



Université d'Ottawa | University of Ottawa

Département de criminologie | Department of Criminology

120 rue Université, Ottawa Ontario

### **SUPERVISOR FINAL EVALUATION**

**Department of Criminology**

**University of Ottawa**

**NAME OF STUDENT:**

**NAME OF ORGANIZATION:**

**NAME OF THE FIELD SUPERVIOR:**

#### ***GENERAL INSTRUCTIONS TO FIELD SUPERVISORS***

The objectives of the student evaluation:

- to provide the Department of Criminology with an overall assessment of the student's performance during the semester;
- to provide the student with a comprehensive assessment of their abilities, the quality of work performed and their potential. It is therefore important to give the student the opportunity to become familiar with the content of the evaluation and have them sign the final version.

The evaluation process comprises of the following steps:

1. consult with any other staff with whom the student may have worked over the semester;
2. prepare a draft copy of the evaluation based on personal assessment and input from other staff;
3. meet with the student and the Field Placement Coordinator to discuss the evaluation and solicit the student's comments/analysis about their performance;
4. prepare the evaluation to be submitted;
5. give a copy of the evaluation to the student. Send a separate copy to the Field Placement Coordinator at the Department of Criminology.

**The evaluation guidelines are as follows:**

A rating of **SURPASSES EXPECTATIONS** indicates an exceptional performance in meeting the learning objective. It is used to identify the student's strengths.

A rating of **MEETS EXPECTATIONS** indicates a satisfactory performance in meeting the learning objective.

A rating of **IN PROGRESS** indicates that the student will meet the learning objective but requires more exposure or practice.

A rating of **DOES NOT MEET EXPECTATIONS** indicates a unsatisfactory performance in meeting the learning objective and should be used when the objective has not been met.

Briefly describe any changes in the student's objectives, responsibilities and activities since the signing of the Field Placement Agreement.

Please rate the student on the accomplishment of their learning objectives as outlined in the Field Placement Agreement. Please copy the objectives of the Agreement in the table below. Justify your answer in the Comment section.

	Surpasses expectations	Meets expectations	In progress	Does not meet expectations	Unable to assess	Comment
Objective 1						
Objective 2						
Objective 3						
Objective 4						
Objective 5						
Objective 6						
Objective 7						
Objective 8						
Objective 9						

<b>Objective 10</b>						
<b>Objective 11</b>						
<b>Objective 12</b>						

Please rate the student on the following criteria. Note that some might not be relevant given the placement setting and that they are subject to interpretation.

<b>Knowledge of the agency</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Understanding of the agency's purpose, structure, programs and services, etc.					
Knowledge of agency policies and standards and ability to apply such policies					
Understanding of the organizational and legislative context in which the agency functions					
Knowledge of partner and referral agencies that work with the organization					
Knowledge of current social, economic and political issues affecting the agency					
Knowledge of the theories, approaches, philosophies that underlie the practices of the organization.					

<b>Verbal Communication</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Ability to communicate verbally clearly and logically					
Ability to adapt verbal communication style to fit the context and audience					
Ability to combine critical analysis with common sense and professionalism when communicating verbally					

<b>Writing skills</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Writes in a clear, accurate and concise manner					
Produces complete and accurate documents					
Writes in a structured manner					
Follows the standards of the agency when producing written documentation					
Synthesizes information from a variety of sources					
Quality of language					

<b>Interpersonal skills</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Professional interaction with colleagues					
Professional interaction with services users					
Appropriate interaction with					

persons in position of authority					
Ability to actively listen to others					
Ability to establish positive rapport with service users					
Ability to work in a team and to establish collaborative relationships with others					

<b>Problem-solving skills</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Ability to handle responsibilities, duties and assignments					
Ability to analyse information					
Ability to evaluate/assess problematic situations					
Ability to identify potential solutions for a given problematic situation					

<b>Soft skills</b>	<b>Surpasses expectations</b>	<b>Meets expectations</b>	<b>In progress</b>	<b>Does not meet expectations</b>	<b>Unable to assess</b>
Punctuality and reliability					
Dress and appearance					
Time management					
Initiative and autonomy					
Ability to deal with unanticipated workload demands/crisis					
Ability to identify learning opportunities offered by the agency					
Actively engages in the supervision process					



**Describe the knowledge, aptitudes, skills that could be developed further or that would require additional exposure.**

**Please discuss the student's areas of strength or exceptional work.**

## EVALUATION OF GENERAL PERFORMANCE BY FIELD SUPERVISOR

Considering the results of the performance provided above, I conclude that

\_\_\_\_\_ **has successfully** completed the field placement.

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Considering the results of the performance provided above, I conclude that

\_\_\_\_\_ **has not successfully** completed the field placement.

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**Comments:**

\_\_\_\_\_  
**Field Supervisor**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**