



Department
of Psychology

Department of Psychology
Faculty of Arts and Sciences
B550 Loeb Building
1125 Colonel By Drive
Ottawa, ON K1S 5B6 Canada
Tel: (613) 520-2644
Fax: (613) 520-3667

**PRACTICUM IN PSYCHOLOGY (PSYC 5903/6903)
FIELD EVALUATION FORM (2024-2025)**

Dear Placement Supervisor:

I would like to take this opportunity to thank you for your support of the Practicum in Psychology (PSYC 5903/6903). You have provided an important opportunity for a student to learn in a community setting and have made an important contribution to their degree program.

One of the final tasks involves a formal evaluation of student performance. More specifically, we request that you complete the Field Evaluation Form. The information that you provide will assist the Course Instructor in determining whether the student will receive course credit for the placement.

Please complete the Field Evaluation Form with reference to the expectations you held for the student in terms of the initial contract and, where possible, with reference to previous Practicum students that you have supervised. All information will be treated as confidential, although you are encouraged to discuss the evaluation with the student.

You are asked to forward an electronic copy of the evaluation to practicumpscychology@cunet.carleton.ca.

For students to receive a placement credit, evaluations must be received no later than August 14, 2024 for the Summer term, December 6, 2024 for the Fall Term and April 8, 2025 for the Winter term.

Should you have any questions, comments, or suggestions, please do not hesitate to reach out. We can be reached at practicumpscychology@cunet.carleton.ca.

Sincerely,

Practicum Coordinator
Department of Psychology, Carleton University

Kate Dupre, Ph.D.
Graduate Chair & Course Instructor
Department of Psychology, Carleton University

Practicum in Psychology Field Evaluation

Student:	
Placement:	
Placement Supervisor(s) Name:	
Placement Supervisor(s) Phone:	
Placement Supervisor(s) Email:	

EVALUATE THE PERFORMANCE OF THE STUDENT IN DEMONSTRATING THE CHARACTERISTICS AND SKILLS THAT ARE ASSOCIATED WITH SUCCESS IN THE WORKPLACE.

A) CONFORMS TO DRESS AND PERSONAL APPEARANCE STANDARDS OF AGENCY:

YES **NO**

B) RESPECTS CONFIDENTIALITY:

YES **NO**

Characteristics/Skills	Unacceptable (Fail)	Below Average	Good	Very Good	Outstanding
Is punctual and reliable					
Complies w/ security policies & procedures					
Demonstrates initiative in carrying out assigned tasks					
Demonstrates effective organizational and time management skills					

Records information & writes reports effectively					
Solicits & uses feedback to improve performance					
Forms constructive working relationships with staff					
Establishes appropriate relationships with clients					
Shares ideas and makes constructive suggestions					
Demonstrates ability to adapt to role changes and the dynamic workplace					
Other Skills (List and evaluate)					
Other Skills (List and evaluate)					
Other Skills (List and evaluate)					

IF ANY OF THE ABOVE RATINGS ARE UNSATISFACTORY OR BELOW AVERAGE, PLEASE STATE YOUR REASONS BELOW. BE AS SPECIFIC AS POSSIBLE.

WHAT STRENGTHS DID THE STUDENT DEMONSTRATE DURING THE PRACTICUM?

HOW COULD THE STUDENT IMPROVE THEIR PERFORMANCE?

OVERALL EVALUATION

Using the following rubric, please provide an overall evaluation of their performance. This should be made with reference to 1) the effort they put forth, 2) the extent to which they satisfied the terms of the Agency-Student Contract, and 3) the performance of previous Practicum students that you have supervised (if applicable). Thank you again for your efforts.

Unacceptable: Failure	Below average: Requires significant improvement	Acceptable: Requires some improvement	Very good: Met expectations	Outstanding: Exceeded expectations

PLACEMENT SUPERVISOR SIGNATURE

DATE