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

Field Education
BSSW Evaluation Instrument #1

Student’s Name:
Agency Name:
Field Instructor’s Name:
Field Liaison’s Name:

Evaluation: 1st ☐
Evaluation Period (Month)
Program Year
INSTRUCTIONS
BSSW Evaluation Instrument #1

I. Please outline the student’s learning opportunities to date:

II. Describe the student’s caseload:

   How many individual clients assigned? _________________________________

   How many families or groups assigned? _________________________________

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

III. Please rate student’s behaviors according to the following scale:

   Ratings
   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 practice setting
Demonstrates Ethical and Professional Behavior – Evaluates the student’s ability to demonstrate ethical and professional behavior in professional practice.

The student is able to

demonstrates awareness of social work values and ethics in work with colleagues and clients and in other professional relations.  
demonstrate knowledge of the agency’s programs and population served. 
demonstrates understanding of how one’s own values help or interfere with social work practice.  
demonstrates acceptance of self and others.  
communicate clearly and strategically with Field Instructor, agency personnel and referral sources verbally, electronically and in writing.  
seek and respond nondefensively to feedback about professional performance and apply to practice. 
act professionally and responsibly in matters of punctuality, appearance and presentation of self.  
set priority for use of time.  
prepare for supervision, including development of an agenda. 
demonstrates initiative in participating in learning opportunities such as on-site trainings. 
demonstrates problem-solving skills.  
demonstrates a commitment to multicultural perspective.  

IV. Please comment on overall impressions of student thus far. Note the student’s professional conduct
### Field Instructor Attestation

At this time, would you like to talk to your field liaison regarding field concerns?

☐ Yes  ☐ No, unnecessary at this time

The field liaison made an attempt to contact me this year via email, voice mail, phone conversation or in-person contact.

☐ Yes  ☐ No

__________________________  ________________________  
Field Instructor’s signature  Date

### Student Attestation

At this time, would you like to talk to your field liaison regarding your field experience?

☐ Yes  ☐ No, unnecessary at this time

My field liaison made an attempt to contact me this year via email, voice mail, phone conversation or in-person contact.

☐ Yes  ☐ No

I have read and understand the contents of this evaluation.

__________________________  ________________________  
Student’s signature  Date

**PROCESS RECORDING Required:**  Reminder- Attach a current process recording on which your field instructor has made feedback comments, while being sure to protect client confidentiality.