Tips on Conducting and Writing Your Students Evaluations

Mary Snyder-Vogel, LCSW-C, C-ASWCM
Assistant Director/Social Work
Kennedy Krieger Institute
The Process of Conducting an Evaluation

• Preparation
  • Getting to know the student:
    • How does student best learn?
    • How does the student make decisions?
    • What do I need to know about the student in order to make the experience meaningful and collaborative?
The Process of Conducting an Evaluation

• Preparation
  • Encouraging the student to get to know you:
    • How does the supervisor best learn?
    • How does the supervisor make decisions?
    • What does the student need to know about the supervisor in order to make the experience meaningful and collaborative?
The Process of Conducting an Evaluation

Components of Evaluation

**Concrete issues:**
- Scheduling/Assignments/Responsibilities
- Understanding Policies and Procedures
- Clinical Issues/Cases/Clients
- Next Steps
The Process of Conducting an Evaluation

Components of Evaluation

Self-Assessment:
- Through supervision
- Process recording
- Meetings with Filed Liaison
The Process of Conducting an Evaluation

Components of Evaluation

• Feedback from you:
  • Through supervision
  • Process Recordings
  • Meetings with Field Liaison
  • Mid semester and Final Evaluations
The Process of Conducting an Evaluation

Components of Evaluation

- Feedback from others:
  - During work on a specific case
  - After interviewing a client
  - After a challenging meeting
  - With other Social Workers in the agency who observed the trainee
The Process of Conducting an Evaluation

**Key Points:**
- Knowing how your trainee best learns, processes information and makes decisions will guide the process of evaluation.
- Evaluating the trainee is a daily activity and on going.
- Trainees should always be encouraged to evaluate self and offered opportunities to do so.
The Process of Conducting an Evaluation

**Tools:**
- Keirsey Temperament Sorter II
- Myers-Briggs Type Indicator
  - [http://www.ithica.edu.mathcs/LearnStyle/MyersBriggsTest.shtml](http://www.ithica.edu.mathcs/LearnStyle/MyersBriggsTest.shtml)
- Personality Test based on Jung-Myers-Briggs typology
  - [http://www.humanmetrics.com](http://www.humanmetrics.com)