How To Use Online MSW Evaluation Forms

Welcome to the IPT forms for SOCW 540 and 506.

Getting started:

You will find the form attached to each student’s profile page at the top of the page (my forms) and in the faculty liaison list before a student’s name.

Part One- Name and Program

The student fills in the name, practicum agency/program and the brief description of the practicum. Approximately 250 words describing the main work of the agency, location and who the agency serves will provide context for the learning goals.

Part Two-Practice Objectives

Each practice objective is listed separately with a fillable table below it. Here is an example of a student learning plan for Student in Context:

<table>
<thead>
<tr>
<th>Component of the Practice Objective</th>
<th>Learning Activities</th>
<th>Accountability</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. How adoption and permanency planning fits within child welfare work.</strong></td>
<td>Interview social workers about their work; read policies and sample files; discuss with my supervisor</td>
<td>I will be able to describe the mandate and relationship to my supervisor, colleagues and present in my seminar</td>
<td>By Feb 15</td>
</tr>
<tr>
<td><strong>2. How to present information on adoption and permanency planning to potential adoptive parents</strong></td>
<td>Observe supervisor during meetings with parents; assist in preparation of presentations, be observed doing at least three presentations</td>
<td>Reflecting on the process during supervision; evaluation of presentation packages and receiving feedback on my presentation</td>
<td>By March 28</td>
</tr>
</tbody>
</table>

Additional rows can be added in each Practice Objective section if needed. We strongly recommend eight or fewer global objectives (one or two for each practice area).

Evaluation of Practice Objective:

The drop down boxes contain the following choices:

- Not meeting objective
- Partially meeting objective
- Improvement needed
- Meeting objective
- Exceeding objective
Colour Coding for Mid-Point and Final Sections

The pink section is for the mid-point and blue-green is for the final. If a student receives “not meeting” or “partially meeting” indicator a plan for how to meet the objective should be included in the comments section that follows. If a student is on track to meet the objective by the time lines outlined in the objective the appropriate choice would be “meeting objective”.

Comments:

Provide overview comments on student activities to date.

URL:

You can add a link to an external website or portfolio to link to work on a personal website or location providing additional examples of work completed.

Remember to save your work at every save button!

Mid-point evaluation summary provides a place to summarize the work to date, provide information on how to address challenges and unmet objectives as well as sign off on the mid-point evaluation.

Final evaluation summary acts as an overview of the student’s achievement of goals and indicates the final grade. There is room for suggestions for future practice and ongoing professional development in the final evaluation summary.

Signatures on the Mid-point and Final Summary sections will lock the form and create a permanent record of the practicum.