

Wayne State University

School of Social Work

FIELD EDUCATION

PERFORMANCE ACHIEVEMENT RATING

MASTER OF SOCIAL WORK - ADVANCED (second) YEAR
_____ Semester, 20 _____

Name of Student: _____

Name of Agency: _____

Name of Field Instructor: _____

Name of Faculty Advisor: _____

Number _____ of Clock Hours Completed: _____

Signatures of Participants in the Evaluation Process:

_____ Student _____ Date

_____ Field Instructor _____ Date

The faculty advisor is responsible for assigning the mark. The following marks are used:

- S = Satisfactory
- M = Marginal Pass
- U = Unsatisfactory

TO BE COMPLETED BY FACULTY ADVISOR

MARK: _____

SIGNATURE: _____

FACULTY ADVISOR

***PLEASE RETURN PERFORMANCE ACHIEVEMENT RATING FORM (UPON COMPLETION) TO THE
FACULTY ADVISOR***

MASTER OF SOCIAL WORK - ADVANCED (second) YEAR

Introduction to the Performance Achievement Rating Scale:

The Advanced Year Performance Rating is composed of two inter-related components. One component is comprised of the knowledge and skills basic to the social work profession: the other component is focused on student/agency objectives.

1. The AField Education Plan@ delineates the mutually agreed-upon goals, objectives, specific task assignments, time-lines and status reports developed by the field instructor and the student. This component is individualized for each student and the field placement agency. The AField Education Learning Plan@ is to be attached to the rating form.
2. The knowledge and skills component applies to the full range of social work practice. This component provides an in-depth evaluation of performance in specific areas consistent with academic content as well as professional social work standards. This component is divided into three sections:
 - I. The Agency
 - II. Knowledge and Skills in Service Delivery
 - III. Professional Development
3. The Rating Scale:

Ratings are distinct for each semester; they are not cumulative. The Rating Scale for the three sections is:

 - a) **Does not meet expectations:** The student is unable to perform even minimal tasks and does not demonstrate an understanding of the theoretical base of materials.
 - b) **Marginal:** The student requires intensive redirection. The student demonstrates effort but has difficulty in achieving required expectations.
 - c) **Meets expectations:** The student demonstrates both ability and knowledge which meets the basic expectations as listed in the criteria for each section.
 - d) **Above expectations:** The student demonstrates knowledge and ability above the criteria set for this level.
 - e) **NA:** not applicable
4. **Criteria:** These criteria identify the knowledge and skills basis for evaluating each of the specific points in the three Performance Achievement Rating sections. In some instances, the second semester indicates A same@. This occurs because the basics of each criterion must be understood and performed by the student in the first semester and become more refined and an integrated part of the professional self in the second semester.
5. The form may be individualized with comments after each section. If any item within a section has been rated either A Does not meet@ or A Marginal@, a specific comment should be made regarding that item in the area provided for comments.
6. Please note strengths, achievements and initiatives shown by the student in the performance of his/her assignments and work contacts. These should be noted in the comment sections or narrative summary.
7. The term A client@ refers to constituent, patients, clients and consumers of service.

MASTER OF SOCIAL WORK - ADVANCED (second) YEAR

Check the semester for which the student is being evaluated First Second

1. Describe the student=s assignments and other field education experiences such as in-service training and workshops. Include the nature of the client/constituent problems/issues, age, gender, length of service, number of client=s etc. Describe the nature of the service, e.g., observations, interviews, service to individuals, groups, families, committees, organizations.
2. Also, list the learning activities used to evaluate the performance achievement, e.g., process recordings, tapes, observations, field instruction conferences, and/or written documents.

I. The Agency: Knowledge related to the field of practice, the Agency/Organization and personal social work development.

Items here reflect the student=s overall knowledge of the agency, the scope of social work and knowledge about use of self. It includes knowledge of the system and its subsystems and various professionals within the system in their relation to client services.

