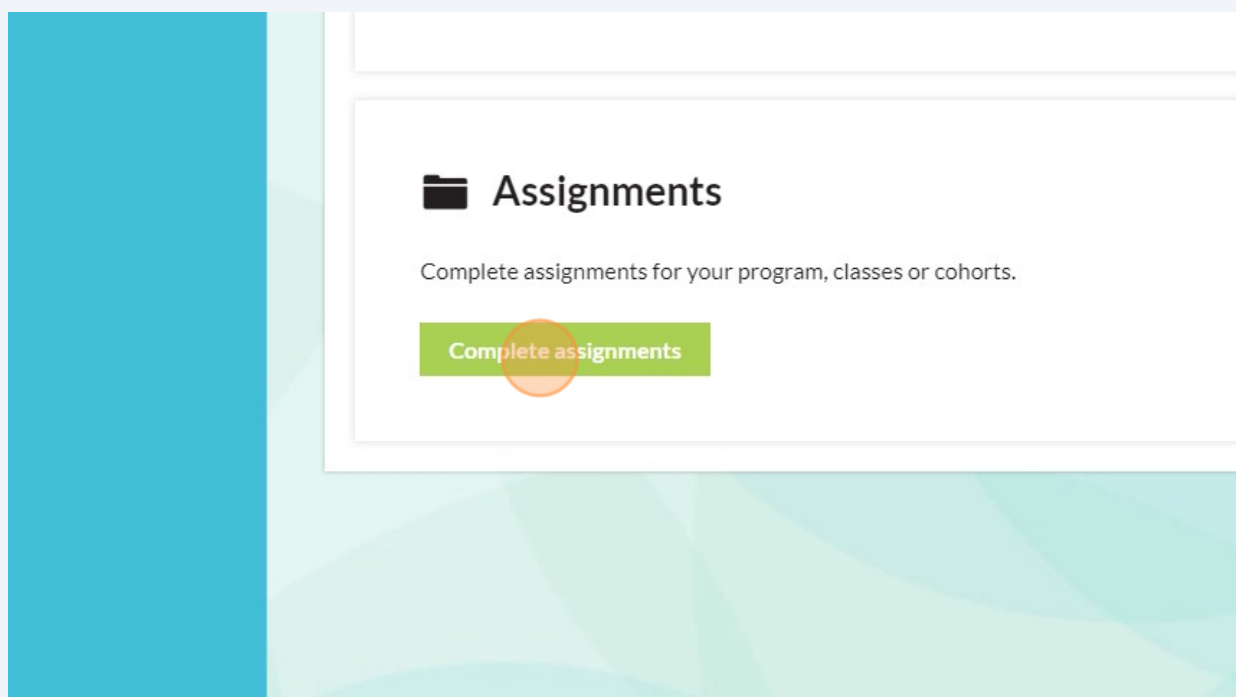


Complete Field Instructor Evaluation in Tevera

Student Must START the Field Instructor Evaluation

- 1 Student: Navigate to <https://memphis.tevera.app> and log in.

- 2 Click "Complete assignments"



3 Scroll down to "field instructor evaluation". Click "Start"

Field Instructor Evaluation for MSW Advanced Practice Form

Students, please hit START in the assignments space to send this document to your field instructor. The document must be signed by both field instructor and student for it to be considered complete.

The assignment is a(n) online form: Field Instructor Evaluation for MSW Advanced Practice

Due date: 4/26/2024

Not Started

Start

Student Self-Evaluation for MSW Advanced Practice Form

CSWE Statistics Form Form

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4 Verify you are sending the evaluation to your current field instructor. Click "Submit"

4/19/2024

Select recipient and/or signers for completion

Person that completes assignment: ML field instructor Test

Person that signs Field Instructor Signature: ML field instructor Test

Person that signs Student Signature: ML Student Test

Cancel Submit

Not Started

Not Started

Not Started

Not Started

field instructor completes it and signs it, you will have a chance to review it before it is sent to your field instructor for it to be considered complete.

