



**Practicum Evaluation
Site Supervisor**

Student's Name _____

Agency _____

Job Title Supervisor's Name _____

Please provide comments on the following items related to the student's activities in your agency. Please comment in the space provided on this form or attach additional pages as needed. It will be helpful to the student if both strengths and weaknesses are covered in your observations. Please discuss this with the student.

1. Learning Experiences. What tasks did the student perform in your agency? Please include learning contract activities and accomplishments in your description.

If there are learning contract activities which have not been performed, please provide an explanation and/or arrangements for including these activities for next semester.

2. Development of Knowledge and Skills: Describe student's ability to use personality, knowledge, and helping skills with individuals, groups and/or neighborhoods.

3. **Agency Awareness:** Comment on student's understanding of agency goals, policies, and procedures, ability to make appropriate decisions and relationships with agency staff.

Describe how student makes appropriate use of agency and community resources.

4. **Life/Work Planning.** Describe areas in which student needs additional skill and/or knowledge development.

What suggestions do you have for further growth?

Would you recommend student be employed in your agency? What additional skills would s/he need?

Signature of Student

Date

Signature of Supervisor

Date

Practicum Evaluation

Student name _____

Date _____

Agency _____

Practicum Supervisor _____

Please evaluate the student on each of the listed dimensions using the rating scale below. Give only one rating for each dimension. Written comments are encouraged and are very useful to the student and the Practicum Instructor.

1 = Outstanding

2 = Above Average

3 = Average

4 = Below Average

5 = Unsatisfactory

NA = Does Not Apply

Once you complete the evaluation, you are encouraged to go over it with the student.

I. Professionalism

a) Adheres to ethics/confidentiality	1	2	3	4	5	NA
b) Punctuality and time management	1	2	3	4	5	NA
c) Adheres to Agency policies		1	2	3	4	5
NA						
d) Record keeping	1	2	3	4	5	NA
e) Relations with staff	1	2	3	4	5	NA
f) Participating in staff meetings	1	2	3	4	5	NA
g) Dress and appearance	1	2	3	4	5	NA
h) Emotional maturity	1	2	3	4	5	NA
I) ability to maintain boundaries	1	2	3	4	5	NA
J) Overall professionalism	1	2	3	4	5	NA

Comments:

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II. Job Performance

a) openness for critical comments	1	2	3	4	5	NA
b) positive, non-judgmental attitude	1	2	3	4	5	NA
c) effective use of suggestions	1	2	3	4	5	NA
d) verbal communication skills	1	2	3	4	5	NA
e) written communication skills	1	2	3	4	5	NA
f) problem solving skills	1	2	3	4	5	NA
g) independent learning	1	2	3	4	5	NA
h) concern for clients	1	2	3	4	5	NA
i) conceptual skills	1	2	3	4	5	NA
j) applies new information appropriately	1	2	3	4	5	NA
k) overall job performance	1	2	3	4	5	NA

Comments:

III. Overall Evaluation: Please discuss the student's strengths, areas in need of improvement, interpersonal skills, knowledge base and ability to apply knowledge in practical settings.

IV. If you were **grading** this person, what would you recommend based on the student's overall work performance?

A AB B BC C CD D F

Practicum Supervisor's signature _____