FIELDWORK EVALUATION INSTRUCTIONS

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.

NOTE: You will still need to turn in a hard-paper copy of your Hourly Recording Form which shows the completion of 120 hours of fieldwork. Be sure that your supervisor signs form and then return it to your fieldwork instructor.

INSTRUCTIONS FOR COMPLETING THE THREE EVALUATIONS FORMS:
TIP: Place your cursor over the url (link) and hold down the Ctrl button while clicking it. This will open up to the survey automatically instead of typing the url.

FOR STUDENTS:
Student Evaluation of Agency and Supervisor:
1) Type in the following URL- http://www.surveymonkey.com/s/5WSJHBZ
2) Complete the survey online – Be sure to complete each question.
3) Print pages as instructed and return to your instructor as proof with your typed or printed 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 if it doesn’t print.

Fieldwork Office Evaluation:
1) Type in the following URL – http://www.surveymonkey.com/s/5W5VSW3
2) Complete the survey online – Be sure to complete each question
3) **DO NOT 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/s/5WCF5T6
2) **NOTE: SUPERVISOR NEEDS TO COMPLETE THE EVALUATION IN ONE SESSION, OTHERWISE THE DATA WILL BE LOST.**
3) Complete the survey online – Be sure to complete each question.
4) Print out the evaluation. 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 in the appropriate place. Return these pages to the student so that they can turn into their instructor.

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.

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