Evaluation of Student Internship Performance

*Management and Community Practice Concentration*

*First and Second Semesters of the Concentration Year*

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| *Student:* |  | *Field Instructor:* |  |
| *Faculty Liaison:* |  | *Organization:* |  |

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| *Form completed by:* |  | Instructor | | |  | Student | |
| *Semester being evaluated:* | | |  | MCP Internship I | | |  | | MCP Internship II |

*Description of evaluation process*

• The evaluation form is available as a Word document, and is formatted so that all information except the signatures may be easily entered electronically.

• The evaluation instrument comprises ten sections reflecting each of the ten advanced competencies of the MCP concentration and the associated practice behaviors that demonstrate mastery of the competency.

• The field instructor shall have provided ongoing feedback to the student about performance throughout the semester, and the faculty liaison shall have been included in this process at least at the mid-semester and end-of-semester visits.

• Before the end-of-semester liaison visit, the student and instructor are each to complete the evaluation form independently. The student and instructor review their ratings prior to the liaison visit, identifying discussion points, including strengths and areas for further development. At the end-of-semester visit, the liaison shares her/his observations, clarifies the performance feedback, and, at the end of the first semester, facilitates development of goals for the next evaluation period.

• Both the student’s and the instructor’s performance evaluation forms and the liaison’s end-of-semester report shall be submitted by the liaison to the internship coordinator of the program. Copies will be maintained in the student file. Students and instructors should also keep copies.

*Key to ratings*

4 = **Exceeds expectation for competency:** Student shows a high level of ability in demonstrating the practice behavior.

3 = **Meets expectation for competency:** Student demonstrates the practice behavior with consistency and at an acceptable level.

2 = **Below expectation for competency:** Student shows beginning ability to demonstrate practice behavior; performance is uneven.

1 = **Does not meet expectation for competency:** Student shows little or no evidence of having developed, or being in the process of developing, the practice behavior

NA = No opportunity to develop this practice behavior in this setting, or field instructor does not have sufficient evidence to make a judgment.***(Instructor must explain in narrative section why each rating of NA was given.)***

*Overall expectation of student performance in the Internship*

*First Semester (Midyear Evaluation)*

The expected performance for a first semester student is level 3 for each practice behavior. If a student receives a 1 or 2 on any practice behavior, or falls below an average of 3 on any of the ten competencies, the following steps should be taken:

1. The field instructor comments in the narrative section what justified ratings. Be as specific as possible as to why student received 1’s or 2’s.

2. The field instructor informs the faculty liaison regarding the specific areas of concern

3. The field instructor, faculty liaison and student, develop a plan to improve. competencies/practice behaviors that were identified as needing improvement.

4. A performance review may be initiated when deemed necessary by the faculty liaison, field instructor, or MSW internship coordinator.

*Second Semester (Final Evaluation)*

The expected levels of performance for a second semester student are levels 3 and 4 for each practice behavior and an overall average of at least a 3 for each of the 10 competencies.

The following steps should be taken in situations where the student was given ratings in the 1-2 range for 20% or more of the practice behaviors (8 or more practice behaviors), or fell under an average score of 3 for **any** of the ten competencies:

1. The field instructor describes in the narrative section what justified the rating(s). The instructor should be as specific as possible as to why student received 1’s and 2’s.

2. The field instructor informs the faculty liaison about the specific areas of concern.

3. Performance that falls below the expected level may preclude the student from receiving credit for the internship. It is assumed that a performance contract would have been in place in an effort to address low performing areas.

4. A performance review may be initiated when deemed necessary by the faculty liaison, field instructor, or internship coordinator.

*Narrative Sections*

The narrative sections are designed to make the student’s evaluation individual, specific, and information-rich. The narrative comments on each competency are a significant component of the evaluative process. It is important for both student and field instructor to specify…

… specific practice behaviors (and/or specific components of practice behaviors) that need further development,

… practice behaviors that have shown significant growth, and

… major accomplishments and areas where the student excels.

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| **Competency #1:** Identify as a professional social worker and conduct oneself accordingly |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 1.1 Identifies opportunities for social workers to initiate and guide change efforts in organizations and communities. | 4 | 3 | 2 | 1 | na |
| MCP 1.2 Integrates self-reflection, focused use of supervision and consultation, and continued learning into their professional lives. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 1** *(The cell below will expand as you type.)* |
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| **Competency #2:** Apply social work ethical principles to guide professional practice. |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 2.1 Applies ethical decision-making skills to those issues specific to macropractice situations and settings. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 2** *(The cell below will expand as you type.)* |
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| **Competency #3:** Apply critical thinking to inform and communicate professional judgments |

