

WESTERN MICHIGAN UNIVERSITY
School of Social Work

**Policy, Planning, And Administration Concentration
2nd Year MSW Student Practicum Evaluation**

Student:	Student Level: Adv. Stand. Ext. Study Full-time
Faculty Liaison:	Semester: Fall Spring
Field Instructor:	Date: Number of Hours Completed:
Agency:	Work Study: Yes No

General Instructions for Field Instructor:

This instrument was designed to facilitate assessment of PP&A students' experiences and performance in the practicum. The instrument may be used in two ways: (a) during the semester to facilitate ongoing assessment and (b) at the end of the semester to record the results of the evaluation of performance in the practicum.

For the end-of-semester evaluation, we recommend that both you and your student independently complete the assessment instrument. During the evaluation conference, ratings should be compared, and if there are differences, they should be discussed. Reconcile differences and revise ratings when appropriate, and provide your student and PP&A faculty liaison with a copy of your final ratings.

The first section of this instrument is organized according to tasks that students typically carry out in the practicum. Most PP&A students will have an opportunity to carry out only a few of these tasks. Thus, rate student performance only on those tasks that the student had an opportunity to undertake. Leave the column box blank for tasks not undertaken. The instrument also has other sections with lists of professional competencies or practicum activities. Please assess and rate the degree to which each student has demonstrated the competency or carried out the activity.

Indicate your rating by placing a check mark in the appropriate box. The scale has three ratings: *Exceeds Expectations*, *Meets Expectations*, and *Needs Further Development*. The instrument also provides opportunities for qualitative comments.

The ratings and qualitative comments will be used on an individual level with each student, Field Instructor and Field Liaison to assess student performance and to set developmental goals. A copy of the completed instrument will be placed in the students' academic record. The student and field instructor need to sign the evaluation also.

Field Instructor's Signature Date

Reviewed by Faculty Liaison/Signature Date

Reviewed by Student/Signature Date

**Policy, Planning, and Administration Concentration
2nd Year MSW Student Practicum Assessment**

Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

1. Planning

a. Participated on a planning team (staff, board, or community)			
b. Carried out a problem analysis & needs assessment			
c. Formulated goals and objectives			
d. Designed a new service program or a program change			
e. Developed a program budget			
f. Developed a program proposal/grant application			
g. Developed charts			

Comments:

2. Program Evaluation

a. Participated on an evaluation team			
b. Developed an evaluation instrument			
c. Gathered evaluation data			
d. Analyzed evaluation data			
e. Wrote an evaluation report			

Comments:

Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

3. Staff Development and Training

a. Staffed a training development team			
b. Identified training resources			
c. Assessed training needs			
d. Developed training materials			
e. Planned and prepared for a training session			
f. Conducted a training session			

Comments:

4. Management of Human Resources

a. Developed recruitment materials			
b. Screened candidates			
c. Interviewed candidates			
d. Recommended candidates for appointment			
e. Developed personnel policies			
f. Supervised staff or volunteers			

Comments:

Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

5. Policy Analysis and Practice			
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a. Analyzed agency policies			
b. Developed and documented agency policies			
c. Prepared a position paper			
d. Analyzed legislation and prepared a written report			
e. Prepared and gave testimony			

Comments:

6. Management			
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a. Demonstrated skill in work planning			
b. Delegated tasks appropriately			
c. Demonstrated ability to collaborate			
d. Completed work in a timely fashion			
e. Demonstrated skill in time management			
f. Demonstrated organizational ability			

Comments:

Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

7. Other PP& A Tasks/Skills

a. Staffed an agency committee/workgroup			
b. Staffed a community committee/workgroup			
c. Worked with a management information system			
d. Analyzed program or agency budgets			
e. Collaborated with community agencies			
f. Assisted in fund development			
g. Conducted an organizational analysis			
h. Demonstrated skill in written communication			
i. Demonstrated skill in verbal communication			
j. Demonstrated skill in listening			

Comments:

8. Demonstrates an understanding of agency functioning

a. Describes and understands the agency's mission, and goals and objectives			
b. Describes and understands the agency's organizational and program structure			

c. Knows and follows agency procedures and policies appropriately			
d. Functions appropriately within the agency's formal and informal structure			
e. Demonstrates understanding of the agency's service population			
f. Recognizes the influence of the community on the agency and its clients			
Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

9. Demonstrates an understanding of agency functioning continued

a. Describes and understands the impact of funding, regulatory, and accreditation agencies on the organization			
b. Participates as a member of a committee or team			
Comments:			

10. Develops a written field placement contract that incorporates learning objectives, student interest and needs, and requirements of the field instructor and faculty liaison
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a. Completed a learning contract			
b. Completed tasks specified in the learning contract			
c. Demonstrated initiative in identifying new learning tasks when possible, as initial tasks are completed			
Comments:			

11. Demonstrates the ability to recognize and continually evaluate own attitudes toward diversity including gender, race, religion, ethnicity, class, sexual orientation, and disability

a. Identifies areas of personal discomfort in working with persons who are different from one's self			
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b. Works to improve understanding of diversity			
c. Is aware of and demonstrates behaviors consistent with social work values			

Comments:

Demonstrates Knowledge and Skill in PP&A Practicum Tasks	Rating		
	Needs Development	Meets Expectations	Exceeds Expectations

12. Effectively uses field instruction

a. Identified own learning needs and areas of difficulty			
b. Showed self-awareness of own values, attitudes, and beliefs as they influence professional behavior			
c. Appropriately asked for help			
d. Took responsibility to prepare and plan for supervision			
e. Accepted and applied feedback received from field instructor			
f. Assumed responsibility for actions within the agency			
g. Reflected on and evaluated developing practice competencies			

Comments:

13. Demonstrates integration and application of knowledge acquired in the classroom setting to practice situations

a. Uses and defines social work concepts appropriately			
b. Refers to the professional literature			
c. Discusses classroom material with the field instructor in regard to practice issues			

Comments: