

Instructions for Evaluation of MSW Students in Field
University of Missouri- St. Louis, School of Social Work
(rev 4/2019)

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 carefully review the following instructions.

1. Upon approval of the Student Learning Agreement by the Office of Field Education, each agency supervisor will receive three forms; the signed 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. You may also access these forms online by visiting the UMSL School of Social Work Web site and selecting *Field Instructor Resources and Forms*.
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 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. Please note* All MSW fill forms work best with a PC and Internet Explorer. If you have difficulty with a form please print it out and complete by hand.
3. 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 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 their 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 their 300 hour experience, please complete and review with the student the final evaluation form. 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 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. Submit this form to the Office of Field Education by the date listed on the instructions received in the 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 Patti Rosenthal at 314-516-6506, Director of the Office of Field Education.

Please direct your questions to:

Patti Rosenthal, Director of Field Education - Phone: (314) 516-6506 – email rosenthalp@umsl.edu