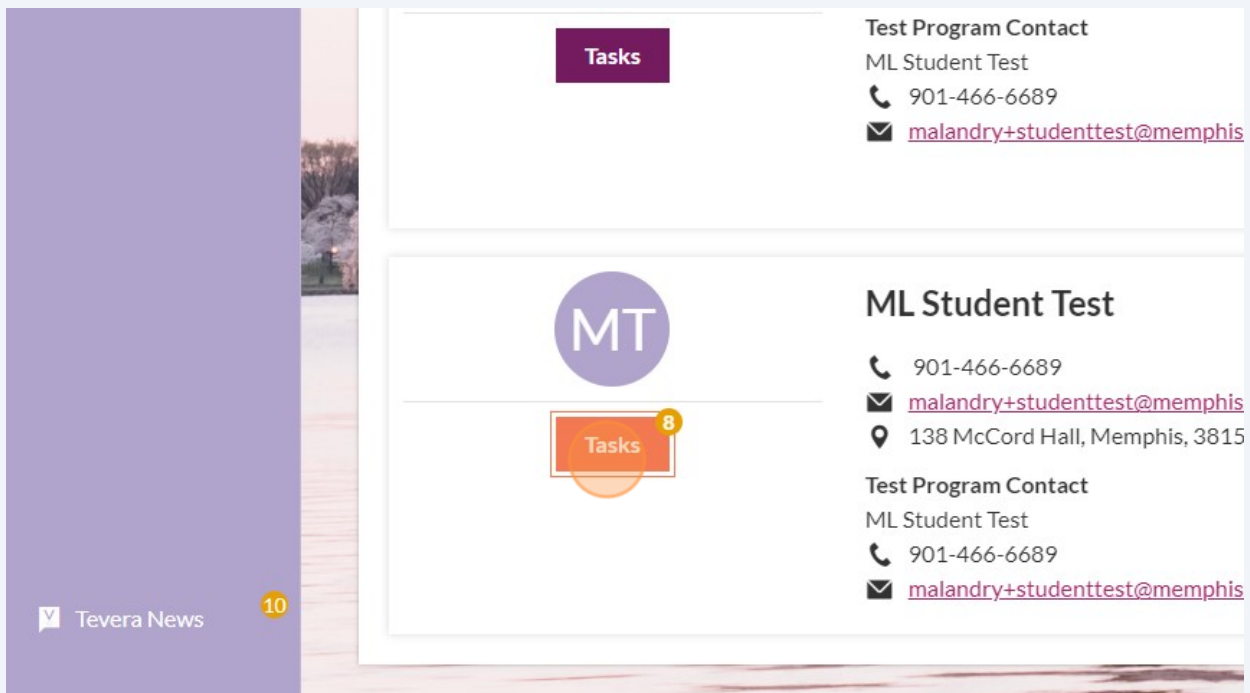
for MSW Advanced Practice (MEMPHIS-SW-1018). It can be started on 4/1/2024. It is required for all assignees.

The above actions send the field instructor the document to fill out.

