End of Semester Evaluation Verification Instructions

1. Ask your supervisor to complete the evaluation of your performance online through SurveyMonkey by using this link - http://www.surveymonkey.com/s/5WCF5T6. Work cannot be saved, this evaluations needs to be done all at once. The supervisor needs to click the DONE button when finished so that the results will be entered into the database.

2. Ask your supervisor to rate your overall performance on the End of Semester Evaluation Verification Form. Use this time to discuss the evaluation together and sign it.

3. Complete the evaluation of your supervisor and agency on SurveyMonkey by using this link - http://www.surveymonkey.com/s/5WSJHBZ. Please click the DONE button when finished so that the results will be entered into the database.

4. Complete the evaluation of the Fieldwork Office on SurveyMonkey by using this link - http://www.surveymonkey.com/s/5W5VSW3. Please click the DONE button when finished so that the results will be entered into the database.

5. After the surveys have been completed, on the End of Semester Evaluation Form, please check off and sign:
   ✓ That you completed the evaluation of your supervisor and agency
   ✓ That you are in either agreement or not in agreement with your evaluation

6. Turn in the End of Semester Evaluation Verification Form along with the Hourly Recording Form, showing your completion of at least 120 hours (with your supervisor’s signature) to your seminar instructor to get credit for the lab portion of the class.
End of the Semester Evaluation Verification

Instructions to Supervisor: Please complete the online evaluation on your student intern’s performance at your agency. Ask your intern for the website to complete the online evaluation. Please provide verbal feedback to the student on areas of strength and future areas of growth during your last meeting. Rate the student below and sign. Give this form back to the student after you have completed it.

☐ I ( ) have completed and submitted the online evaluation of the student that I supervised.

Supervisor’s Signature ___________________________

Overall rating of student’s performance:

☐ Outstanding
☐ Above Average
☐ Satisfactory
☐ Below Satisfactory
☐ Unsatisfactory

Instructions to Student: Please meet with Supervisor to get feedback on your performance over the course of the semester. Set up a final meeting time to discuss your progress. Sign below and return this completed sheet to your instructor, along with your 120 hours signed off by your supervisor.

Student Name ____________________________ Date ______________
Supervisor’s Name ____________________________ Class (day/time) _________
☐ I have completed and submitted the online Evaluation of Agency and Supervisor.

☐ I have completed and submitted the online Fieldwork Office Evaluation.

Student’s Signature _________________________________________

STUDENT REVIEW OF EVALUATION

My field supervisor and I have discussed this evaluation.

☐ I agree with the overall rating given above

☐ I do not agree with the overall rating above

NOTE: If student disagrees with this evaluation, he/she should explain in writing and submit copy to the Field Supervisor and Internship Instructor.

Student’s Signature ________________________________ Date: _____________