End of Semester Evaluation Instructions
And Verification Form

1) You are to complete the evaluations once your 120 hours have been completed.
2) Review Online Evaluation Instructions (all links provided below).
3) Print out the End of Semester Evaluation Verification Form (page 2 of this document). Make an appointment to discuss your final evaluation and get feedback from your supervisor based on your overall performance.
   **A signature is required on the 2nd page of this document.**
4) Ask your supervisor to complete the online evaluation of your performance through SurveyMonkey (http://www.surveymonkey.com/s/5WCF5T6). Let your supervisor know that the evaluation needs to be done all in one sitting. Work cannot be saved. The supervisor needs to click the **DONE** button when finished so that the results will be entered online.
5) Complete the evaluation of your supervisor and agency on SurveyMonkey (http://www.surveymonkey.com/s/5WSJHBZ). Please click the **DONE** button when finished so that the results will be entered online.
6) Complete the evaluation of the Fieldwork Office on SurveyMonkey (http://www.surveymonkey.com/s/5W5VSW3). Please click the **DONE** button when finished so that the results will be entered online.
7) Review the End of Semester Evaluation Verification Form. Check off that you completed both surveys and sign your name on the evaluation verification form.
8) Check off that you are either in agreement or not in agreement with your evaluation.
9) Turn this form in 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 course. If hours are not done by the end of the semester, alert your instructor and you will receive an INC in the course. Once hours are completed, ask your instructor to complete a grade change. Turn in all final paperwork to your instructor.
10) If this course is online, you need to email or scan all forms to your instructor. Please do not take them to EC-405 to place in the instructor’s mailbox as this causes much disruption for the front staff. Thank you for your understanding.
End of the Semester Evaluation Verification Form

Instructions to Supervisor: Please complete the online evaluation of 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 ____________________________ Date____________________

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:______________