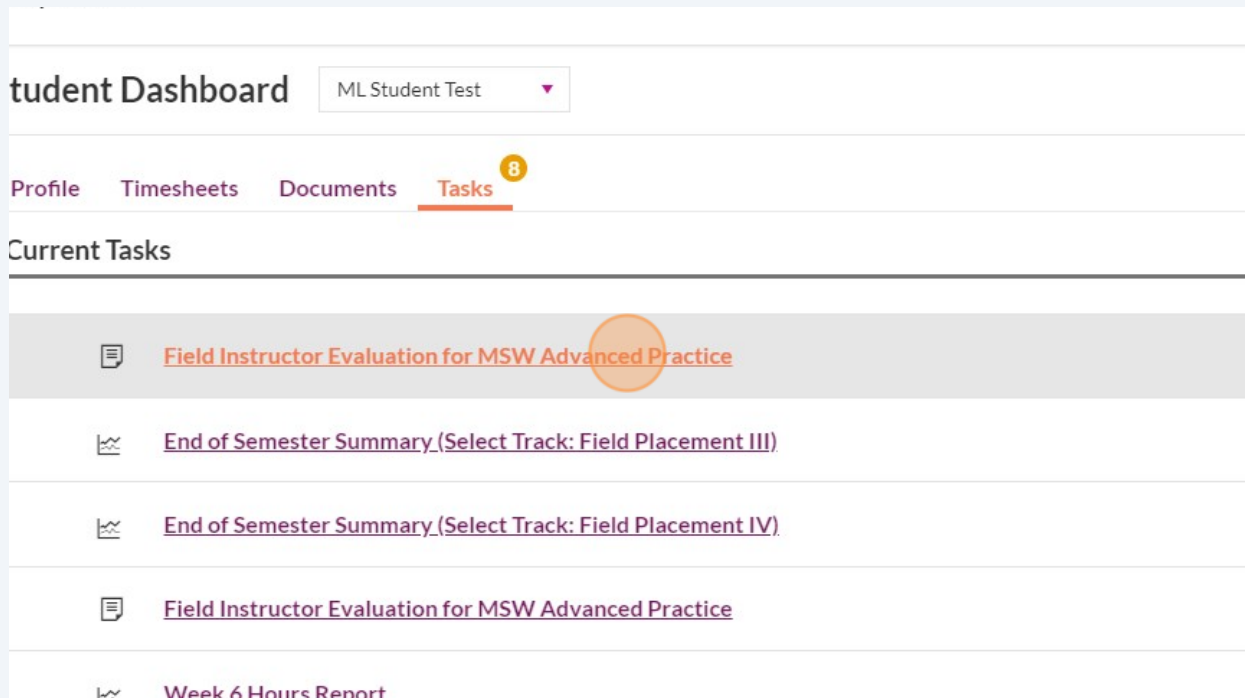
The next section will show field instructors how to complete their evaluation on the student.

5 Field Instructor: Navigate to <https://memphis.tevera.app> and log in.

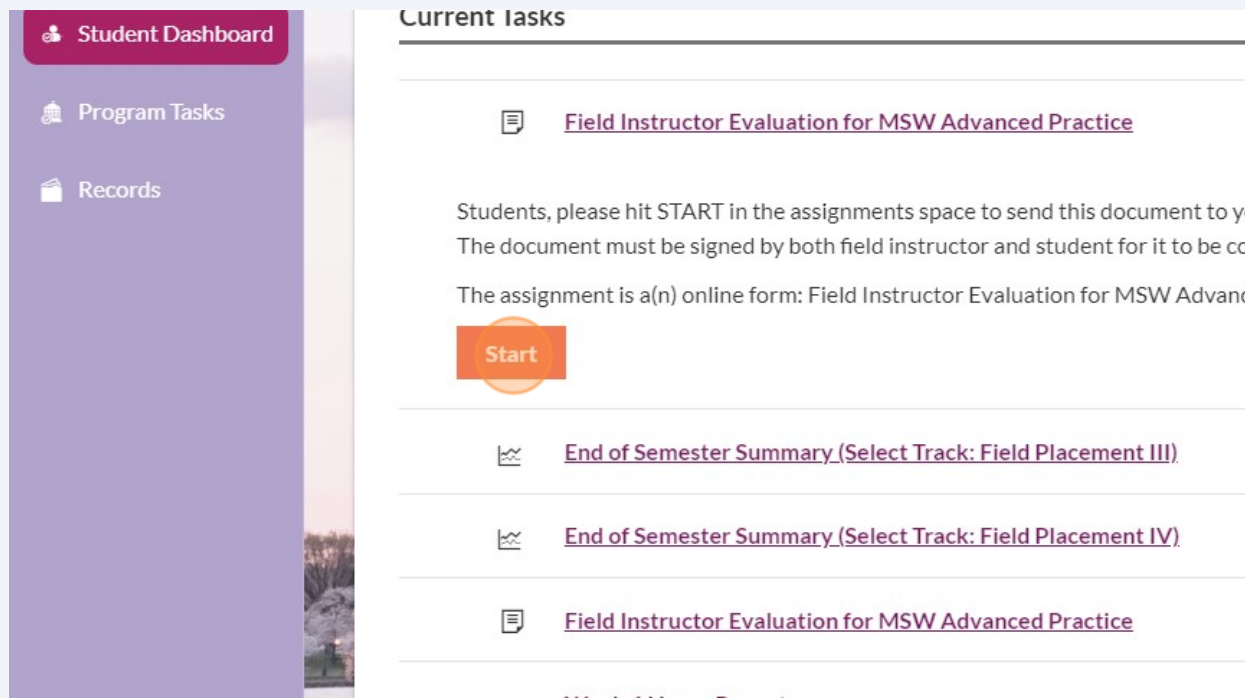
6 Select the student who needs their field instructor evaluation filled out. Click "Tasks" under that student.



