

Final Evaluation Report Sheet

The Final Evaluation must be completed and ready to discuss with the Coordinator of Field at the final site visit.

Date:	Anticipated Last Day in Field:	Actual Last Day in Field:
<ul style="list-style-type: none"> • Total Field Experience Hours to date: _____ • Total Consumer Contact Hours to date: _____ • Percentage of total hours spent with consumer contact: _____ 		
Final grade: <input type="checkbox"/> Credit* <input type="checkbox"/> Non-Credit <input type="checkbox"/> Credit upon the completion of the following tasks:	Follow-up with Field Supervisor or Task Supervisor: <input type="checkbox"/> yes <input type="checkbox"/> no	
Overall Practice Level at Final Evaluation: <input type="checkbox"/> 0 No score <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Fair <input type="checkbox"/> 3 Satisfactory <input type="checkbox"/> 4 Very Good		
<p><i>*To receive Credit for the Field Instruction the following criteria is used.</i></p> <ul style="list-style-type: none"> • <i>No "0"s may be received. If a "0" is given, then the student will be required to continue in field until the objective is satisfactorily met.</i> • <i>If a number "1" is received on the final evaluation, then the faculty will consider remediation until the objective is satisfactorily met.</i> 		
Final Comments:		
Field Supervisor's Signature/Date:	Task Supervisor's Signature/Date:	
Student's Signature/Date:	Coordinator of Field's Signature/Date:	

Orientation to Field Worksheet and Evaluation

Directions: The student is required to have a thorough and comprehensive orientation to the client groups and field agency's services, programs, policies, and community. The student and Field Instructor are responsible for completing the Orientation to Field Worksheet and Evaluation by the initial site visit during the third week of field.

Student Activities

- **The student must be involved in the following activities:**
- **Shadow other professionals**
- **Visit as many of the agency's programs or services as possible**
- **Attend meetings, such as orientation, training, staff, treatment, committee, community**
- **Visit at least three agencies that work with the clients served**
- **(Ride public transportation or) drive to places where clients may live**
- **Read policy manuals, client charts, journal articles about clients served, referral or resource list**
- **Discuss thoughts and feelings with Field Instructor and Task Supervisor**
- **Visit the Chamber of Commerce, Economic Development Office, or a government office**

Note: During the first three weeks of field the student should not be assigned a case load or be left alone with clients.

Evaluation

Activity	Who/Where/What	Dates Completed
Tour the main office and the satellite offices		
Shadow other professionals		
Visit agency programs or services		
Attend meetings		
Visit Human Resources Department, if applicable		
Visit at least three agencies		
Ride public transportation or drive around community		

Visit Chamber of Commerce, Economic Development Office or a government office		
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Number of hours spent observing or working with clients: _____

The best way to communicate with my Field Instructor is:

When my Field Instructor is not available, I should contact if an emergency situation arises?
How do I contact this person?

Discuss planned absences from the field agency.

- Holidays when the field agency is closed are:
- I will or will not be in my field agency during the college's Spring Break (March).
- Other anticipated scheduling conflicts that may prevent me from being at the field agency include:
- My plan for making up the missed hours is:

If I am ill or have an emergency, whom do I notify?

When and where will my weekly supervision time occur?

Briefly describe the agency's history, including a statement about how social work has historically been practiced in the field agency. (Please type and attach to the worksheet.)

What is the agency's mission statement? How does this mission statement compliment the mission, purpose, and values of the social work profession? (Please type and attach to the worksheet.)

Does the agency operate under federal, state, or county mandates, legislation, or sanctions?
 yes no If yes, identify them.

What are the agencies funding sources?

Is the agency culture and climate sensitive to the needs of diverse groups and populations-at risk?

yes no If so, what are the indicators? (Please type and attach to the worksheet.)

Check "YES" if a safety policy and procedure has been reviewed. If a policy and procedure does not exist, then check "NO" and explain how your Field Instructor would like to handle this situation.

	YES	NO	IF NO, EXPLAIN PLAN
Tornado drills			
Fire drills			
Disaster drills			
Bomb threat drills			
Medically ill person			
Agitated or violent person			
Leaving the agency after dark			
Universal precautions			

Crisis intervention			
Personal physical health			
Personal injury protection			
Institutional liability			
Other:			

Check "YES" if the following policy and procedure has been reviewed. If a policy and procedure does not exist, then check "NO" and describe how your Field Instructor would you like you to handle a situation if any of the following occurred.

	YES	NO	IF NO, EXPLAIN PLAN
Conflict of Interest/ Dual Relationships			
Sexual harassment			
Discrimination/ Hostile work environment			
Other:			

After discussing policies and procedures on confidentiality, answer the following:

Have you signed an agency policy statement regarding confidentiality? yes no

Where is client information kept?

Do you need special access to the place where it is kept? yes no If yes, what do you need to do?

Have you reviewed the field agency's consent for release of information policy? yes no

Have you reviewed the field agency's policies on mandated reporting? yes no

How do you discard confidential material?

After discussing policies and procedures on documentation, answer the following:

Have you reviewed the field agency's policies on documentation? yes no

Where are the documentation forms kept?

Does the agency have a list of acceptable jargon or abbreviations? yes no

How do you document client records? handwritten typed dictated

Identify how research is performed in the agency. Check "YES" if the agency uses the research methods and explain who is responsible for approving and implementing the research and analyzing the results. Check "NO" if the agency does not use these research methods.

RESEARCH METHOD	YES	NO	WHO APPROVES	WHO IMPLEMENTS	WHO ANALYZES DATA
Survey					
Focus groups					
Single-subject design					
Outcome evaluations					

Other:					

If any "YES" box is checked, explain who has access to the results and how the findings are distributed and used to create change.

If no research is done, does the agency collect and compile data for annual reports, funding reports, grant writing, and community public relations tasks? If so, how is this information gathered and analyzed? If not, why?

What is the agency's process for obtaining permission to complete a survey research project?

What resources, such as clerical staff, computer access, photocopying privileges, and finances for paper, envelopes and stamps, are available for a survey research project?

What is acceptable professional dress?

The agency offers crisis intervention and universal precautions training. yes no
If yes, when and where are they offered? What do I need to do to complete the training?

What other trainings are mandatory? When and where are they offered? What do I need to do to complete the training?

Review the forms used in the field agency. Check "YES" if you have reviewed the forms and know where to find additional forms. Check "NO" if the agency does not use this type of written form. If you check "NO" for Informed Consent or Release of Information form, then indicate how the agency handles providing informed consent and releasing client information.

AGENCY FORM	YES	NO	NO, BUT THE AGENCY . . .
Assessment			
Planning			
Progress Reporting			
Review (30 or 60 Day)			
Informed Consent			
Release of Information			
Other:			

How does information flow?

Do you have a phone? yes no

If yes, my number is? _____ If no, my phone calls are received where or by whom?

Do you have a list of phone number's of professionals who work in the agency? yes no

If no, how do you obtain one?

Do you have access to a computer? yes no If yes, how do you access it?

Do you need to use a dictation system? yes no If yes, how do you use it?

Where is your mailbox or message box?

If I use my own vehicle to do a home visit or for other agency related business, the agency will reimburse me for mileage? yes no If yes, how do I get reimbursed?

If I use drive an agency vehicle to do a home visit or for other agency related business, the agency covers me under their car insurance plan. yes no If no, then what is the plan for my driving an agency vehicle?

My initial assumptions, observations, thoughts, and feelings about the clients are:

My greatest expectations as well as fears about working with these clients are: