take into account social, economic, and material factors that often determine human behavior.
- 1 2 3 4 5 NO NP
44. Analyzes approaches to management and leadership within the workplace, including the use of supervision, staffing, training and development, and performance evaluation.
- 1 2 3 4 5 NO NP
45. Identifies community characteristics and structures that impact social problems, such as dominant values, mechanisms of oppression, locus of power, resource control, and service distribution.
- 1 2 3 4 5 NO NP
46. Enhances programs and services through resource development, such as fund raising, grant writing, and development of volunteer and staff resources.
- 1 2 3 4 5 NO NP
47. Accesses key actors and expert knowledge of community members to advocate policy change, enhance resources, or facilitate service delivery to oppressed, disempowered, and at-risk populations.
- 1 2 3 4 5 NO NP
48. Demonstrates skill in engaging local groups and communities in the process of assessment, problem-solving, and building social networks.
- 1 2 3 4 5 NO NP
49. Facilitates consensus-building and effective decision-making so that goals, strategic plans, and evaluation can be established in community groups and coalitions.
- 1 2 3 4 5 NO NP
50. Demonstrates skill in negotiation and mediation, including the use of framing and reframing techniques in working toward organizational change.
- 1 2 3 4 5 NO NP
51. Utilizes social research, theory, and practice models in designing a framework for planned change in policy, programs, organizations, or communities.
- 1 2 3 4 5 NO NP

1	2	3	4	5	NO	NP
UNSATISFACTORY PERFORMANCE	NEEDS IMPROVEMENT	ACCEPTABLE PROGRESS	MASTERY LEVEL COMPETENCE	OUTSTANDING PERFORMANCE	NO OPPORTUNITY TO OBSERVE	NO OPPORTUNITY TO PRACTICE

52. Recognizes that change is an on-going condition of the social service environment and is critical to the long-term viability of the organization and community.
- 1 2 3 4 5 NO NP
53. Establishes the need to create a change-adaptive culture that achieves superior organizational performance and community alignment.
- 1 2 3 4 5 NO NP
54. Employs social research findings, tools, and methodologies to assess needs, analyze social problems and policies, plan interventions, and evaluate practice outcomes.
- 1 2 3 4 5 NO NP
55. Demonstrates orally and in writing the ability to communicate and analyze values, attitudes, and advanced practice skills.
- 1 2 3 4 5 NO NP
56. Performs as an effective change agent within a social service organization providing for clients in a diverse urban community.
- 1 2 3 4 5 NO NP
57. Conducts advanced autonomous practice by exercising an appropriate level of autonomy while maintaining adequate accountability.
- 1 2 3 4 5 NO NP
58. Possesses the necessary practice skills to become an effective manager or supervisor within a social service organization.
- 1 2 3 4 5 NO NP
59. Engages in self-evaluation of professional performance.
- 1 2 3 4 5 NO NP
60. Accepts responsibility for continuous learning and professional development.
- 1 2 3 4 5 NO NP

For the agency field instructor:

For the 60 evaluation items, please total the number of times you assigned each score.

How many 1's _____ 2 _____ 3 _____ 4 _____ 5 _____ NO _____ NP _____