7 Click "Field Instructor Evaluation"



8 Click "Start"



9

Click the pen red box next to Agency. Fill in the Agency box. Click OK.

The screenshot shows a student dashboard with a purple sidebar containing 'Student Dashboard', 'Program Tasks', and 'Records'. The main content area is titled 'BASW/MSW Generalist Practice Across Systems'. It contains a form with the following fields: 'Student's Name: ML Student Test', 'Agency: [pen icon] [input box] [OK] [x]', and 'Semester/Year: [pen icon]'. Below the form, there is text: 'Field Instructor: Below you will find the field evaluation form for the Advanced Practice Across Systems Practice form because you are the field instructor for a student in the program.' and 'Please read each question carefully and respond to all questions on this evaluation (see below.)'. A 'Rating Scale Guide:' link is also present.

10

Click the red pen box next to Semester/Year. Fill in Semester/Year. Click OK.

The screenshot shows a student dashboard with a purple sidebar. The main content area is titled 'BASW/MSW Generalist Practice Across Systems' and features the University of Memphis logo in the top right. It contains a form with the following fields: 'Student's Name: ML Student Test', 'Agency: Sample agency', and 'Semester/Year: [pen icon] [input box: Spring 2024] [OK] [x]'. Below the form, there is text: 'Field Instructor: Below you will find the field evaluation form for the Advanced Practice Across Systems Practice form because you are the field instructor for a student in the program.' and 'Please read each question carefully and respond to all questions on this evaluation (selecting the "Insufficient Evaluation" below.)'. A 'Rating Scale Guide:' link is also present.

11 Read through the rating criteria for each level.

Competency evaluations run from 1 (lowest/ "student has little/no knowledge, and requires ongoing supervision") to 9 (highest/ "student has advanced knowledge and requires minimal supervision").

Mark "IE" ONLY if the student has not had ANY opportunity to demonstrate that competency.

FIELD INSTRUCTOR EVALUATION FOR MSW ADVANCED PRACTICE

below.

Rating Scale Guide:

Instructions for Rating Interns on the 9 Competencies in the First Part of the Evaluation

Please rate the student with regard to whether he/she is demonstrating competency level social work position. Scores in the range of 1 to 5 indicate that the student has

Please respond to all questions on the survey (selecting the "Insufficient Evidence to F

The 9 competencies specified in this evaluation form are those established by our national standards and are to be rated according to the following criteria.

