



THE UNIVERSITY OF  
WINNIPEG

## ***Student Manual***

CJ 3800/6 - Field Placement Course  
Department of Criminal Justice  
The University of Winnipeg  
April 2019

## TABLE OF CONTENTS

Important Terms	Page 2
Course Description	Page 3
Basic Features of the Course	Page 4
Field Placement Coordinator	Page 4
Academic Requirements	Page 5
Student Check List	Page 6
Student Responsibilities	Page 7
Field Placement On-Site Supervisor Responsibilities	Page 8
Criminal Justice Field Placement Coordinator Responsibilities	Page 9
Course Evaluation	Page 10
“Need to Know” Sheet	Page 11
Appendix A – Field Placement Descriptions	Page 13
Appendix B – Application Form	Page 15
Appendix C – Student Learning Goals	Page 16
Appendix D – Mid-Term Progress Report	Page 17

## IMPORTANT TERMS

### **“Field Placement Coordinator” (Coordinator)**

Refers to the University of Winnipeg instructor who facilitates the CJ 3800/6 Field Placement Course and administers curricular, in-class instruction to student participants.

### **“Field Placement Supervisor” (Supervisor)**

Refers to the on-site staff member designated by the partnering organization who serves as the student participant’s direct supervisor during the course of the field placement.

### **“Host Agency” (Agency)**

Refers to the organization, program, company, agency or institution with whom a student is placed as part of the course. The host agency works in partnership with the University of Winnipeg, through the Field Placement Coordinator, in order to give an integrated experience to Criminal Justice students who can also use some of the knowledge and skills they learn from their postsecondary education to serve the community.

### **“Course”**

Refers to the University of Winnipeg CJ 3800/6 Field Placement Course in which the students are enrolled. It is important to note the distinction between course work in the class room and the field based tasks that specifically pertain to the host agencies.

### **“Student”**

Refers to a person registered in the University of Winnipeg as a student and enrolled in the CJ 3800/6 Field Placement Course. The student is responsible for completing all tasks agreed upon between him/her and the Supervisor, in consultation with the Coordinator.

## Did You Know?

- This student manual was designed for your ease of use. These "Did You Know" segments give the reader a "student's perspective" into the Field Placement course. Please refer back to them for more tips and insights.

### COURSE DESCRIPTION

The Department of Criminal Justice is committed to providing students a well-rounded experience within their undergraduate education. The CJ 3800/6 Field Placement course gives students a valuable opportunity to integrate theory and practice. Field placements offer key insights into the inner workings of the criminal justice system. As a participant, students will get the chance to bring what you learn inside the classroom out to your respective field placements. Through participation in the program and supervision by criminal justice professionals, students will acquire competencies in justice-related knowledge, skills and abilities.

Students are expected to contribute to the community through service in a local criminal justice agency. A minimum of 200 hours of work is required (or approximately 7 to 8 hours per week) for completion of the course.

The course gives students a unique opportunity to explore career-related work experiences and build valuable professional networks before graduation. In class, students reflect on critical criminal justice issues through focused seminar discussions, presentations and reflective journaling. The integration of theory and practice that students gain through the CJ 3800/6 Field Placement course is considered by many to be an ideal way to round out the undergraduate experience.

Here are some of the local agencies that students have been placed with in the past:

- The Legal Help Centre
- Downtown Winnipeg BIZ – the Downtown Watch
- Stony Mountain Institution
- Youth Probation
- Adult Probation
- Osborne Community Correctional Centre

### BASIC FEATURES OF THE COURSE

- Students will receive 6 credit hours upon successful completion of the course.
- A letter grade would be designated to the students for completed course work, just like a standard university course.
- The course has two main portions:
  1. Placement work in a local agency.
  2. Exploration of critical criminal justice issues in an in-class setting.
- In general, the two main portions of the course mentioned above are given equal weight for evaluation.
- There is an application process that students need to undergo before they can be admitted into the course. The application form can be found on the Department of Criminal Justice website.
- Once approved, applicants can complete their course registration in the standard manner through WebAdvisor. Withdrawal may also be done through WebAdvisor.

Questions and applications should be directed to the department assistant for the department of Criminal Justice, Janet Turner; she can be reached through the following avenues:

Phone: (204) 786-9188  
Email: [ja.turner@uwinnipeg.ca](mailto:ja.turner@uwinnipeg.ca)  
Office: 3C62

## Did You Know?

- The Field Placement course is not required for graduation although admission to it can be competitive. Many consider taking the course the ideal way to tie together the pieces of the Criminal Justice undergraduate experience at the U of W.

