

**University of Wisconsin-Milwaukee
The Helen Bader School of Social Welfare Field Program**

**Field Education MSW Evaluation Instructions
(for MSW students)**

Overview:

Social Work Field Education courses are designed to provide students with the opportunity to develop and demonstrate social work competencies through their practicum placement in a community agency setting. Agency Field Instructors have the responsibility of providing the student with the educational component of this direct, or macro, practice learning experience. The Field instructor is also responsible for evaluating the student's competency in a variety of social work education domains.

The aggregate scores on the final evaluation contribute 75% of the student's grade in the field education course. The remaining 25% of the grade consists of participation in the 721 integrated seminar and/or the completion of assignments totaling five points per semester; the quality of the field assignments including content, neatness, compliance with directions for assignments, and compliance with established due dates for the submission of the required field course documents. (Refer to grading matrix below.) **The 25% calculation and the final grade are assigned by the University Field Liaison.**

SW 721

Grading Component	Percentage of Grade
Demonstration of social work competencies, compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the final evaluation	75%
Completion of assignments totaling five points per semester; Quality of field assignments including content, neatness, compliance with directions for assignment, and compliance with established due dates	15%
Attendance and participation in the Field Education Integrated Seminar	10%

SW 722, 821, 822, 921

Grading Component	Percentage of Grade
Demonstration of social work competencies, compliance with the NASW Code of Ethics and professional practice standards as documented in the aggregate score and narrative comments on the final evaluation	75%
Completion of assignments totaling five points per semester; Quality of field assignments including content, neatness, compliance with directions for assignment, and compliance with established due dates	25%

***The Mid-term Progress Report should be used to assist the student and Field Instructor in the assessment of the student's skill level in a variety of areas, and should directly influence the student's learning opportunities for the remainder of the semester. The Mid-Term Progress Report **does not** enter into the student's grade. It is used as a supervisory tool to gauge the student's current level of performance in their practicum. The Mid-Term reports **do** need to be submitted to the University Liaison.

Instructions for the Completion of Evaluation Forms:

- 1) Students must complete a self-evaluation form documenting their performance in all designated areas. (Please note that the same form is used to complete both the Mid-term Progress Report and Final Evaluation). **Students are required to document the specific details related to each evaluative area with evidence supporting their performance in the rating category selected. Please mark N/A for any evaluative categories that do not apply.**
- 2) Students turn in their completed self-evaluation form to their Field Instructor for Review.
- 3) The Field Instructor completes the accompanying Mid-Term Progress Report or Evaluation of Student's Field Performance form.
- 4) The student and Field Instructor meet in supervision to discuss the student's performance and evaluation documents.

- 5) Student and Field Instructor sign both Progress Reports or Evaluation Forms and the student submits both original forms to their assigned Field Liaison.
- 6) The Field Liaison reviews the aggregate score and narrative comments on the Evaluation Form and assigns a grade based on the grading matrix parameters outlined in the above table and corresponding to the following grading scale.

A	95 and above
A-	90-94
B+	84-89
B	78-83
B-	72-77
C+	68-71
C	64-67
C-	60-63
D	55-59
F	<55