

Field Work Proposal Request Form

This form is to be completed by the student prior to consultation with the FFWS. This is a request for a proposed site/supervisor. The FFWS will notify the student regarding action on this request.

Student's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Marital Status/Family _____

Proposed Graduation Date _____

Proposed Field Work Starting Date _____

Field Work Site Name _____

1. Describe your choice of a site and supervisor for your counseling Field Work.

2. Please explain why you have requested the placement and supervisor noted above.

3. Explain briefly what you will do in your Field Work and the type of training the site will provide.



4. Review the courses you've taken and identify specifically how you will be utilizing the skills and knowledge you've gained as you serve at your Field Work site.

5. Provide site/supervisor contact information

Student's signature _____ Date _____

Site and supervisor approved and confirmed. Date _____

Faculty Field Work Supervisor's signature _____



Verification of Agency Acceptance of a Psychology Field Work Student

(Please complete and return this to the Faculty Field Work Supervisor at the university prior to beginning Field Work activity.)

Site Supervisor's Name _____

Position or Title _____

Agency Name _____

Agency Address _____

Supervisor's Work Phone and Fax _____

Student's Name _____

As a representative of _____ (agency name) and the designated supervisor for this student, I verify that _____ (student's name) has been accepted as a Field Work student with this agency for the period of _____ (dates). I have reviewed and understand my responsibilities as a site supervisor and agree to these responsibilities to the student and to William Jessup University. I have participated with the student in developing the student's job description including the goals and objectives to be accomplished during Field Work. Our agency has agreed to provide the following training for this student:

Signature and Date: _____



First Semester Site Supervisor Field Work Evaluation

Supervisor: Please use this form for your first evaluation of the student at the end of their first semester of Field Work.

Student's Name _____ Job Title _____

Agency/Department _____ Hrs. per week served _____

Period covered _____ Total hrs. served _____

Supervisor's Name _____ Report Date _____

Evaluation Factors: Please evaluate the student's level of performance on the following:

	Poor	Fair	Good	Outstanding
1. Adaptability	1	2	3	4
2. Attendance	1	2	3	4
3. Dependability	1	2	3	4
4. Initiative	1	2	3	4
5. Employee Relations	1	2	3	4
6. Quality of Work	1	2	3	4
7. Quantity of Work	1	2	3	4
8. Work Habits	1	2	3	4
9. Interpersonal Skills	1	2	3	4

Optional Factors if observed

1. Public Contact	1	2	3	4
2. Planning and Organization	1	2	3	4
3. Written Communication	1	2	3	4
4. Management &/or Supervisory Ability	1	2	3	4
5. Other _____	1	2	3	4



Narrative Portion of the Site Supervisor Evaluation

Supervisor: Please use this form for your first evaluation of the student at the end of their first semester of Field Work.

Please indicate the number of hours you spent with this student _____

Please indicate the following:

1. The overall cooperativeness of the student. Pleasantness, promptness, teachability, willingness, service, patience, etc.
2. Your assessment of the adequacy of the student's course work preparation for work in your agency.
3. The extent to which the student is meeting the objectives of the Field Work as noted in the job description.
4. The student's ability to participate in staff meetings and/or case consultation and treatment discussions.
5. The extent to which the student is able to work within ethical guidelines appropriately.
6. The areas of strength in the student.
7. The areas where growth is needed.
8. Any other issues which the Faculty Field Work Supervisor should take note of in further interaction and counseling with the student.

Site Supervisor Signature and Date _____



Site Supervisor's Evaluation of the Field Work Experience

Please use this form for your final evaluation of the Field Work at the end of the second semester of Field Work.

Student's Name _____ Date of this Report _____

Site Supervisor's Name _____ Agency/Department _____

1. Description of the Field Work experience.

2. To what degree was the Field Work experience perceived as effective?

3. Did the Field Work student fulfill his/her responsibilities?

4. If you agreed to serve as a site supervisor for this program again, what would you do differently?

5. Would you be willing to serve as a site supervisor for the university again in the future?

6. What suggestions do you have for improving the program and/or what general observations could you make regarding this program?



Site Supervisor's Evaluation of the Field Work Student

This form is to be completed by the site supervisor at the end of the second semester of Field Work.

Name of student _____ Agency/Department: _____

Name of supervisor _____ Period covered _____

Hours served per week _____ Total hours served _____

Total hours spent with the student during this section of Field Work _____

1. What were the primary learning goals for the Field Work?

2. What were the main learning activities?

3. What are the student's greatest strengths?

4. Did you observe any personal habits, traits, or mannerisms which may hinder his or her effectiveness in the helping professions? If yes, please identify and explain.

5. Would you recommend this student for work in another agency. If yes, what types of positions do you envision as ideal for this student?

