**Field Education: Supervisor Site Evaluation Report**

**STUDENT INSTRUCTIONS:**

* Fill out the information below. Bring a **Hard Copy** of this form to your site supervisor for the evaluation meeting.
* It is the student's responsibility to provide a copy of the **Learning Contract** to the Supervisor to review as well.
* After the evaluation, the site supervisor is to sign this form.
* Scan and upload this evaluation to the appropriate D2L Dropbox during the **Final** week of each Practicum experience or Fax to 918-495-7125.

|  |  |  |
| --- | --- | --- |
| Student Name: | FED #: | Semester/Year: |
| Student E-mail: | Student Phone: | |
| Site Name: | Site Address: | |
| Site Supervisor(s): | \_\_\_\_\_Church | \_\_\_\_Community |

**PRIMARY SITE SUPERVISOR / MENTOR INSTRUCTIONS:**

* This review is a direct, personal evaluation between you as the Site Supervisor, and the student. A **Copy of the student’s Learning Contract**, completed at the start of the semester, **should be provided by the student with this form**. This process should be frank but fair, corrective but constructive.
* For purposes of learning, initiative, and motivation, the student needs to know your expectations and how well those expectations were met. Evaluate the student using the items marked on the student’s Learning Contract.
* **Write a number grade (69-100)** in the space in front of each item completed below that you perceived the student earned**.**
* **A letter grade (A, B, C, or D)** mark will indicate that you perceive the student achieved the highest grade for that ministry item in that grade category.

***(Example)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***60-69% = D*** | ***70-79% = C*** | ***80-89% = B*** | ***90-95% = A*** | ***96-100% = A+*** |

|  |  |  |
| --- | --- | --- |
| ***\_\_85\_\_ Administration*** | ***\_\_89\_\_ Evangelism/Visitation*** | ***\_\_100\_\_ Prayer*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **60-69% = D** | **70-79% = C** | **80-89% = B** | **90-95% = A** | **96-100% = A+** |

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ Administration | \_\_\_\_ Evangelism/Visitation | \_\_\_\_ Prayer |
| \_\_\_\_ Administer Sacraments | \_\_\_\_ Food Pantry | \_\_\_\_ Preaching |
| \_\_\_\_ Build Relationships | \_\_\_\_ Funerals/Weddings | \_\_\_\_ Referral Skills |
| \_\_\_\_ Chaplain’s Work | \_\_\_\_ Homeless Care | \_\_\_\_ SS/Teaching/VBS |
| \_\_\_\_ Clothing | \_\_\_\_ Interpersonal Skills | \_\_\_\_ Volunteerism |
| \_\_\_\_ Community Issues | \_\_\_\_ Lead Small Groups | \_\_\_\_ Youth Work |
| \_\_\_\_ Counsel/Heal/ Guide | \_\_\_\_ Lead Worship Service | \_\_\_\_ Other |
| \_\_\_\_ Counsel/Spiritual Formation | \_\_\_\_ Meal Services | \_\_\_\_ Other |
| \_\_\_\_ Custodial Work | \_\_\_\_ Media Ministry | \_\_\_\_ Other |
| \_\_\_\_ Denominational Issues | \_\_\_\_ Mentoring | \_\_\_\_ Other |
| \_\_\_\_ Discipleship/Spiritual Formation | \_\_\_\_ Missions | \_\_\_\_ Other |

|  |
| --- |
| 1.Evaluate the student’s ability in understanding the context and content of site work and duties: \_\_\_A+ \_\_\_A \_\_\_B \_\_\_C \_\_\_D  Comments |
| 2.Evaluate the student’s ability as it related to fulfilling the site mission and contract roles above: \_\_\_A+ \_\_\_A \_\_\_B \_\_\_C \_\_\_D  Comments: |
| 3.Evaluate the relationship between you and the student and how they responded to supervision: \_\_\_A+ \_\_\_A \_\_\_B \_\_\_C \_\_\_D  Comments: |
| 4. How would you rate the student’s overall performance at the site for this period? \_\_\_A+ \_\_\_A \_\_\_B \_\_\_C \_\_\_D  Comments: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date