

**Practicum • Part V**

**AGENCY EVALUATION FORM**

(CFS 564 & 565) - CFS - UTK

**To be completed by the practicum student:**

Name of Agency \_\_\_\_\_ City \_\_\_\_\_

- 1. Interns as well as administrators and faculty have a responsibility and role in strengthening the practicum experience. This evaluation form is to be completed by all practicum students in every placement. The information will be shared with the faculty supervisor.
- 2. Intern: When completed, give a copy to the agency supervisor after your own final evaluation has been reviewed. Return the original to the faculty supervisor. We welcome suggestions for revisions.

**Complete and, where appropriate, rate the following according to the following scale:**

1 Excellent; 2 Good; 3 Acceptable; 4 Problematic; 5 Unacceptable; 6 Does not apply

**LEARNING ENVIRONMENT** (within limitations of the Agency)

	<b>Rating</b>		<b>Rating</b>
Varied learning experiences available to meet educational/experience needs	_____	Range of programs and services provided by agency permits depth in learning	_____
Agency climate is accepting & supportive of practicum students	_____	Opportunity is provided for Student/staff interaction	_____
Programs and service are focused on serving needs of clients	_____	Professional knowledge & expertise are visible in daily operation of agency	_____
staff demonstrates belief in right of clients to social services that adequately meet their needs	_____	Staff demonstrates beliefs in worth of all human beings	_____
		Overall agency climate is conducive to learning	_____

COMMENTS (on highs or lows, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AGENCY SUPERVISOR'S RESPONSIBILITIES TO PRACTICUM STUDENT

<b>Responsibilities</b>	<b>Rating</b>	<b>Responsibilities</b>	<b>Rating</b>
Expectations of the student were made clear at the beginning of the practicum experience	_____	Supervisor had sufficient knowledge about various experiences in which student was involved; appeared competent	_____
Supervisor could admit not having the answer” but would help student find source that did	_____	Provided desirable professional role model	_____
Actively helpful when student had difficulty	_____	Stimulated student to do more on his/her own	_____
Sensitive to feelings and concerns of the student	_____	Allowed student to ask questions, disagree, give ideas	_____
Informed student of meetings, workshops, seminars, etc.	_____	Appropriately permitted student to participate in the selection and/or development of related learning experiences	_____
Ample supervisory time given to student	_____	Student was held accountable for specific assignments, tasks, &/or cases	_____

COMMENTS (on highs or lows, etc.) \_\_\_\_\_

## AGENCY INTERN SUPERVISOR'S RELATIONSHIP WITH INTERN

<b>Relationship</b>	<b>Rating</b>	<b>Relationship</b>	<b>Rating</b>
Was fair and impartial in dealing with student	_____	Supervisor showed interest in discussing future career plans for the student	_____
Offered criticism in a constructive manner	_____	Final written evaluation included only previously mentioned feedback of various areas of performance	_____
Easy to get acquainted with and know	_____	Student was involved in the evaluation process	_____
Student felt free to make mistakes in order to learn	_____	Evaluation seemed to be administered fairly	_____
Informed student when doing especially well	_____		
Evaluation seemed encouraging	_____		
Inform student when work was appropriately done	_____		

COMMENTS (on highs or lows, etc.) \_\_\_\_\_

**OVERALL EVALUATION (use rating scale above)**

Overall, how good was the agency as a practicum placement	Rating _____	Overall, how effective was your agency supervisor in guiding your experience	Rating _____
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Would you personally recommend the placement of another practicum student at the agency?  
 Yes,  Yes with RESERVATIONS (specify reasons),  No (specify reasons)

Reasons \_\_\_\_\_

Were there any feelings about possible shortcomings regarding the experience?  
 Yes,  Yes with RESERVATIONS (specify reasons),  No (specify reasons)

Please describe: \_\_\_\_\_

What might have made the experience more meaningful? (Be specific)

What was especially good about the agency placement?

Practicum Student's Signature \_\_\_\_\_

Date \_\_\_\_\_