### ACADEMIC REQUIREMENTS

Listed below are the **preferred** academic requirements that students must fulfill in order to register for the CJ 3800/6 Field Placement course. Students with fewer credentials can still apply but priority will be given to those with more credits, higher GPA or volunteer experience.

1. Co-requisite: CJ 3205/3 – Professional Ethics
  - This means that the student wishing to register has received credits or is currently registered in CJ 3205/3 – Professional Ethics.
2. A minimum GPA of 2.5
  - A student summary listing the student’s GPA and credits should be attached with the application. This summary does not have to be a formal transcript. It can be the University-generated list accessible through WebAdvisor.
3. Provide written confirmation of volunteer involvement
  - This letter of confirmation must come from the volunteer supervisor. It will contain detailed information of the number of volunteering hours completed by the student, as well as a general description of the tasks fulfilled in the course of the volunteer work.
  - A list of names for volunteer references and their corresponding telephone numbers will not suffice.
  - While volunteer involvement is not a requirement to register for the CJ 3800/6 Field Placement course, preference will nevertheless be given to students who can demonstrate their prior involvement with a community or criminal justice organization.
4. Provide the name of a Department of Criminal Justice faculty member who can vouch for the applicant’s reliability.
  - Reliability, for this purpose, means punctuality and regular attendance in classes.
5. Students who wish to be placed in probation, parole or a corrections facility must have taken at least one of the courses below:
  - CJ 2203/3 – Institutional Corrections
  - CJ 2204/3 – Community Corrections
6. Students who wish to be placed with the Legal Help Centre must have completed CJ 2130/3 – Criminal Law, and preferably also CJ 3130/3 – Criminal Procedure.

## Did You Know?

- We all know that the applications process for any program or service could be very stressful. Having gone through this process ourselves, we thought of lending you a hand! Follow the checklist below and complete all of the sections and rest assured that your application for the CJ 3800/6 Field Placement course will be processed and fully considered.

### THE STUDENT CHECKLIST

- Review and fulfill all of the items in the “Academic Requirements” of this course.
  - Be aware that some of these items are definitely *required* (e.g., CJ major) and some are *preferred* (preference given to those who have met the requirement).
- Electronic copy* of the application form is filled out *completely* and submitted to the Criminal Justice Department.
  - Subject line, “Field Placement Course Application”
  - Email Address: [ja.turner@uwinnipeg.ca](mailto:ja.turner@uwinnipeg.ca)
- Hard copy* of the application form is filled out *completely* and submitted to the Field Placement Coordinator c/o the Criminal Justice Department.
  - Janet Turner’s office: 3C62
- Printed summary of acquired credits and GPA (from WebAdvisor). This does not have to be a transcript.
- (If applicable) Attach the hard copies of your volunteer confirmation letter with the application form for submission.
- Make sure to confirm with a Criminal Justice faculty member that they can vouch for your reliability.

## STUDENT RESPONSIBILITIES

- Attendance and participation in all field placement classes at UW.
  - Attend the host agency work site as scheduled for a minimum of 200 hours, or approximately 8 hours per week. **STUDENTS ARE RESPONSIBLE TO COMPLETE THE 200 HOURS, AND FAILURE TO COMPLETE WILL RESULT IN AN “F” IN THE COURSE.**
  - Students – not the Field Placement Coordinator – should clarify with the agency the working terms of the placement. This includes a work schedule, learning goals, knowledge/skills to be acquired and any specified written or research “products” to be completed.
  - Students must work out the logistics – “how will you get there?” It is not the University’s responsibility to arrange transportation to the work site.
  - Provide assistance to the community through work with a host agency and fulfill the agreed upon work terms.
  - Meet placement and course work deadlines
  - Know important academic dates. Be aware that the course is still subject to the university’s academic calendar. Withdrawal without academic penalty is only an option within the allotted time period (usually late January for Fall-Winter term).
  - Students must initially contact their Field Placement Supervisor to arrange a meeting, which should be done as early as possible in the term. The earlier the placement responsibilities are agreed upon, the sooner the students can start working in the agency and complete their 200-hour requirement.
  - For any attendance issues (emergencies, health issues, etc.) the Field Placement Supervisor and Field Placement Coordinator should both be contacted as soon as possible. Notification must be done prior to the scheduled work shift.
  - If there are issues with any work deadlines, both the Supervisor and Coordinator should be contacted.
  - Students are bound by the host agencies’ policies. Please acquaint yourself with these policies to avoid any issues. Examples of these include: dress codes, lunch and coffee breaks, interaction with clients, confidentiality and case file management.
  - Instructions and agency policies should be followed carefully and always adhered to. This is important for the students’ personal safety and well-being. This is not a negotiable point. Failure to adhere to instruction may lead to academic penalties or even expulsion from the course.
  - Students are expected to keep information gleaned from their job confidential. This includes (but is not limited to) keeping all work materials away from prying eyes, not taking any client or sensitive work related information off the work site and not identifying or discussing clients off the job.
- Some placements require students to submit criminal background or child abuse checks, or go through a reference process. Any related costs are borne by the student. **IT IS IMPERTATIVE THAT THIS IS DONE WITHOUT DELAY; SECURITY CHECKS CAN TAKE UP TO TWO MONTHS, SO MAKE SUBMISSION OF FORMS A PRIORITY.**
- It is the students’ responsibility to advise their on-site Supervisor of any problems or serious issues regarding the placement. Significant problems should also be brought to the attention of CJ Field Placement Coordinator.