6. Any additional comments you would like to make in evaluation of this student?



Having worked with the Field Work student, please evaluate the following qualities as indicators of the student's potential for work in the helping professions. The following scale will be used:

- 5 = excellent
- 4 = above average
- 3 = average
- 2 = poor
- 1 = unacceptable
- NA = not applicable; didn't observe the student in this context

Cooperation with the supervisor	1	2	3	4	5
Cooperation with others	1	2	3	4	5
Desire to learn	1	2	3	4	5
Punctuality	1	2	3	4	5
Personal appearance	1	2	3	4	5
Preparation for sessions with supervisor	1	2	3	4	5
Ability to support and affirm others	1	2	3	4	5
Quality of participation in staff meetings	1	2	3	4	5
Poise	1	2	3	4	5
Friendliness	1	2	3	4	5
Tact	1	2	3	4	5
Acceptance of correction	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to communicate	1	2	3	4	5
Adaptability to change	1	2	3	4	5
Ability to practice ethically	1	2	3	4	5
Confidence	1	2	3	4	5
Completion of assigned tasks	1	2	3	4	5
Acceptance of people with whom they work	1	2	3	4	5
Leadership abilities	1	2	3	4	5
Ability to deal with problems	1	2	3	4	5

Signature _____ Date _____



Psychology Student Outcome Assessment

Supervisor: Please help us evaluate the degree to which we are reaching our goals for the students in the Psychology Department. Rate the student you supervised on their competency in light of the ten outcomes we aim to achieve.

Student's Name _____ Agency/Department Name _____

Supervisor's Name _____

Please evaluate the student's level of performance on the following:

Poor=1 Fair=2 Good=3 Outstanding=4

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Integrate their faith and knowledge of scripture with the study of human needs. | 1 | 2 | 3 | 4 | n/a |
| 2. Understand the process of human growth and development in the context of family, community, culture, and ethnicity. | 1 | 2 | 3 | 4 | n/a |
| 3. Have knowledge of basic theoretical frameworks, empirical findings, and historical trends in the study of human personality and problems. | 1 | 2 | 3 | 4 | n/a |
| 4. Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation, demonstrating information competence and the ability to use computers and other technology for many purposes. | 1 | 2 | 3 | 4 | n/a |
| 5. Utilize critical thinking skills, unbiased inquiry, and a creative approach to problem solving related to understanding behavior and mental processes. | 1 | 2 | 3 | 4 | n/a |
| 6. Demonstrate a responsible approach to the application of psychology within a Christian world view. This will include abilities to weigh evidence, tolerate ambiguity, and act ethically. | 1 | 2 | 3 | 4 | n/a |
| 7. Skillfully communicate with both individuals and groups. | 1 | 2 | 3 | 4 | n/a |



- | | | | | | |
|--|---|---|---|---|-----|
| 8. Demonstrate an ability to interview, assess, develop treatment plans, carry out intervention, and evaluate progress in helping relationships, utilizing community resources appropriately and effectively as part of the helping process. | 1 | 2 | 3 | 4 | n/a |
| 9. Recognize the limitations of their training and refer to specialized helping professionals when appropriate. | 1 | 2 | 3 | 4 | n/a |
| 10. Demonstrate increased self-awareness, self-understanding, and growth in personal wholeness, emerging from the major with ideas about how to pursue their calling in academia/and or occupational settings. | 1 | 2 | 3 | 4 | n/a |

Supervisor's Signature _____ Date _____



Student's Field Work Site/Supervisor Evaluation

Complete this form and turn it in at the end of your final semester of Field Work.

Student _____ Site _____

Supervisor _____ Date _____

Please circle the number which best describes your experience.

Poor = 1 Fair = 2 Average = 3 Good = 4 Excellent = 5

Item

Availability of Supervisor	1	2	3	4	5
Quality of time spent with Supervisor	1	2	3	4	5
Opportunity to Observe	1	2	3	4	5
Emphasis on Counseling	1	2	3	4	5
Opportunity to Practice Skills	1	2	3	4	5
Structure of Setting	1	2	3	4	5
Level of Preparation for Tasks	1	2	3	4	5
Organization of the Site	1	2	3	4	5
Overall quality of the Field Work	1	2	3	4	5

Would you recommend this Field Work site to other students? _____

Why or Why not? _____

Further comments: _____



Student's Evaluation of the Field Work Experience

Complete this form and turn it in at the end of your final semester of Field Work.

1. What were the main goals for your Field Work?
2. In your opinion, were these goals achieved?
3. What was the most positive thing you learned?
4. What was the most difficult obstacle you faced?
5. What were the greatest strengths of your site supervisor?
6. In what ways could your site supervisor have been more helpful to you? Please explain.
7. Are there specific ways in which your Faculty Field Work Supervisor could have been more helpful to you? Please explain.
8. What suggestions or affirmations do you have for this Field Work program in general?

Field Work Student's Signature _____ Date _____