### **Appendix "B"**

School of Criminology and Criminal justice

UNIVERSITY of the FRASER VALLEY

###### FINAL EVALUATION FORM

##### **NOTES TO FIELD SUPERVISORS REGARDING EVALUATION**

As the student's practicum experience is a major consideration in the assignment of his/her final grade, it is essential that the completed evaluation form be as comprehensive, accurate, and direct as possible. The evaluation form provides important feedback to the student and could be helpful (when favorable) as supporting information that the student could attach to an employment resume. We recommend that you use the attached form as a guide for providing the student informal verbal feedback during the second or third week in February so that any concerns you may have will be addressed early enough for the student to take corrective action or learn new ways to succeed in your agency.

The instructions for the intendance of the form are as follows:

1. Discuss the evaluation form attached below with the student at the outset of the practicum to ensure that each item on the form is fully understood. Students will have reviewed this form with the Career Development Coordinator before meeting with you for the first time. Review the students Learning Goals (the student will provide you with these) and finalize the student’s Plan of Activities before the end of the third week in January.

2. Complete the evaluation form during the last week of the practicum period. You may have multiple copies of the form completed by several people who have observed the students’ performance…all such forms will later be averaged by the Career Development Coordinator.

3. Discuss the completed form with the student.

4. Ask the student to sign the form on the basis that he/she has seen the completed evaluation and it has been discussed with the student.

5. Sign the evaluation form yourself.

6. If the student wishes to make his/her own written comments on the contents of the evaluation, please ask him/her to do so in the space provided at the end of the evaluation form, or on another piece of paper. These comments should be followed by the signatures of both yourself and the student.

7. Submit the evaluation form to the Career Development Coordinator during the week following the student's last field practice day.

##### **RATING SCALE**

**Note:** When assigning grades on the form attached below, you may use + or ‑ designations (i.e., B+, C‑, etc.) to make your assessment more accurate.

The following ratings should be applied to each item listed in Part I:

**A** = Student has demonstrated a level of ability, performance and/or understanding that is **Excellent.**

#### **B** = Student has demonstrated a level of ability, performance and/or understanding that is

**Good.**

##### **C** = Student has demonstrated a level of ability, performance and/or understanding that is

**Moderate.**

**D** = Student has demonstrated a level of ability, performance and/or understanding that is **Minimal.**

**F** = Student has demonstrated a level of ability, performance and/or understanding that reflects that they receive **Fail** for this course.

It will be important that the Supervisor comment on only those items in which the student has had an opportunity to demonstrate a level of ability, performance and/or understanding. In those instances where the Supervisor feels proper assessment cannot be made, he/she should use one of the two following notations:

1. N/A ‑‑ Item is not applicable.

2. N/T ‑‑ Item was not tested. Student did not receive an exposure that would allow the item to be sufficiently observed.

**EVALUATION FORM: PART I**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **Professionalism/Responsibility** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to adhere to expectations of the agency regarding hours, punctuality, dress. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to maintain confidentiality. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 3. | Demonstrates versatility when approaching diverse range of people and problems. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 4. | Demonstrates confidence. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 5. | Able to deal effectively with own feelings, values and attitudes. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| **B.** | **Working Relationships** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to work cooperatively and amiably with staff and outside resource persons. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to work comfortably with clients/public. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| **C.** | **Knowledge/Understanding** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Demonstrates an accurate and thorough understanding of the agency’s purpose | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Demonstrates correct understanding of agency’s programs and services (able to interpret). | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 3. | Demonstrates knowledge of resources that are available to get their field practice tasks done. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| **D.** | **Performance/Ability to Carry Out Assignments** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to follow instructions. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to take initiative. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 3. | Is organized. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 4. | Is conscientious. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 5. | Is thorough. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| **E.** | **Communication Skills** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to communicate verbally. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to communicate in writing. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 3. | Able to listen actively to demonstrate understanding of others’ messages. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 4. | Able to elicit information by asking appropriate questions. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| **F.** | **Intervention Skills** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to identify and assess client needs, problems and unused opportunities. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to set goals and plan with clients to assist them to move toward their preferred future. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

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| **G.** | **Research Skills** | **A** | **B** | **C** | **D** | **F** | **N/A** | **N/T** |
| 1. | Able to identify an appropriate and useful research topic. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 2. | Able to stay on task and on schedule. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |
| 3. | Able to organize and present information accurately. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. | Type here. |

Do you feel this student has the requisites to enter your agency as a front-line staff or officer?

Yes  No

**EVALUATION FORM: PART II**

What do you consider to be the major strengths and weaknesses of this student in view of his/her future employment in the criminal justice system?

Click here to enter text.

**EVALUATION FORM: PART III**

Confirmation

I certify I was responsible for completing this evaluation form.

Field Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I have seen this evaluation form and that it has been discussed with me by the Field Supervisor. My signature does not indicate that I agree or disagree with the contents of the evaluation.

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Response (Optional)**

If the student wishes to make any comments on the contents of this evaluation form please do so in writing below. These comments must be accompanied by the signatures of the student and the Field Supervisor.

Click here to enter text.

Field Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_