## FIELD PLACEMENT ON-SITE SUPERVISOR RESPONSIBILITIES

- The placement term begins in September and ends in April. Students must work 200 hours and the Field Placement Supervisor must track those hours.
- Supervisors should provide an appropriate work place orientation, including health and safety, confidentiality and related systems, ethical conduct and workplace norms and a general overview of expected tasks.
- Field placements are expected to involve the students in various tasks performed by workers in the criminal justice system or human services. These tasks should ideally challenge the student.
- Field Placement Supervisors should provide necessary supervision and workspace.
- Sufficient workplace instruction should be provided to the student so that s/he can be in compliance with all organizational policies and procedures.

- The Placement Supervisor is expected to provide an assessment of the student's performance as it pertains to the placement work. The scope of this performance appraisal should focus on the learning goals prior to the beginning of the work placement. The student evaluation appraisal should include:
  - Attendance and participation in placement.
  - Completion of assigned tasks and quality of work.
  - Meeting of deadlines.
  - Problem solving capabilities and initiative.
  - Effectiveness in terms of time management and communication.

- Assessments are completed in December and April. A mark out of 25 is required in each instance. A summary of hours completed should also be provided.
- Performance issues should be worked out with the student. Serious problems or recurring problematic behaviour should be brought to the attention of the CJ Field Placement Coordinator.
- Students are not provided monetary compensation for working at the host agency.
- Field placement agreements between the hosting agency and the University of Winnipeg may take various forms, including memorandum of agreements.

## CRIMIINAL JUSTICE FIELD PLACEMENT COORDINATOR RESPONSIBILITIES

- The Field Placement Coordinator will match the students with the appropriate criminal justice agency. Input from the students will be considered, although their choice is not guaranteed.
- Provide a syllabus to the students that detail the class schedule and course requirements such as assigned readings, testing, written assignments, or in-class presentations.
- Evaluation and marking of class assignments, such as reflective papers or class presentations and participation.
- Make formal and informal contact with the host agency regarding students, including field visits. Lead the students in discussions of field placement experience, assigned readings and seminars on selected criminal justice topics.
- The Field Placement Coordinator, when required, will assist in resolving any issues that may arise between the students and the field placements, especially regarding: workload expectations, level of supervision and work performance.
- On an on-going basis, continue to recruit new and diverse placements in the criminal justice and human services community.

### Did You Know?

- Field placement host agencies love having students work with them. These are wonderful opportunities for them to promote the work that they do, screen for possible future employees, build relationships with students and the academic community at-large – and finally, they get work done for free! All things considered, these field placements are a “win” for all parties involved.

## COURSE EVALUATION

In general, fifty percent of the evaluation in this course will come from the Field Placement Supervisor, and fifty percent will come from in-class evaluation.

Students will be expected to adhere to agency policies, attend work and meetings on time and adhere to the code of conduct. Other areas of assessment include being prepared for work, meetings, completion of assigned tasks on time and to a good standard and time management. Verbal and written communication and ability to present to a group will be rated carefully. Student willingness to take on new challenges, to be innovative, problem solve and overall professionalism will also be key areas of assessment. Feedback for areas students can improve will also be sought. Overall, the Field Placement performance will account for fifty percent of the final mark. Students must also ensure that they complete 200 hours at the agency. The onus is on the student to advise if they are not working sufficient hours. Documented medical illness may excuse a weekly shift but hours are to be made up.

