

**End of Semester Evaluation Verification Instructions**

1) Review Online Evaluation Instructions (all links provided in this document).
2) Ask your supervisor to complete the online evaluation of your performance through SurveyMonkey. Use the URL that is provided. Let your supervisor know that the evaluation needs to be done all in one sitting. Work cannot be saved.
3) Make an appointment to discuss your final evaluation and get feedback from your supervisor.
4) Print out the End of Semester Evaluation Verification Form. Give this form to your instructor to complete and rate your overall performance. A signature is required.
5) Complete the evaluation of your supervisor and agency on SurveyMonkey.
6) Complete the evaluation of the Fieldwork Office on SurveyMonkey.
7) Check off that you completed both surveys and sign your name on the 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 (with your supervisor’s signature) to your seminar instructor to get credit for the lab portion of the class.
10) If this course is online, you need to email all forms or bring in to EC-405 and have them placed in your instructor’s mailbox.