

FORM F - FIELD SUPERVISOR FINAL REPORT

*Note: In order for the student to receive credit for this Field Education Experience, we need your careful evaluation of the student's character and performance under your supervision. Please fill out this form **at the conclusion** of the student's Field Education Experience and mail it to the student's Faculty Advisor c/o CCCB, 911 East Urbandale Drive, Moberly, MO 65270.*

Student Name: _____ Advisor: _____

Field Education Experience--Dates: _____ to _____

FIELD SUPERVISOR INFORMATION:

Supervisor Name: _____ Title: _____

Church Name/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone/Other: _____

E-mail: _____ Date: _____

Please rank this student by circling the number that best represents your honest evaluation of his/her performance.

| | N/A | POOR | FAIR | GOOD | EXCELLENT | SUPERIOR |
|---------------------------------------|-----|------|------|------|-----------|----------|
| <u>Personal Work Habits</u> | | | | | | |
| Punctuality..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Keeping appointments..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Handles absences responsibly..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Preparation for assignments | 0 | 1 | 2 | 3 | 4 | 5 |
| Personal Appearance | 0 | 1 | 2 | 3 | 4 | 5 |
| Flexibility | 0 | 1 | 2 | 3 | 4 | 5 |
| Goes beyond minimal requirements..... | 0 | 1 | 2 | 3 | 4 | 5 |

Comments: _____

| | N/A | POOR | FAIR | GOOD | EXCELLENT | SUPERIOR |
|--|-----|------|------|------|-----------|----------|
| <u>Relation to Church or Agency</u> | | | | | | |
| Accepts limits of setting..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Meets obligations | 0 | 1 | 2 | 3 | 4 | 5 |
| Understands organizational goals/objectives | 0 | 1 | 2 | 3 | 4 | 5 |
| Follows proper channels in functioning | 0 | 1 | 2 | 3 | 4 | 5 |
| Comments: _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |

| | N/A | POOR | FAIR | GOOD | EXCELLENT | SUPERIOR |
|---|-----|------|------|------|-----------|----------|
| <u>Relationships with People</u> | | | | | | |
| Relates with warmth & interest..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Works comfortably with staff | 0 | 1 | 2 | 3 | 4 | 5 |
| Relates to individuals on a one-to-one basis..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Relates to groups as a whole | 0 | 1 | 2 | 3 | 4 | 5 |
| Relates well with community people..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Honest in feelings toward others | 0 | 1 | 2 | 3 | 4 | 5 |
| Assumes responsibility for relationships..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Has a healthy relationship with spouse / Fiancé / boyfriend / girlfriend | 0 | 1 | 2 | 3 | 4 | 5 |
| Comments: _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |

| | N/A | POOR | FAIR | GOOD | EXCELLENT | SUPERIOR |
|---|-----|------|------|------|-----------|----------|
| <u>Functioning Within Expected Role</u> | | | | | | |
| Exercises initiative in fulfilling assignments | 0 | 1 | 2 | 3 | 4 | 5 |
| Protects confidentiality | 0 | 1 | 2 | 3 | 4 | 5 |
| Demonstrates ability to integrate classroom theory with field assignment | 0 | 1 | 2 | 3 | 4 | 5 |
| Understands role of helping individuals..... | 0 | 1 | 2 | 3 | 4 | 5 |
| Is creative in completing tasks | 0 | 1 | 2 | 3 | 4 | 5 |
| Is a good leader | 0 | 1 | 2 | 3 | 4 | 5 |
| Comments: _____ | | | | | | |
| _____ | | | | | | |
| _____ | | | | | | |

| | N/A | POOR | FAIR | GOOD | EXCELLENT | SUPERIOR |
|---|-----|------|------|------|-----------|----------|
| <u>Supervisory Relationship</u> | | | | | | |
| Understands process of supervision | 0 | 1 | 2 | 3 | 4 | 5 |
| Assumes responsibility for participation in conference with supervisor | 0 | 1 | 2 | 3 | 4 | 5 |
| Handles criticism well | 0 | 1 | 2 | 3 | 4 | 5 |
| Evaluates supervisor's suggestions before acting upon them..... | 0 | 1 | 2 | 3 | 4 | 5 |

Comments: _____

Reflection on the FE Experience:

1. What strengths did you feel the student displayed?

2. What weaknesses did you feel the student displayed?

3. What do you feel could be done to improve the field education program?

4. How do you feel you helped the student working with you?

5. How do you feel that the student was beneficial to your church or agency?

Field Supervisor: _____ Date: _____
(signature)

Thank you for taking part in our Field Education Program!