Not completing the required hours will result in an automatic "F" in the class.

The in-class portion is intended to challenge the students and offer a comprehensive learning experience. Classes at UW with the Field Placement Coordinator may be weekly for the initial portion of the term and monthly thereafter. These sessions will explore important readings and invite discussion regarding critical work place issues in criminal justice. Students may also be asked to do a presentation on their placement and the skills that they have learned. To receive exemplary actively participate and demonstrate how well-versed they are with the assigned readings. Attendance is expected, only a serious event such as an illness, car accident, funeral is acceptable excuses.

The course emphasizes reflective learning and will involve monthly written summaries. The reflective papers allow students to carefully consider their experiences within the placement, the applicability of their criminal justice education and their own evolution from student to criminal justice practitioner. Students will reflect on their overall learning experience and the evolution of their role at the placement agency.

# Did You Know?

- The following "Need-To-Know" sheet lists some of the students' advice for successful completion of the course. These are some of the strategies that successful applicants may adopt in order to meet and/or exceed the course requirements.

## "NEED-TO-KNOW" SHEET

- Make setting up your initial meeting with your Field Placement Supervisor a top priority. Once that is done, preparing for the meeting is your top priority. Make sure you try to learn something about the placement before you go. Have a list of questions prepared, dress appropriately, be positive and make a good impression. You might be nervous but the sooner you meet, the sooner you will understand what you need to do for the placement.
- You need to work out learning goals with your Supervisor, but don't expect to know them all yourself. Your Field Placement Supervisor will help you know what can realistically be accomplished over the next 7-8 months.
- Start doing your reflective journaling right away! Don't let a few days go by, you'll forget some details. Reflective journaling can help you understand how much you've learned and how you have evolved as a practitioner, but only if you actually do the writing and thinking!
- Be sure to make it a part of your routine to regularly update your Field Placement Supervisor on your progress. They are busy people and might not have time some days to supervise you closely.
- It is best to consider the requirement of approximately 8 hours per week of placement work as a guideline. For your own sake, feel free to work additional hours some weeks if you feel that they are needed to keep up with the work.
- The most successful students in this course are those that keep themselves organized and make the placement a regular and important part of their weekly duties.

- The field placement and in-class portion of the course are inevitably linked. It is good to keep on your placement duties, but do not forget the academic requirements of the in-class portion of the course (e.g., attendance, papers, presentations). It is worth fifty percent of your mark.

- A professional relationship with the Placement Supervisor and agency staff should always be maintained by the student. Keep in mind that you represent the Criminal Justice Department and the University of Winnipeg. Your

performance, for better or for worse, may affect the agency's perception of the University and affect future student experiences.

- In the same spirit, please make sure that you are reliable and punctual. Proper management of the element of time is central to success in this course.
- Deadlines must be respected. Be proactive in making sure that dates that are agreed upon are always met. In the event that you are unable to meet deadlines (some reasons are definitely valid), be sure to inform both the Placement Supervisor and CJ Field Placement Coordinator.
- Refrain from providing transportation to agency clients to and from any venue. Neither the University nor the Host Agency will cover liability on this.
- Learning and abiding by the host agencies' confidentiality policies is critical. Even a conversation over coffee among friends about clients or colleague activities could be considered a breach of confidentiality policies. It is always best to simply avoid talking about the goings on during placement work and client activity.
- Seek opportunities to purposely relate your placement work to the theory and knowledge gained in class. The intersections between the two are the best educational opportunities for you in this course.
- There have been instances in the past where students have been able to build great rapport and establish a good working relationship with their Field Placement Supervisor, and were offered some form of employment with the host agency.

- You need to make sure that you get your 200 hours done to pass the course. Do not put them off to the second term! Things can come up, you might get sick for a period of time, but there are many months to put in hours so those excuses will not hold up. It is your responsibility to get the hours finished, the agency or University will not make concessions.

- Lastly, don't forget to have fun! This may be a once in a lifetime opportunity for you to be part of the criminal justice system in such a capacity.

APPENDIX A  
FIELD PLACEMENT DESCRIPTIONS

Downtown Watch

The Watch is part of an array of programs that the Downtown Winnipeg Business Improvement Zone (BIZ) offers to tourists and Winnipeggers alike who visit the city centre. Through their Downtown Watch Ambassadors, the BIZ strives to promote a safe and hospitable atmosphere that member establishments consider essential to a vibrant downtown community. The Watch was established in 1995, and they operate on nights and days, 365 days a year, 7 days a week. Students are exposed to a variety of situations requiring interpersonal skills and patience; the Watch is helpful for students preparing themselves for careers in law enforcement or the human services.

