

**Evaluation of Students in Field**  
**University of Missouri- St. Louis, School of Social Work**

*Instructions for Agency Field Supervisors*

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

**A Word about Forms:** Always use the forms provided; Forms do not work properly with a mobile device or mac.

1. Upon approval of the Student Learning Agreement by the Office of Field Education, each agency supervisor will receive an information email with the Learning Agreement attached. Evaluation [forms](#) required for the semester (the mid-term and agency supervisor final evaluation) can be downloaded from the [Field Instructor Resources | UMSL](#) section of the UMSL School of Social Work Web site/Field Education.
2. Hand-signed forms may be submitted in person or by fax to: (314) 516-6416. Forms submitted as an email attachment to [socialwork@umsl.edu](mailto:socialwork@umsl.edu) may use an electronic signature (any format) provided the document is sent from the professional email address of the practicum supervisor, and the student signer is copied. If you have difficulty with a form please print it out and complete it by hand.
3. Agency field instructors should meet with students weekly to provide ongoing feedback to the student about his/her progress. It is recommended that the student and field instructor review the student's learning agreement often to assess progress in meeting specific learning objectives.
4. At least once during the 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.
5. At mid term, or when the student has completed approximately half of his/her field hours (150 hours), please complete the [midterm evaluation form](#). The midterm evaluation should be reviewed with the student and returned to the [Office of Field Education](#).
6. At the end of the semester, or when the student has completed his/her 300 hour experience, please complete and review with the student the [final evaluation form](#). Note, it is important to choose the evaluation that corresponds with your student's ELA. Completion of the final evaluation form should be a collaborative effort on the part of the field instructor and student. The process should begin with a review of the learning agreement where student and field instructor discuss tasks completed. The student should self-evaluate his/her progress toward meeting each of the competencies with the field instructor, and the field instructor should share his/her 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. Submit this form to the [Office of Field Education](#) by the date listed on the instructions received in the e-mail.
7. If at any time you have concerns about a student or need assistance with completing the forms please do not hesitate to contact the MSW Program and Field Education Office at 314-516-7665; submit evaluation forms to [socialwork@umsl.edu](mailto:socialwork@umsl.edu).

**Please direct your questions to:**

Courtney McDermott, Director of Field Education - Phone: (314) 516-6387 – email [mcdermottc@umsl.edu](mailto:mcdermottc@umsl.edu)