
School of Social Welfare, Rockefeller College University at Albany, State University of New York

INSTRUCTIONS

First-Year MACRO Concentration Evaluation Instrument – Advanced Standing

The MACRO Concentration field-evaluation instrument is comprised of five sections: student as learner; development of professional attitudes, values and ethics; knowledge and skills for organizational and community work; communication skills; and planning, coordination and management skills. Students are evaluated on a continuum of skills at one interval throughout the summer semester. The skills are applicable to groups, organizations and community assignments.

For each evaluation period, please rate a student on every item by entering the number that corresponds to your assessment of the student's demonstrated performance in the box or boxes to the right of each item. Reevaluate a student's performance from a previous evaluation when the student's performance has changed.

Ratings

- 0 No significant opportunity yet
- 1 Unacceptable (never or rarely meets criteria)
- 2 Needs improvement (meets criteria inconsistently)
- 3 Satisfactory (meets criteria most of the time)
- 4 Very good (consistently meets criteria)
- 5 Outstanding (consistently exceeds criteria)
- 9 Not applicable in setting

Summarize the student's overall performance for each section by placing an X at the point on the bar graph that represents his or her overall performance for that section. Space for comments is included after each section.

The last page includes an overall student rating, space for comments, goals for the next evaluation period, and the signature page. The student and field instructor are required to sign each evaluation. When a student disagrees with the contents of the evaluation, he or she can submit an addendum stating the reasons for disagreement which is attached to the evaluation in the student's file. Each faculty field liaison reads all evaluations for assigned agencies and will be available for discussion at the student's or field instructor's request.

Any time a student receives a summary rating, in any section, of "needs improvement" or "unacceptable," please provide supporting documentation in the comments section.

Your careful attention to completing the evaluation form is greatly appreciated. Evaluation is a crucial part of a student's professional training and provides an opportunity for feedback and educational planning.

Semester:	1 st	Student:	_____
Evaluation:	1 st	Field Instructor:	_____
From:	_____	Agency:	_____
Liaison:	To: _____		

Describe the student's assignment for this evaluation period. The selection of assignments can include specific management skills:

Evaluating (involves the systematic review of performances in existing programs & anticipated performances in proposed programs)

Information processing (involves the scheduling, monitoring, and sorting of informational materials, performance data, and reports)

Negotiating (involves participation in the processes of finding and formalizing rights and obligations between interested parties in and outside the agency)

Planning (is the ordering of the immediate future. It entails the specification of policy objectives and procedures, and the development of action alternatives, along with estimates of their probable effectiveness and cost.)

Supplying (involves the procurement and monitoring of service resources)

How often do you meet for supervision? Weekly _____ In group _____ In staff meeting _____