Osborne Community Correctional Centre

As part of the Canadian system of corrections, the Osborne Community Correctional Centre aims to contribute to fulfill the needs of a challenging and active criminal justice environment in the city of Winnipeg. Students get the chance to work with parole officers and the centre management staff, becoming acquainted with various issues surrounding community corrections. Students will become knowledgeable in assessment, case management and report writing, good preparation for careers in federal and provincial corrections.

Legal Help Centre

“Making the law work for everyone.” The Legal Help Centre was established to foster a partnership with the community in aims of increasing access to various legal and social services. It is a not-for-profit organization that was set-up by community volunteers from the faculty and students of the University of Manitoba and the University of Winnipeg. Student volunteers work as case managers, dealing with clients and volunteer lawyers to try and assist people in resolving their legal problems. Students develop good interpersonal skills in this placement, useful to those interested in the legal field.

### Stony Mountain Institution

The Stony Mountain Institution is a medium-security facility located in Stony Mountain, Manitoba. Its programming focuses on teaching inmates various life skills and substance abuse treatments, all geared toward a successful inmate transition into product life in society. Students get the chance to work with parole officers and correctional officers, working with inmates who will be eligible for release. Students will become knowledgeable in assessment, case management and report writing, good preparation for careers in federal and provincial corrections.

### Adult and Youth Probation

As part of the probations system for youth and adults, students will gain valuable insights into the role that probation plays in the criminal justice system. Students will work with probation officers and case managers, helping gather information and provide case management services. Students will become knowledgeable in assessment, case management and report writing, good preparation for careers in provincial corrections.

**APPENDIX B**



**THE UNIVERSITY OF  
WINNIPEG**

**Criminal Justice 3800/6 -- Field Placement Course – Application Form**

**Identification**

- Last Name: \_\_\_\_\_
- First name: \_\_\_\_\_
- Other/Maiden Name(s): \_\_\_\_\_
- Student Number: \_\_\_\_\_
- Gender (M/F/T): \_\_\_\_\_

**Contact  
Information**

- House # & Street Name: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_
- Home Phone Number: (\_\_\_\_) - \_\_\_\_\_
- Cell Phone Number: (\_\_\_\_) - \_\_\_\_\_
- Email Address: \_\_\_\_\_@\_\_\_\_\_

**Important  
Requirements  
- initial as  
completed**

- **Will** be accessible by email for follow-up. \_\_\_\_\_
- **Have attached** a copy of student summary from WebAdvisor (lists GPA and Credits). Does **not** have to be a formal transcript. \_\_\_\_\_
- **Provided written confirmation** of volunteer involvement (e.g. a letter from supervisor, record of hours). Names and numbers of references will **not** suffice. This is not mandatory but preference is given those with prior volunteer experience. \_\_\_\_\_
- **Provided the name of a criminal justice department faculty member** who will vouch for your reliability (i.e. attends class regularly and is punctual). It is important that practicum students have a record of reliability at the University and will attend their placement regularly and on time. \_\_\_\_\_

Preference is given to students with 60 or more credit hours completed and a minimum GPA of 2.5. Of the following field placements, please identify your first, second and third choices – *Downtown Biz, Probation, Parole, Drug Court, Legal Help Centre, Stony Mountain Institution, Osborn Community Correctional Centre*:

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

I hereby certify that the above-noted is completed accurately and to the best of my ability. If I do not respond expeditiously to the field placement coordinator when contacted about a possible placement than I realize, I may forfeit my opportunity.

Name (print and sign): \_\_\_\_\_ Date: \_\_\_\_\_

Please forward a hard copy and signed electronic copy of this completed form and documentation to: Field Placement Coordinator, c/o Department of Criminal Justice, room 3C63 515 Portage Ave, Winnipeg, MB R3B 2E9, no later than: April 30<sup>th</sup>, of each year. Questions? Contact CJ department assistant Janet Turner: 204-786-9188 or [ja.turner@uwinnipeg.ca](mailto:ja.turner@uwinnipeg.ca)



**Appendix C**

**CJ 3800 – Criminal Justice Field Placement Course  
University of Winnipeg**

**STUDENT LEARNING GOALS**

This section is completed by the student and the Field Placement Supervisor. It is intended to give the students and supervisors clarity over placement expectations.

