

Guidelines for Evaluation of BA Student Performance in Field

Evaluation of student performance in field is required at the mid-term and end of each semester. Completion of a fair, balanced and meaningful evaluation is an important aspect of the field instructor and agency supervision role.

The following guidelines are provided to support you in carrying out your evaluative role in the professional socialization and training of the intern(s) you supervise.

Mid-Term Evaluations

- 1) All assignments in the learning agreement are required to be compatible and evaluated by the end of the semester.
- 2) The mid-term is a check-in regarding learning progress at the mid-point of the semester. All assignments are not expected to be completed.
- 3) The code **NA** is for **Not Addressed** and is to be used for any learning agreement assignment that has not started yet. Be sure to explain in the comments section of the evaluation when any assignments marked NA will be addressed.
- 4) The code NI is for Needs Improvement. Please support any ratings of NI with detailed comments in the narrative section of the evaluation. The faculty liaison will initiate a correction action plan to address performance concerns.

Final Semester Evaluations

- 1) Evaluation of performance at the end of the semester is rated on a scale of 1-5.
- 2) Please note that the scale has been reversed from previous years: 1 now represents poor and 5 now represents excellent.
- 3) The expectation for evaluation is that a BA student who is performing as expected is rated a 3, Average.
- 4) Please use the following descriptions for evaluation and be cautious of the “halo effect” (performance is excellent in all areas and “leniency bias” (being lenient or easygoing in evaluation).

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| <ol style="list-style-type: none">1 – Poor: Performance is clearly problematic and well below expectations. Fails to complete task.2 – Below Average: Performance demonstrates some weakness that requires improvement to meet minimum expectations.3 – Average: Performance is satisfactory and consistent with expectations for entry level, generalist practice4 – Above Average: Performance is above expectations. Consistently effective and capable.5 – Excellent: Performance is well above expectations. Functions at a consistently outstanding level that is uncommon for a BA intern. |
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For more information please review the Ten Strategies for Effective Evaluation of Student Performance provided by the department.