8-9 = Student routinely demonstrates advanced-level knowledge, skills and abilities with minimal supervision

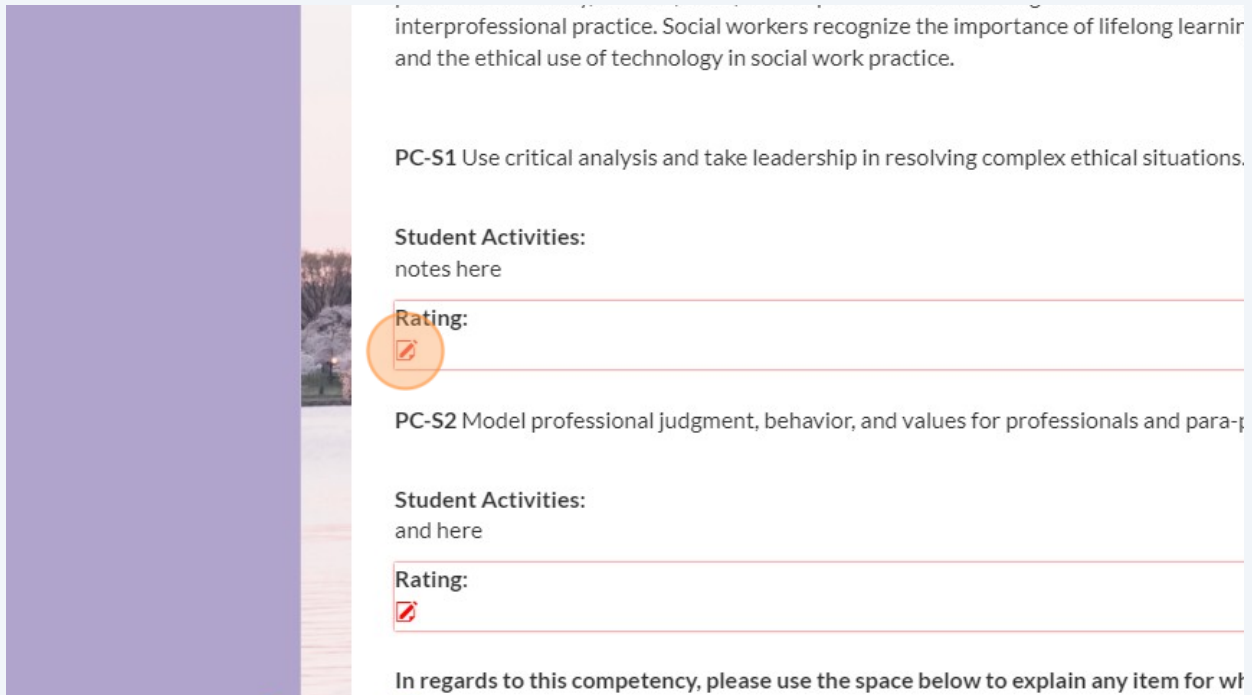
7 = Student demonstrates advanced-level knowledge, skills and abilities in this area with minimal supervision

6 = Student demonstrates required-level knowledge, skills and abilities with periodic supervision

5 = Student demonstrates required-level knowledge, skills and abilities in this area with

12 Click the red pen box for each competency.

Note that the learning plan behaviors will be listed under "Student Activities". This is what you should be evaluating for.



The screenshot displays a digital interface for evaluating competencies. It features a vertical purple bar on the left side. The main content area is divided into two sections. The top section is for competency PC-S1, titled "Use critical analysis and take leadership in resolving complex ethical situations." Below the title, there is a field for "Student Activities" with the placeholder text "notes here". Underneath this is a "Rating:" field containing a red pen icon, which is highlighted by a red circle. The bottom section is for competency PC-S2, titled "Model professional judgment, behavior, and values for professionals and para-". It also has a "Student Activities" field with the placeholder "and here" and a "Rating:" field with a red pen icon. At the bottom of the interface, there is a prompt: "In regards to this competency, please use the space below to explain any item for wh".

Pro tip: You can look back at previously submitted time reports from the student. The time reports break down how much time has been logged on each competency. If the student is logging their time correctly, they should have a diversified time report that supports all competencies.

13

Important note: When you open up a rating box, you may need to scroll down to find additional scores (1-5 may be visible, but 6-9 may require you to scroll).

