

**THE UNIVERSITY OF OKLAHOMA SCHOOL OF SOCIAL WORK**

**Semester Final Evaluation of Student Practicum Performance  
Administration and Community Practice**

Student: \_\_\_\_\_

Practicum Instructor: \_\_\_\_\_

Practicum Preceptor (if applicable): \_\_\_\_\_

Faculty Liaison: \_\_\_\_\_

Practicum Setting: \_\_\_\_\_

Semester: \_\_\_\_\_

**This evaluation is to be signed by the student, Practicum Instructor, and Practicum Preceptor and the original submitted to the Practicum Coordinator at the end of the semester. See the practicum calendar for the specific date. The faculty liaison will review and sign the final evaluation in the Practicum Office. Please keep a copy for your records.**

The graduate field education program is a competency-based program. A grade of Satisfactory or Unsatisfactory is assigned by the Faculty Liaison in consultation with the Practicum Instructor. The assignment of a grade is based on the assessment of competencies expected of the advanced social work student.

**The final evaluation is the equivalent of a final exam. Failure to submit on time will result in a grade of Incomplete or Unsatisfactory. See the current practicum calendar for due dates.**

**Assess the student's field performance using the following scale**

5: Excellent 4: Very Good 3: Acceptable 2: Needs Improvement 1: Unacceptable

**I. Ethics and Values**

1. Ability to reflect values and ethics of social work in planning and administration of programs.

\_\_\_\_\_

2. Ability to demonstrate sensitivity to ethical issues in implementing planning / administration roles.

\_\_\_\_\_

3. Ability to reflect ethical considerations in contact with staff, volunteers, paraprofessionals, and community representatives regarding problem identification and resolution.

\_\_\_\_\_

**II. Knowledge of Agency/Organization/Project**

1. Demonstrates understanding of agency structure.

\_\_\_\_\_

2. Demonstrates understanding of agency goals and purposes.

\_\_\_\_\_

3. Uses formal agency procedures appropriately and effectively.

\_\_\_\_\_

4. Demonstrates understanding of informal structure.

\_\_\_\_\_

**Assess the student's field performance using the following scale**

5: Excellent 4: Very Good 3: Acceptable 2: Needs Improvement 1: Unacceptable

**III. Administration Skills**

1. Ability to consult/supervise as necessary to implement strategy.

\_\_\_\_\_

2. Ability to conduct staff meetings, group planning sessions.

\_\_\_\_\_

3. Ability to identify staff needs/deficiencies.

\_\_\_\_\_

4. Ability to analyze budgets.

\_\_\_\_\_

5. Ability to make cost effectiveness assessments of proposals.

\_\_\_\_\_

6. Ability to create/contribute to organizational climate conducive to task accomplishments.

\_\_\_\_\_

7. Ability to contribute to goals attainment by adopting varied roles as appropriate (planner, leader, team member, consultant, etc.).

\_\_\_\_\_

**IV. Planning Skills**

1. Ability to formulate clear and measurable goals.

\_\_\_\_\_

**Assess the student's field performance using the following scale**

5: Excellent 4: Very Good 3: Acceptable 2: Needs Improvement 1: Unacceptable

2. Ability to assess needs of target/client system.

\_\_\_\_\_

3. Ability to formulate feasible strategies for meeting needs.

\_\_\_\_\_

4. Ability to identify and mobilize resources in problem solving.

\_\_\_\_\_

5. Ability to analyze relevant legislation/policies/programs.

\_\_\_\_\_

6. Ability to prepare formal proposal for problem resolution

\_\_\_\_\_

7. Ability to propose and articulate feasible policies, programs, or legislation.

\_\_\_\_\_

8. Ability to prepare budgets appropriate to proposal.

\_\_\_\_\_

9. Ability to present proposals orally.

\_\_\_\_\_

10. Ability to select or develop appropriate appraisal instruments.

\_\_\_\_\_

11. Ability to analyze data relevant to planning and problem resolution.

\_\_\_\_\_

**Assess the student's field performance using the following scale**

5: Excellent 4: Very Good 3: Acceptable 2: Needs Improvement 1: Unacceptable

**V. Work Management**

1. Demonstrates ability to plan, organize and execute tasks in a professional and effective manner.

\_\_\_\_\_

2. Completes assignments on schedule.

\_\_\_\_\_

3. Makes efficient use of time and resources in completing work.

\_\_\_\_\_

4. Coordinates well with colleagues in completing assignments.

\_\_\_\_\_

**VI. Work Relationships**

1. Ability to work effectively with superiors.

\_\_\_\_\_

2. Ability to work effectively in a collegial manner.

\_\_\_\_\_

3. Ability to relate effectively with support staff.

\_\_\_\_\_

4. Ability to relate effectively with volunteers.

\_\_\_\_\_

5. Ability to work effectively with community groups/representatives.

\_\_\_\_\_

**Assess the student's field performance using the following scale**

5: Excellent 4: Very Good 3: Acceptable 2: Needs Improvement 1: Unacceptable

6. Ability to adopt varied roles as appropriate (flexibility).

\_\_\_\_\_

**VII. Learning**

1. Ability to utilize supervision effectively in improving task performance.

\_\_\_\_\_

2. Ability to assess knowledge/skill deficiencies in relation to identified tasks.

\_\_\_\_\_

3. Ability to formulate self development plan appropriate to identified deficiencies.

\_\_\_\_\_

4. Willingness to actively seek out challenges and learning opportunities.

\_\_\_\_\_

5. Ability to integrate the task of administration/planning into a systematic perspective on the mission of the agency, the profession, and the individual projects.

\_\_\_\_\_

**Comments:**

**RECOMMENDATIONS:**

Please identify the student's major strengths/assets and weaknesses in this setting:

What are the major gaps in the student's knowledge/preparation for practice in Administration/Planning?

What are the major areas to be strengthened in student?

What are your recommendations with respect to the student's educational needs?

What is your overall evaluation of the student?

What is your recommended final grade for the student? (Check only one)

- Satisfactory
- Unsatisfactory
- Incomplete (give your reason and describe the student's plans for completing the practicum satisfactorily)

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Practicum Instructor

Date

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Practicum Preceptor (if applicable)

Date

My field instructor and liaison have discussed this evaluation with me, and I have received a copy.

I agree with the evaluation \_\_\_\_\_ I do not agree \_\_\_\_\_.

I am aware of the appeals process \_\_\_\_\_.

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Student

Date

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Field Liaison

Date