

Higher Education and Student Affairs Student Evaluation

Student Name _____ Email _____

Student ID _____

Category A student ¹

Category B student²

Fieldwork Site _____

Site Mentor Name _____ Phone _____

Please mark the # of hours completed to date and provide the evaluation date:

Mid eval: _____

Final eval: _____

The following evaluation will help us assess the developing performance of the above-named fieldwork student from the higher education program. Please document your observations as accurately as possible. Thank you for the important service you provide by being a supervisor.

Directions: During their fieldwork experience, graduate students from the MA in Higher Education/Students Affairs should demonstrate novice, intermediate, or advanced professional performance in the following areas. Apart from the first competency, all these outcomes are directly taken from CAS outcomes related to demonstrations of practical competence in the field of higher education generally. Please use the four-point scale to rate each outcome and the overall performance in each of the domains. We would expect a Category A student to progress through the scale and a Category B student to exhibit level 3 and 4 proficiency.

- 1 = **Below Novice Practice** Application of Standards is not evident; Practice not consistent with Standards expectations
- 2 = **Novice Practice Application** of Standards evident at a developing beginning level
- 3 = **Proficient Practice** Application of Standards evident at a maturing level
- 4 = **Exceptional Practice** Application of Standards evident at an exemplary level

Demonstrates expertise:

- Uses their understanding of and knowledge of research and practice in the field of higher education to contribute to successful programs and practices;
- engages in appropriate professional practices related to institutional type and unit function.
- uses multiple sources of information and their synthesis to solve problems
- seeks new information to solve problems

Pursuing goals: (indicate 1-4 as per scale on p.1)

- Sets and pursues individual goals;
- articulates rationale for personal and educational goals and objectives;
- articulates and makes plans to achieve long-term goals and objectives; identifies and works to overcome obstacles that hamper goal achievement

Communicating effectively: (indicate 1-4 as per scale on p.1)

- Conveys meaning in a way that others understand by writing and speaking coherently and effectively;
- writes and speaks after reflection; influences others through writing, speaking or artistic expression;
- effectively articulates abstract ideas; uses appropriate syntax and grammar;
- makes and evaluates presentations or performances;
- listens attentively to others and responds appropriately

Technological competence: (indicate 1-4 as per scale on p.1)

- Demonstrates technological literacy and skills;
- demonstrates the ethical application of intellectual property and privacy;
- uses technology ethically and effectively to communicate, solve problems, and complete tasks;
- stays current with technological innovations

Managing personal affairs: (indicate 1-4 as per scale on p.1)

- Exhibits self-reliant behaviors

Managing personal affairs: (indicate 1-4 as per scale on p.1) continued

- manages time effectively;
- develops strategies for managing finances, if applicable

Managing career development: (indicate 1-4 as per scale on p.1)

- Takes steps to initiate a job search or seek advanced education;
- constructs a resume based on clear job objectives and with evidence of knowledge, skills, and abilities;
- recognizes the importance of transferrable skills

Demonstrating professionalism: (indicate 1-4 as per scale on p.1)

- Accepts supervision and direction as needed;
- values the contributions of others;
- holds self accountable for obligations;
- shows initiative;
- assesses, critiques, and then improves the quality of one's work and one's work environment

Comments from On-site mentor:

Comments from Fieldwork Instructor:

Signature Page

Signature _____ Date _____
Site Mentor

Signature _____ Date _____
Fieldwork Instructor

Signature _____ Date _____
Higher Education Student