Criteria:	1st Semester	2nd Semester
A. Scope of Practice	Can discuss theoretical/research studies in relation to client needs in this particular field of practice.	Same plus ability to discuss and use specific methods to enhance practice. Can search out needed reference materials re these methods
B. Agency	Uses organizational knowledge and skills to enhance the service delivery system. Able to perceive plan which would implement changes if needed and present to appropriate personnel.	In addition to the first semester, these criteria are seen in more depth and in a more integrated and self developed manner.
C. Personal development	Consciously uses principles of client engagement. Makes disciplined use of self in a professional relationship. Works effectively with agency staff and personnel of other agencies.	Same as above

The Agency	Does not meet	Marginal	Meets	Above expectations	NA
A. Comprehension of the Scope of the Field of Practice:					
1. Knows how social policies, research studies, and theories of human behavior in the social environment relate to the field of practice.					
2. Knows a range of social work practice methods utilized in the field of practice and is cognizant of those practice methods utilized in the agency/organization.					
3. Understands how outcome is evaluated in the field of practice.					
B. Comprehension of Function and Purpose of the Agency/Organization					
1. Knows the purpose, characteristics, and social policies of the agency/ organization					
2. Knows the different roles and functions of staff within the agency/ organization and how they contribute to effective service to client.					
3. Knows the client population served and typical needs of this population.					
4. Knows resources, intra and extra institutional, as relevant to serving the population					
5. Understands how the agency evaluates its programs as a means of accountability.					

The Agency contd. C. Personal Social Work Development	Does Not Meet	Marginal	Meets	Above Expectations	NA
1. Shows increased self responsibility for learning, which includes recognition of areas of competence as well as gaps in knowledge and skills.					
2. Shows continuing development of conscious use of self					
3. Shows continuing recognition of one=s own perceptions, feelings, attitudes, behavior upon his/her professional social work practice					
4. Engages in evaluation of own professional performance to improve practice.					
<i>Comments:</i>					

II. Knowledge and Skills in Service Delivery

Please rate the student=s performance according to the practice Methods in which the student is enrolled.

Section A pertains to students enrolled in Interpersonal Practice.

Section B pertains to students enrolled in Community Practice and Social Action.

Items here reflect both a knowledge of self as well as developing technical skills.

Knowledge and Skills in Service Delivery

Criteria:

1st Semester

2nd Semester

Can identify how agency records, forms, etc. can facilitate meeting agency requirements and enhance service delivery and own practice knowledge. Able to both process and summarize records.

In addition to the first semester, these criteria are seen in more depth with a more integrated and self developed manner.

Demonstrates flexibility and specificity in using interviewing techniques and in focusing interview. Able to organize information orally and in writing

Same as above

Makes integrative use of assessment and goal planning in the intervention process. Independently formulates and implements plans for intervention. Effectively and appropriately responds to various levels and patterns of client communication.

Same as above

Able to conceptualize and synthesize knowledge of emotional, social (including effects of racism, sexism and ageism), economic and cultural components in a critical manner. Able to write precisely and concisely an intervention plan based on the study and assessment process.

Same as above

Able to independently differentiate and define immediate short-term and long-range goals; independently utilizes sequence of interviews to facilitate goal attainment. Involves client in establishing goals and in delineating means of achieving them.

Same as above

Skill	Does Not Meet	Marginal	Meets	Above expectations	NA
A. Interpersonal Practice					
1. Applies social work values in practice in a manner consistent with the Professional Code of Ethics.					
2. Prepares for carrying out the necessary steps prior to working with individuals, families and/or groups.					
3. Defines the needs or problems of individuals, families and/or groups					
4. Establishes relationships with individuals, families and/or groups.					
5. Sustains meaningful and purposeful working relationships with clients					
6. Recognizes and responds appropriately to the latent as well as the manifest content of client responses					

