



Higher Education Fieldwork Student Evaluation

Student Name _____ Email _____

Track _____ Student ID _____

Category A student *

Category B student †

Fieldwork Site _____

Site Supervisor Name _____ Phone _____

The following evaluation will help us assess the developing performance of the above-named fieldwork student from the higher education program. Please document your observations as accurately as possible. Thank you for the important service you provide by being a supervisor.

<p>Please mark the # of hours completed to date and provide the evaluation date:</p> <p>Mid eval: _____</p> <p>Final eval: _____</p>
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Directions: During their fieldwork experience, graduate students from the MA in Higher Education/Students Affairs should demonstrate novice, intermediate, or advanced professional performance in the following areas. Apart from the first competency, all these outcomes are directly taken from CAS outcomes related to demonstrations of practical competence in the field of higher education generally. Please use the four-point scale to rate each outcome and the overall performance in each of the domains. We would expect a Category A student to progress through the scale and a Category B student to exhibit level 3 and 4 proficiency.

- 1 = Below Novice Practice** Application of Standards is not evident; Practice not consistent with Standards expectations
- 2 = Novice Practice Application** of Standards evident at a developing beginning level
- 3 = Proficient Practice** Application of Standards evident at a maturing level
- 4 = Exceptional Practice** Application of Standards evident at an exemplary level

* A Category A student is one who is new to working in higher education.

† A Category B student is one who has already worked in higher education for more than 5 years.

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Demonstrates expertise:

_____ Uses their understanding of and knowledge of research and practice in the field of higher education to contribute to successful programs and practices;

_____ engages in appropriate professional practices related to institutional type and unit function.

_____ uses multiple sources of information and their synthesis to solve problems

_____ seeks new information to solve problems

Pursuing goals: (indicate 1-4 as per scale on p.1)

_____ Sets and pursues individual goals;

_____ articulates rationale for personal and educational goals and objectives;

_____ articulates and makes plans to achieve long-term goals and objectives; identifies and works to overcome obstacles that hamper goal achievement

Communicating effectively: (indicate 1-4 as per scale on p.1)

_____ Conveys meaning in a way that others understand by writing and speaking coherently and effectively;

_____ writes and speaks after reflection; influences others through writing, speaking or artistic expression;

_____ effectively articulates abstract ideas; uses appropriate syntax and grammar;

_____ makes and evaluates presentations or performances;

_____ listens attentively to others and responds appropriately

Technological competence: (indicate 1-4 as per scale on p.1)

_____ Demonstrates technological literacy and skills;

_____ demonstrates the ethical application of intellectual property and privacy;

_____ uses technology ethically and effectively to communicate, solve problems, and complete tasks;

_____ stays current with technological innovations

Managing personal affairs: (indicate 1-4 as per scale on p.1)

_____ Exhibits self-reliant behaviors

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Managing personal affairs: (indicate 1-4 as per scale on p.1) continued

_____ manages time effectively;

_____ develops strategies for managing finances, if applicable

Managing career development: (indicate 1-4 as per scale on p.1)

_____ Takes steps to initiate a job search or seek advanced education;

_____ constructs a resume based on clear job objectives and with evidence of knowledge, skills, and abilities;

_____ recognizes the importance of transferrable skills

Demonstrating professionalism: (indicate 1-4 as per scale on p.1)

_____ Accepts supervision and direction as needed;

_____ values the contributions of others;

_____ holds self accountable for obligations;

_____ shows initiative;

_____ assesses, critiques, and then improves the quality of one's work and one's work environment

Comments from On-site Supervisor:

Comments from Fieldwork Instructor:



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Signature Page

Signature _____ Date _____
On-Site Supervisor/Supervisor

Signature _____ Date _____
Fieldwork Instructor

Signature _____ Date _____
Higher Education Student