FIELDWORK EVALUATION FORMS TO BE COMPLETED ONLINE INSTEAD OF HARD COPY

All Fieldwork evaluation forms will be completed and submitted online through a website called: SurveyMonkey.com. The three evaluations are: Student Evaluation of Agency and Supervisor, Fieldwork Office Evaluation, and Supervisor Evaluation of Student.

You will need to complete in one sitting. You cannot save the survey and go back. Sometimes, the fields don’t show after you print. You may need to pencil in. All the data will be recorded internally regardless if the survey printed out the ratings.

INSTRUCTIONS FOR COMPLETING THE THREE EVALUATIONS FORMS:

FOR STUDENTS:
Student Evaluation of Agency and Supervisor:
1) Type in the following URL- http://www.surveymonkey.com (Ask your instructor for new URL)
2) Complete the survey online – Be sure to complete each question
3) Print pages 2 and 3 as instructed and return to your instructor as proof with your typed signature. Be sure to hit the DONE button when finished so that the results will be entered into the database. You may need to sign your name on the evaluation.

Fieldwork Office Evaluation:
1) Type in the following URL – http://www.surveymonkey.com (Ask your instructor for new URL)
2) Complete the survey online – Be sure to complete each question
3) There is no need to print this survey out. Be sure to hit the DONE button when finished so that the results will be entered into the database. No need to turn this form into your instructor.

NOTE: Make sure to have your agency supervisor complete the evaluation of you. You can discuss this together and then have your supervisor print a copy and give to your fieldwork instructor.

FOR AGENCY SUPERVISORS: - Give these instructions to your supervisor for him/her to fill out.
Supervisor Evaluation of Student:
1) Type in the following URL – http://www.surveymonkey.com (Ask your instructor for new URL)
2) Complete the survey online – Be sure to complete each question
3) Print out Page 3 and 5 - This is done by right ‘clicking’ the mouse, then scrolling down to print.
   You need to hit the DONE button when finished so that the results will be entered into the database and sent to the university. Type in your name and the students as well. Return these pages to the student so that they can turn into their instructor. NOTE: SUPERVISOR NEEDS TO COMPLETE ALL AT ONCE, OTHERWISE THE DATA WILL BE LOST.

Please let us know if you are having any problems with completing this so that we can monitor any changes that may need to be made. You can email me at: julimartinez@fullerton.edu or call me at (657)278-4296 for assistance.