Skill	Does Not Meet	Marginal	Meets	Above Expectations	NA
A. Interpersonal Practice <i>contd.</i>					
7. Focuses and sets goals sequentially with individuals, families and/or groups.					
8. Uses resources appropriately with individuals, families and/or groups					
9. Differentially determines appropriate intervention strategies and implements these accordingly.					
10. Periodically evaluates effectiveness of interventions and alters intervention plans if indicated.					
11. Applies relevant research findings and best practices which advances service delivery.					
12. Understands and applies concepts of transference, counter-transference and client resistance					
13. Determines with individuals, families and/or groups when termination is appropriate and deals with termination as a part of the social work process.					
B. Community Practice and Social Action					
1. Applies social work values in practice in a manner consistent with the Professional Code of Ethics.					
2. Carries out the necessary steps prior to engaging the organization or community					
3. Establishes and maintains effective working relationships with others at all appropriate organizational levels at the placement.					
4. Engages in effective relationships with people in other organizations					
5. Establishes and maintains effective collaborative relationships with community members.					
6. Identifies problems and evaluates pertinent factors in order to arrive at a timely and logical course of action.					
7. Seeks to obtain resources appropriately to achieve established goals.					
8. Determines appropriate intervention strategies and implements these accordingly					
9. Evaluates effectiveness of interventions and alters intervention plans, if indicated.					
10. Identifies best practices in the field and applies these to advance program development within the agency.					

Community Practice and Social Action <i>contd.</i>	Does Not Meet	Marginal	Meets	Above Expectations	NA
11. Gathers information about and assesses the effectiveness of linkages, networks and relationships between the agency/organization=s programs and other social programs in the community.					
12. Researches and analyzes policy and develops recommendations based on this research and analysis					
13. Uses research to establish the intervention logic of programs.					
<i>Comments:</i>					

III. Professional Development

Items here refer to the student=s ability to perform within agency standards as well as the student=s appropriate use of the field instructor instructor.

Criteria:	1st Semester	2nd Semester
Social work values	Professionally committed to preservation of human dignity, client=s right to self-determination and confidentiality. Able to accept values and life-styles different from own.	In addition to the first semester, these criteria are seen in more depth with a more integrated and self developed manner.
Field and Self	Able to analyze own knowledge, skills accomplishments and learning needs. Initiates and is selective in using the instructor and other agency resources to develop social work values, attitudes, knowledge and skills.	Same as above
Dependability	Reports to field site in timely fashion on required days. Uses agency method to report late times or absences.	Same as above
Agency Involvement	Attends meetings regularly. Able to express opinions appropriately. Interacts with professionals of other disciplines in a cooperative manner.	Same as above

Professional Development A. Agency	Does Not Meet	Marginal	Meets	Above Expectations	NA
1. Using appropriate standards of confidentiality, obtains and shares pertinent information with others in the best interests of clients.					
2. Demonstrates an awareness of the role of other disciplines including the integration of information from them in assessment and planning for clients.					
3. Conveys social work practice, knowledge, goals, and values to other disciplines as appropriate					
4. Attends and participates in conferences and other meetings when appropriate					
5. Carries out assigned responsibilities within the agency /organization=s policies and procedure					
6. Prepares reports within agency guidelines and standards, showing effective use of written communication.					
7. Prepares verbal presentations of treatment planning within agency guidelines and standards, showing effective use of verbal communication.					
8. Effectively organizes and manages work load					
9. Sustains working relationships with staff and other personnel					
<i>Comments:</i> 					
B. Field Instruction					
1. Identifies and seeks out knowledge and skill needed for problem solving in a focused manner with field instructor and others as appropriate					
2. Prepares and submits, in a timely manner, required material (ex. agendas, reports and records) for field instruction and other educational sessions.					
3. Participates actively in setting learning goals and objectives, including Field					

Education Learning Plan.					
Field Instruction <i>contd.</i>	Does Not Meet	Marginal	Meets	Above Expectations	NA
4. Transfers learning from one situation to another					
5. Raises concerns and differences with field instructor as appropriate and explores basis for these differences.					
6. Evaluates and monitors own performance in field instruction conferences.					
<i>Comments:</i>					

NARRATIVE SUMMARY

In the space below, please summarize student=s field education performance.

- < Include an assessment of learning patterns, and social work practice strengths.
- < Specify appropriate learning goals and tasks for future social work professional growth and/or development.