



**Carleton
University**

Department
of Psychology

**Department of Psychology
Faculty of Arts and Sciences**
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**PRACTICUM IN PSYCHOLOGY (PSYC 5903/6903)
FIELD EVALUATION FORM (2022-2023)**

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 practicumpsihology@cunet.carleton.ca.

For students to receive a placement credit, evaluations must be received no later than April 12, 2023 for the Winter term and August 16, 2023 for the Summer term.

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

Sincerely,

Alexandra Creeden, M.Ed.
Practicum Coordinator
Department of Psychology, Carleton University

Michael J. A. Wohl, Ph.D.
Graduate Chair & Course Instructor
Department of Psychology, Carleton University

Practicum in Psychology Field Evaluation

| | |
|---|--|
| Student: | |
| Placement: | |
| Placement Supervisor(s): | |
| Placement Supervisor(s) Phone: | |
| Placement Supervisor(s) Email: | |

EVALUATE THE PERORMAMCE 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