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**Mid-Point Evaluation Form**

**By Field Supervisor**

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| **STUDENT NAME:** |  |
| **PLACEMENT LEVEL:** | **BSW: Third Year BSW: Fourth Year**  **MSW: First Year MSW: Second Year** |
| **FIELD SUPERVISOR(S):** |  |
| **PLACEMENT SITE:** |  |
| **DATE OF EVALUATION:** |  |

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| **INSTRUCTIONS:**  This Mid-Point Evaluation form is designed to help Field Supervisors provide feedback about each student’s performance at the mid-point of their placement. Students will also be asked to complete a Mid-Point Evaluation form to assess their progress on their individual learning objectives as outlined in their learning contract.  The School expects Field Supervisors to hold a mid-point evaluation meeting with the student to enable both parties to discuss and share their completed Mid-Point Evaluation Forms. The purpose of this mid-point meeting is to help students assess their professional development and identify on-going learning objectives for their placement.  The Field Supervisor and student are required to sign both Mid-Point Evaluation forms. A student’s signature on this form indicates only that the student has read and discussed the evaluation, and does not indicate total agreement with the contents of the evaluation. The student is responsible for collecting both signed forms and submitting them to the School. Both forms will become part of the student’s record for this course and may be considered in assigning grades for the Practicum.  The School expects the Faculty Liaison to consult with the Field Supervisor soon after the mid-point meeting has occurred. This consultation is vital to the educational assessment of each student’s learning needs. The mid-point consultation generally occurs by telephone, but an on-site consultation may be requested if needed.  Field Supervisors are asked to retain a copy of this completed form for their records and to use as a reference when completing the student’s End-Point Evaluation form, which utilizes the same template. |

\*Fillable Evaluation Forms are available at: <http://carleton.ca/socialwork/practicum-hub>

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| **RATING SCALE:**  To complete this form, please answer each item using the scale provided. Space is provided following each category group for specific comments. Please also consider your evaluations in the context of the year of study for the student (i.e. third or fourth year BSW or first or second year MSW) and how they compare with others at that level. |

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| **NA No significant opportunity** | **1 Far below expectations**  *Needs much improvement, a concern* | **2 Below expectations**  *Needs some improvement to meet standards* |
| **3 Acceptable**  *Meets standards at average level for placement students* | **4 Above expectations**  *Performs above average level for placement students* | **5 Far above expectations**  *A definite strength, performs well beyond average levels for placement students* |

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| **BASIC WORK REQUIREMENTS:** | |
|  | Arrives on time consistently |
|  | Uses time effectively |
|  | Informs Field Supervisor and makes arrangements for absences |
|  | Reliably completes requested or assigned tasks on time |
|  | Completes required total number of hours or days on site |
|  | Is responsive to norms about clothing, language, and so on, on site |
|  | Demonstrates ability to manage student workload and placement demands effectively |
| **Comments:** | |

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| **ETHICAL AWARENESS AND PROFESSIONAL VALUES:** | |
|  | Demonstrates an understanding of the CASW Code of Ethics (2005), and identification with the ethics of the social work profession |
|  | Respects the inherent dignity, value and worth of all human beings |
|  | Focuses on client empowerment, self-determination and respects individuality |

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| **NA No significant opportunity** | **1 Far below expectations**  *Needs much improvement, a concern* | **2 Below expectations**  *Needs some improvement to meet standards* |
| **3 Acceptable**  *Meets standards at average level for placement students* | **4 Above expectations**  *Performs above average level for placement students* | **5 Far above expectations**  *A definite strength, performs well beyond average levels for placement students* |

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| **ETHICAL AWARENESS AND PROFESSIONAL VALUES *(Cont’d)*:** | |
|  | Demonstrates a commitment to social change by seeking to challenge structural sources of oppression and/or privilege, including those based on race, class, language, religion, gender, disability, culture and sexual orientation |
|  | Demonstrates self-awareness and an openness to examining personal beliefs, values and reactions and their potential impact on social work practice |
|  | Strictly complies with confidentiality guidelines |
| **Comments:** | |

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| **ORGANIZATIONAL CONTEXT OF PRACTICE:** | |
|  | Demonstrates knowledge of client population |
|  | Understands the mandate, funding, structure, services, and policies and procedures of the organization |
|  | Effectively presents the organization’s services to clients, other agencies, and to the community |
|  | Complies with the administrative requirements of the setting |
|  | Completes service user-related and other documentation and/or reports in a way that meets standards and expectations of the setting |
|  | Recognizes agency’s strengths and limitations in meeting client and community needs |
| **Comments:** | |

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| **COMMUNITY CONTEXT OF PRACTICE:** | |
|  | Demonstrates knowledge of relevant city, provincial, and federal social policies and programs that affect service to clients |
|  | Demonstrates knowledge of community resources that meets the needs of the client or client group |
|  | Facilitates appropriate linkages within the agency and with other organizations |
|  | Identifies gaps in existing community resources and makes suggestions to fulfill unmet client needs |
| **Comments:** | |

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| **STUDENT AS LEARNER:** | |
|  | Actively seeks supervision when necessary |
|  | Prepares for supervision |
|  | Analyzes and reflects on practice |
|  | Has willingness to explore personal strengths and weaknesses |
|  | Is receptive to feedback and suggestions from Field Supervisor |
|  | Demonstrates a commitment to professional development through actively seeking and using available learning opportunities and resources in the agency (i.e. in-service training, literature, conferences, etc.) |
|  | Applies new information in field setting |
|  | Makes links between theory and practice |
| **Comments:** | |

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| **SOCIAL WORK KNOWLEDGE AND SKILLS:** | |
|  | Demonstrates understanding of the impact of social and institutional oppression on client populations, social policies and programs, and professional social work relationships |
|  | Demonstrates empathy and sensitivity in engaging a variety of client systems in professional helping contexts |
|  | Demonstrates appropriate interviewing and data collection skills with individuals, groups and/or communities |
|  | Uses sound judgement in behaviour with clients, staff and collateral contacts |
|  | Establishes mutual contracts with clients about the goals and terms of the work to be done and the responsibilities of all participants |
|  | Differentiates personal needs from those of the client, group, organization or community |
|  | Identifies strengths within individuals, groups, and/or communities |
|  | Demonstrates ability to define problems and to consider a range of strategies to address them |
|  | Recognizes the importance of research and professional literature to inform social work practice |
|  | Monitors interventions through consistent evaluation of progress in reaching goals |
|  | Demonstrates ability to work independently |
|  | Demonstrates ability to work effectively with others |
|  | Demonstrates ability to work under pressure, in crisis situations or emergencies |
|  | Actively participates in collective work, such as staff or team meetings, committees, projects |
| **Comments:** | |

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| **SKILL DEVELOPMENT:**  Please list specific skill areas of focus for this student during the placement and apply the scale to evaluate the student’s performance (e.g. individual counselling, group work, community engagement, research, policy development, education/capacity building, etc.) | |
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| **Comments:** | |

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| **DIRECTIONS AND GOALS FOR STUDENT’S FUTURE LEARNING** |
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| **I have seen and received a copy of the student’s Mid-Point Evaluation.** | **Yes No** |

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| **FIELD SUPERVISOR:** | **SIGNATURE:** | **DATE:** |
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| **STUDENT:** | **SIGNATURE:** | **DATE:** |
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STUDENT: DISTRIBUTE COPIES OF THIS FORM TO YOUR FACULTY LIAISON IMMEDIATELY FOLLOWING THE MID-POINT EVALUATION MEETING. RETAIN A COPY FOR YOUR RECORDS.

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