

BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK  
FIELD EDUCATION DEPARTMENT

*HOW TO PREPARE FOR YOUR FIELD EDUCATION EVALUATION*

The following issues may be helpful for you to consider as you prepare for the evaluation process with your field instructor. **Please note that the rating scale is based on a developmental model of learning and is designed to help you understand where you are in the learning process. You should review the scale and the content of the evaluation form with your field instructor.**

1. Think about previous experiences you have had with work or internship evaluations. Were they positive, negative, or mixed experiences? What factors contributed to the quality of the experience? Are you carrying leftover, unresolved feelings into this evaluation that may affect what you anticipate or how you will participate?
2. What kind of feedback have you gotten from your field instructor(s) thus far? Have you gotten regular feedback? Is the feedback from your field instructor(s) consistent with your own appraisal of your work?
3. Review your learning contract with specific attention to the learning goals, activities and evaluation criteria.
4. Review the evaluation form in advance of meeting with your field instructor(s) so that you are familiar with the skill and knowledge areas to be evaluated. Note any questions or terms that you don't understand so that you can clarify them during the evaluation process.
5. Talk with your field instructor(s) about how the evaluation process will take place, i.e., how will each of you have input, at what point will you review each of the evaluation items, how will you resolve differences in assessment, etc.
6. Make sure that you understand how your field instructor uses the rating scale, i.e., what do the numbers in the scale mean to them and by what standard are they evaluating you.
7. Think and be prepared to talk about areas of your learning and skill development which you believe need further improvement, as well as those which you believe are your strengths.
8. Think about whether your concerns about the evaluation (if you have any) relate to larger concerns you may have about your relationship with your field instructor. Often conflicts in the supervisory relationship surface during the evaluation process.
9. If you continue to have concerns, or would like the opportunity to talk in more detail about the evaluation process, contact your faculty advisor.