

DEPARTMENT OF CRIMINOLOGY AND CRIMINAL JUSTICE

UNIVERSITY COLLEGE OF THE FRASER VALLEY

FINAL EVALUATION FORM

NOTES TO FIELD SUPERVISORS REGARDING EVALUATION

As the student's practicum experience is a major consideration in the assignment of his/her final grade, it is essential that the completed evaluation form be as comprehensive, accurate, and direct as possible. The evaluation form provides important feedback to the student and could be helpful (when favorable) as supporting information that the student could attach to an employment resume. We recommend that you use the attached form as a guide for providing the student informal verbal feedback during the second or third week in February so that any concerns you may have will be addressed early enough for the student to take corrective action or learn new ways to succeed in your agency.

The instructions for the intendance of the form are as follows:

1. Discuss the evaluation form attached below with the student at the outset of the practicum to ensure that each item on the form is fully understood. Students will have reviewed this form with the Field Practice Coordinator before meeting with you for the first time. Review the students Learning Goals (the student will provide you with these) and finalize the student's Plan of Activities before the end of the third week in January.
2. Complete the evaluation form during the last week of the practicum period. You may have multiple copies of the form completed by several people who have observed the students' performance...all such forms will later be averaged by the Field Practice Coordinator.
3. Discuss the completed form with the student.
4. Ask the student to sign the form on the basis that he/she has seen the completed evaluation and it has been discussed with the student.
5. Sign the evaluation form yourself.
6. If the student wishes to make his/her own written comments on the contents of the evaluation, please ask him/her to do so in the space provided at the end of the evaluation form, or on another piece of paper. These comments should be followed by the signatures of both yourself and the student.
7. Submit the evaluation form to the Field Practice Coordinator during the week following the student's last field practice day.

RATING SCALE

Note: When assigning grades on the form attached below, you may use + or - designations (i.e., B+, C-, etc.) to make your assessment more accurate.

The following ratings should be applied to each item listed in Part I:

A = Student has demonstrated a level of ability, performance and/or understanding that is **Excellent.**

B = Student has demonstrated a level of ability, performance and/or understanding that is **Above Average.**

C = Student has demonstrated a level of ability, performance and/or understanding that is **Average.**

P = Student has demonstrated a level of ability, performance and/or understanding that is **Passing.**

NC = Student has demonstrated a level of ability, performance and/or understanding that reflects that they receive **No Credit** (fail) for this course.

It will be important that the Supervisor comment on only those items in which the student has had an opportunity to demonstrate a level of ability, performance and/or understanding. In those instances where the Supervisor feels proper assessment cannot be made, he/she should use one of the two following notations:

1. N/A -- Item is not applicable.
2. N/T -- Item was not tested. Student did not receive an exposure that would allow the item to be sufficiently observed.

EVALUATION FORM: PART I

A.	<u>Professionalism/Responsibility</u>	A	B	C	P	NC	N/A	N/T
1.	Able to adhere to expectations of the agency regarding hours, punctuality, dress.							
2.	Able to analyze situations, make decisions and take action that is appropriate and effective.							
3.	Able to use discretion/exercise tact in relationships with others.							
4.	Able to maintain confidentiality.							
5.	Demonstrates versatility when approaching diverse range of people and problems.							
6.	Demonstrates objectivity.							
7.	Demonstrates confidence.							
8.	Able to respond appropriately to given situations.							
9.	Able to deal effectively with own feelings, values, and attitudes.							
10.	Demonstrates awareness of own strengths and limitations.							

Comments _____

B.	<u>Working Relationships</u>	A	B	C	P	NC	N/A	N/T
1.	Able to work cooperatively and amiably with staff and outside resource persons.							
2.	Able to work comfortably with clients/public.							

Comments _____

C.	<u>Knowledge/Understanding</u>	A	B	C	P	NC	N/A	N/T
1.	Demonstrates an accurate and thorough understanding of the agency's purpose.							
2.	Demonstrates knowledge of relevant legislation and agency policy (able to interpret).							
3.	Demonstrates correct understanding of agency's programs and services (able to interpret).							
4.	Demonstrates knowledge of procedures required in field practice assignments.							
5.	Demonstrates knowledge of resources that are available to get their field practice tasks done.							
6.	Demonstrates working knowledge of their assigned duties.							

Comments _____

D.	<u>Performance/Ability to Carry Out Assignments</u>	A	B	C	P	NC	N/A	N/T
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1.	Able to follow instructions.							
2.	Able to manage time (set target dates, complete assignments and meet commitments).							
3.	Able to take initiative.							
4.	Able to use resources effectively.							
5.	Able to deal effectively with stressful situations.							
6.	Able to critically assess the practices/operations of the agency and provide relevant suggestions.							
7.	Is organized.							
8.	Is conscientious.							
9.	Is thorough.							

Comments _____

E.	<u>Communication Skills</u>	A	B	C	P	NC	N/A	N/T
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1.	Able to communicate verbally.							
2.	Able to communicate in writing.							
3.	Able to listen actively to demonstrate understanding of others' messages.							
4.	Able to elicit information by asking appropriate questions.							
5.	Able to check perceptions and suspend judgment.							
6.	Able to read and respond to non-verbal cues (body language, expressions, gestures).							
7.	Able to be assertive and respectful at the same time.							
8.	Able to respond appropriately to the feelings and concerns of others, without over-reacting or giving pre-mature advice.							
9.	Able to negotiate effectively.							
10.	Able to mediate a dispute effectively.							

Comments _____

F.	<u>Intervention Skills</u>	A	B	C	P	NC	N/A	N/T
1.	Able to interview to assess the need for an intervention.							
2.	Able to identify and assess client needs, problems and unused opportunities.							
3.	Able to set goals and plan with clients to assist them to move toward their preferred future.							
4.	Able to reinforce or manage client behaviour appropriately.							
5.	Able to help clients discover and/or use resources.							
6.	Able to terminate relationships and intervention when appropriate.							

Comments _____

F.	<u>Research Skills</u>	A	B	C	P	NC	N/A	N/T
1.	Able to identify an appropriate and useful research topic.							
2.	Able to stay on task and on schedule.							
3.	Able to organize and present information accurately.							
4.	Able to draw relevant and useful conclusions.							
5.	Able to be self-critical in evaluating their work.							
6.	Able to propose useful additional future research.							

Comments _____

EVALUATION FORM: PART II

Please give your comments on each of the following:

1. Did the student put forth a concerted effort during the placement period? Did he/she demonstrate openness and an eagerness to learn?

2. What do you consider to be the major strengths of this student in view of his/her future employment in the criminal justice system?

3. Do you feel this student has the requisites to enter your agency as a front-line staff or officer?

4. Please elaborate on any criteria in which your student should be rated but which do not exist in this form.

EVALUATION FORM: PART II

Confirmation

I wish to certify that I was responsible for completing this evaluation form.

Field Supervisor

Date

I wish to certify that I have seen this evaluation form and that it has been discussed with me by the field Supervisor. My signature here does not indicate that I agree or disagree with the contents of the evaluation.

Student

Date

Student Response (Optional)

If the student wishes to make any comments on the contents of this evaluation form, please do so in writing here. These comments must be accompanied by the signatures of both the student and the field Supervisor.

Date

Student

Supervisor