

March 2015

TO: Field Instructors

FROM: Anne M. Weiss, MSW, Director of Field Education
Eda Kauffman, LSW, Associate Director of Field Education

RE: **SPRING TERM EVALUATIONS**

The Field Evaluations are now due for the Spring Semester. Field Evaluations are now available online at our website: www.sp2.upenn.edu <<http://www.sp2.upenn.edu/>> click on **/Field Instructors/** in the **top banner** then click Field Placement Evaluation Forms. Here is a link directly to the evaluation forms:
<http://www.sp2.upenn.edu/resources/forms/>

The evaluations are templates and can be filled out online for all Foundation, Advanced Macro and Clinical students. ***Please note that the rating scales have been made more specific***. If you need a hard copy to be mailed please contact Mona L. Freedman (215) 898-5530.

The most suitable time for the evaluation with your student is the week of March 30th or April 6th in order that the report may be received before the end of classes. We would like to receive your written report on or before Friday, April 10th. ****PLEASE MAKE EVERY EFFORT TO GET THEM IN ON TIME. THE EVALUATIONS WILL BE USED BY THE PRACTICE TEACHER IN DETERMINING THE STUDENTS GRADE.***

In line with School policy, we ask that each student read and sign his/her written evaluation and if the student wishes to make any further comments, he/she can put these in writing and they be appended to the report or sent to Anne Weiss.

We look forward to your report with genuine appreciation of all that it represents as a record of the student's learning experiences and of your valued contribution to his/her first year of professional education in social work.

Please send ***TWO COPIES*** of the written report to **MS. ANNE M. WEISS**, Director of Field Placement, University of Pennsylvania, School of Social Policy & Practice, 3701 Locust Walk, Philadelphia, PA 19104-6214. Students may also bring them to the Field Office if you prefer.

If you have chosen to fill out the evaluation online please download it, print it out and send the evaluation. ***DO NOT EMAIL THE EVALUATION***. We do not have a secure way of keeping the evaluations confidential.

AMW/mlf