PC-S1 Use critical analysis and take leadership in resolving complex ethical situations.

Student Activities:
notes here

Rating:

PC-S1 Model professional judgment, behavior, and values for professionals and para-

4

5

6

7

8

9

In reg please use the space below to explain any item for wh

2) Social & Economic Justice: Advance Human Rights and Sc

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14

Important note: If you rate the student anywhere from 1-5 on a given competency, PLEASE FILL IN THE DIALOG BELOW THE COMPETENCY TO EXPLAIN WHY.

PC-S2 Model professional judgment, behavior, and values for professionals and para-

Student Activities:
and here

Rating:
5

In regards to this competency, please use the space below to explain any item for wh

2) Social & Economic Justice: Advance Human Rights and Sc

Social workers understand that every person regardless of position in society has func
oppression and racism, including social work's role and response. Social workers critic
reducing inequities and ensuring dignity and respect for all. Social workers advocate f
equitably and that civil, political, economic, social, and cultural human rights are prote

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15 After the formal rating, please answer the required questions in Summary.

"What are the unique strengths this student brings to the profession of social work?" and "In what areas do you see a need for this student to grow professionally? Please identify future learning needs."

Learning Space

Student Dashboard

Program Tasks

Records

Rating:

In regards to this competency, please use the space below to explain any item for which you are providing a rating.

Summary

What are the unique strengths this student brings to the profession of social work?

In what areas do you see a need for this student to grow professionally? Please identify future learning needs.

If you have other remarks you wish to make in regard to this student's performance, please provide them here.

Student comments on this evaluation:

Attestation

16 OPTIONAL: Submit comments in the "If you have other remarks you wish to make in regard to this student's performance, please feel free to do so in the box below".

Program Tasks

Records

Summary

What are the unique strengths this student brings to the profession of social work?
type in this box(required)

In what areas do you see a need for this student to grow professionally? Please identify future learning needs.
More experience with clients in crisis situations.

If you have other remarks you wish to make in regard to this student's performance, please provide them here.

Student comments on this evaluation:

Attestation

By signing my name below, I attest that I have completed the above evaluation and that the student has met the requirements of the Social Work program.

17 When you're done... Please double-check all of your ratings to ensure accuracy.


If you're completely finished, Click "Sign here" next to "Field Instructor Signature"

They have made remarkable progress from the fall to the spring. They take feedback well.

Student comments on this evaluation:

Attestation

By signing my name below, I attest that I have completed the above evaluation and that I am submitting it as part of my Social Work program.

Field Instructor Signature: 

Student Signature:

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Finish later

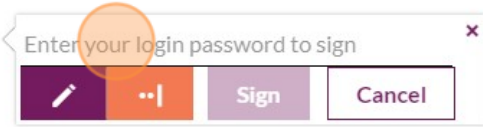
18 Click the "Enter your login password to sign" field. OR click the pen icon and scribble your signature.

They have made remarkable progress from the fall to the spring. They take feedback well.

Student comments on this evaluation:

Attestation

By signing my name below, I attest that I have completed the above evaluation and that I am submitting it as part of my Social Work program.

Field Instructor Signature: 

Student Signature:

s 10

Finish later

19 Click "Sign"

They have made remarkable progress from the fall to the spring. They take feedback well.

Student comments on this evaluation:

Attestation

By signing my name below, I attest that I have completed the above evaluation and that I am submitting it to the School of Social Work program.

Field Instructor Signature:



A signature field with a dropdown menu open. The dropdown menu contains two options: "Sign" (highlighted in orange) and "Cancel" (in a white box with a grey border). The "Sign" option has a circular arrow icon next to it. The field itself contains a series of black dots representing a signature.

Student Signature:

Finish later

If you need to exit the document before you sign it, you will be prompted to say either "Yes, I'm done" or "No, finish later". Click "Finish Later" and your document will be saved where you left off. Only submit your signature when you're completely done.