Instructions:

- 1) List student expectations in the first box with the guidance of the Field Placement Supervisor.
- 2) List placement tasks in the second box that would help meet the student's personal learning goals. Due dates may be included as applicable.

**Student's Personal Learning Goals**

**Placement Tasks (due dates, if required, in parentheses)**

***Field Placement Midterm Progress Report***

***Agency Supervisor:***

***Student:***

Please circle the response that best reflects your knowledge of the questions. Space will be provided at the end of each section to elaborate on any of your answers.

***Section 1: Attendance/Adherence to Agency Policies***

1. Has the student missed any time and/or meetings at the field placement without an acceptable reason or prior permission from the hosting agency?

1. Yes
2. No
3. Uncertain

2. Has the student been late for work and/or meetings without an acceptable reason or prior permission from the hosting agency?

1. Yes
2. No
3. Uncertain

3. Overall, how would you rate the attendance record of the student?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor

4. If applicable, please specify any additional comments on attendance.

5. Has the student adhered to the organization's code of conduct? (e.g., dress code, coffee/lunch breaks)
1. Yes (please skip to question 7)
  2. No
  3. Not Applicable (please skip to question 7)
6. If no, please specify:

**Section 2: Completion of Assigned Tasks**

7. Overall, how well prepared was the student for meetings, work or any other work related activities?
1. Very Prepared
  2. Somewhat Prepared
  3. Uncertain
  4. Somewhat Unprepared
  5. Very Unprepared
8. Have the tasks assigned been completed in a reasonable timeframe?
1. Yes (please skip to question 10)
  2. No
  3. Uncertain (please skip to question 10)
9. If no, please specify:

10. Have the tasks assigned been completed to your satisfaction?

1. Yes (*please skip to question 12*)
2. No
3. Uncertain (*please skip to question 12*)

11. If no, please specify:

12. Overall, how would you rate the student's time management skills?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor

13. Overall, how satisfied are you with the work of the student?

1. Very Satisfied
2. Somewhat Satisfied
3. Uncertain
4. Somewhat Dissatisfied
5. Very Dissatisfied

14. If applicable, please specify any additional comments on preparedness, time management or completion of assigned tasks.

**Section 3: Communication**

15. Overall, how would you rate the student's verbal communication skills?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor

16. Overall, how would you rate the student's written communication skills?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor
6. Don't know

17. Has the student had the opportunity to present their work/findings to yourself, or anyone within or outside the organization?

1. Yes
2. No (*please skip to question 19*)

18. How would you rate their presentation skills?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor
6. Don't know

19. If applicable, please specify and additional comments regarding the student's communication skills.

#### **Section 4: Skill Sets**

20. Has the student shown a willingness to take on new challenges? (*e.g., attempting to learn new material, taking on complex tasks, taking responsibility for tasks, etc.*)

1. Yes
2. No
3. Uncertain

21. Has the student shown a willingness to be flexible, dynamic, or innovative with assigned tasks?

1. Yes
2. No
3. Uncertain

22. Has the student demonstrated capacities to problem solve, devise solutions, or make suggestions that have aided the hosting agency in completing assigned tasks?

1. Yes
2. No
3. Uncertain

23. Overall, how would you rate the students ability to problem solve?

1. Very Good
2. Good
3. Uncertain
4. Poor
5. Very Poor

24. How would you rate the professionalism the student has demonstrated during the field placement?

1. Very Professional
2. Somewhat Professional
3. Uncertain
4. Somewhat Unprofessional
5. Very Unprofessional

25. What skills, if any, do you think the student needs to improve upon?

26. What skills, if any, do you think the student excels at?

27. Please specify any additional comments that were not covered in this progress report, or which you would like to elaborate upon.

28. If you were to assign a letter grade to the work that the students put into the field placement, what grade would you assign?

- |    |    |
|----|----|
| 1. | A+ |
| 2. | A  |
| 3. | A- |
| 4. | B+ |
| 5. | B  |
| 6. | C+ |
| 7. | C  |
| 8. | D  |
| 9. | F  |

29. From your perspective, how beneficial was the work the students provided to your organization?

1. Very beneficial
2. Somewhat beneficial
3. Don't know
4. Somewhat unbeneficial
5. Very unbeneficial

30. What, if anything, could the instructor of the field placement course do to improve student's preparedness, skills, knowledge, etc. to help facilitate the work of your organization?

Thank you for taking the time to fill out the mid-term evaluation. Your cooperation is greatly appreciated. I look forward to discussing the field placement in the near future.