

Final Evaluation Instructions for Agency Field Instructors

The faculty at UM-St. Louis appreciates your willingness to work with our students. All students will receive a Satisfactory/Unsatisfactory grade for their practicum experience. In order to assign the student a grade, we need your help. Please carefully review the following instructions.

1. Upon approval of the Student Learning Agreement by the Office of Field Education, each agency field instructor will receive an email that will contain three forms: the approved Learning Agreement, a mid-semester evaluation form, and a final evaluation form. Keep these forms on file as they will be needed during the semester.
2. Agency field instructors should meet with students weekly to provide ongoing feedback to the student about their progress. It is recommended that the student and field instructor review the student's learning agreement often to assess progress with the competencies.
3. At least once during the first semester (more often if necessary), the student's faculty liaison will meet with you and the student to assess the student's progress and address any concerns raised by either you or the student. Students in the second semester (4850) will receive a mid-semester site visit only if they have switched sites or if concerns about their performance were brought up during the first semester of practicum (4800). All other students will receive a mid-term phone check in during the second semester (4850) practicum.
4. At midterm, or when the student has completed approximately half of their hours (120 hours), please complete the midterm evaluation form. The midterm evaluation should be reviewed with the student and returned to the Office of Field Education.
5. At the end of the semester, or when the student has completed their 240-hour experience, please complete and review in collaboration with the student the final evaluation form. The process should begin with a review of the learning agreement where student and field instructor discuss activities completed. The student should self-evaluate their progress toward meeting each of the competencies with the field instructor, and the field instructor should share their assessment of the student's progress. At the conclusion of this discussion, the field instructor should complete the final evaluation form.

The final grade will be assigned by the practicum liaison at UM-St. Louis. Email this form to the Office of Field Education by the date listed on the instructions we sent.

6. If at any time you have concerns about a student or need assistance with completing the forms, please do not hesitate to contact Kellyn Holliday, Assistant Director of Field Education: hollidayk@umsl.edu
7. **Please submit the final evaluation form signed by both the field instructor and student to Shanta Kyles email: kyles@umsl.edu or fax: (314) 516-6416**