*To what extent did the student demonstrate the following practice behaviors:*

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| --- | --- | --- | --- | --- | --- |
| MCP 3.1 With client systems, evaluates, selects, and uses appropriate tools for assessment, intervention, and evaluation. | 4 | 3 | 2 | 1 | na |
| MCP 3.2 Communicates effectively through multiple mediums with a diverse range of stakeholders, partners, and collaborators. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |
| **Narrative, Advanced Competency 3** *(The cell below will expand as you type.)* | | | | | |
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| **Competency** **#4:** Engage diversity and difference in practice, |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 4.1 Works with macrolevel client systems to help them recognize and engage diversity and difference in ways that further organizational missions and community goals. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 4** *(The cell below will expand as you type.)* |
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| **Competency #5:** Advance human rights and social and economic justice. |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 5.1 Works with macrolevel client systems to help them recognize and challenge the manifestations of systemic oppression, discrimination, and disempowerment. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 5** *(The cell below will expand as you type.)* |
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| **Competency #6:** Engage in research-informed practice and practice-informed research |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 6.1 Uses appropriate theories, models, and research methods to support their approaches to initial assessment, intervention, and evaluation. | 4 | 3 | 2 | 1 | na |
| MCP 6.2 Works with client systems to clarify and deepen program logic models and to incorporate meaningful evaluation in their ongoing activities. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 6** *(The cell below will expand as you type.)* |
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| **Competency #7:** Apply knowledge of human behavior and the social environment. |

*To what extent did the student demonstrate the following practice behaviors:*

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| --- | --- | --- | --- | --- | --- |
| MCP 7.1 Assesses organizational and community ecosystems, identifying strengths and gaps in the web of relationships. | 4 | 3 | 2 | 1 | na |
| MCP 7.2 Uses theoretical models and frameworks to understand and intervene in organizations and communities. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 7** *(The cell below will expand as you type.)* |
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| **Competency #8:** Engage in policy practice to advance social and economic well-being and to deliver effective social work services |

*To what extent did the student demonstrate the following practice behaviors:*

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| --- | --- | --- | --- | --- | --- |
| MCP 8.1 Understands the historical and current policy contexts of one’s particular fields of practice. | 4 | 3 | 2 | 1 | na |
| MCP 7.2 Uses theoretical models and frameworks to understand and intervene in organizations and communities. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 8** *(The cell below will expand as you type.)* |
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| **Competency #9:** Respond to contexts that shape practice |

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 9.1 Helps macrolevel client systems observe, critically assess, and respond to changes, or need for changes, in the political, economic, social, technological, and cultural systems that affect them. | 4 | 3 | 2 | 1 | na |
| Average score: | | | | | |

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| **Narrative, Advanced Competency 9** *(The cell below will expand as you type.)* |
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| **Competency #10:** Engage, assess, intervene, and evaluate with individuals, groups, organizations, and communities |

**Engagement**

*To what extent did the student demonstrate the following practice behaviors:*

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| --- | --- | --- | --- | --- | --- |
| MCP 10.1 Substantively and affectively prepares for action with individuals, groups, organizations, and communities. | 4 | 3 | 2 | 1 | na |
| MCP 10.2 Uses empathic responding and other interpersonal skills. | 4 | 3 | 2 | 1 | na |
| MCP 10.3 Develops with one’s client systems a mutually agreed-on focus of work and desired outcomes. | 4 | 3 | 2 | 1 | na |

**Assessment**

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 10.4 Collects, organizes, and interprets client-system data. | 4 | 3 | 2 | 1 | na |
| MCP 10.5 Assesses client systems’ strengths and limitations. | 4 | 3 | 2 | 1 | na |
| MCP 10.6 Develops clear and mutually agreed-on goals and objectives of interventions. | 4 | 3 | 2 | 1 | na |
| MCP 10.7 Selects appropriate intervention strategies. | 4 | 3 | 2 | 1 | na |

**Intervention**

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 10.8 Initiates actions to achieve group, organizational, and community goals, helping client systems to resolve problems and capitalize on opportunities. | 4 | 3 | 2 | 1 | na |
| MCP 10.9 Increases client systems’ own capacities to accomplish their goals. | 4 | 3 | 2 | 1 | na |

**Evaluation**

*To what extent did the student demonstrate the following practice behaviors:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MCP 10.10 Critically analyzes, monitors, and evaluates one’s own practice interventions. | 4 | 3 | 2 | 1 | na |
| MCP 10.11 Critically analyzes, monitors, and evaluates the effectiveness of social welfare programs. | 4 | 3 | 2 | 1 | na |
| MCP 10.12 Applies the findings of evaluation to make modifications in their own behaviors and choices, and in program design and implementation. | 4 | 3 | 2 | 1 | na |

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| Average score for Advanced Competency #10: |
| **Narrative, Advanced Competency 10** *(The cell below will expand as you type.)* | |
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*Signatures*

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| --- | --- | --- | --- | --- |
| *Field Instructor:* | |  | *Date:* |  |
| *Student:* | |  | *Date:* |  |
|  | I agree with the instructor’s evaluation. |
|  | I disagree with the instructor’s evaluation. |
|  | I will submit an addendum. |
| *Faculty Liaison:* | |  | *Date:* |  |