

## Using the Learning Plan and Evaluation Scale

The learning plan/evaluation form serves as a structure for describing learning assignments and assessing student performance. The suggested learning activities described in the form are intended to offer ideas. Some of the educational objectives are similar and, as a result, some learning assignments can apply to more than one objective. Some learning activities can be completed in one semester while others require attention in both semesters. Field instructors and students are encouraged to collaborate when developing the learning plan to capture the uniqueness of the site and to address the student's individual learning needs.

At the first agency visit the faculty liaison meets with the field instructor and student (& task supervisor if assigned) to review all aspects of the placement. At the initial visit the faculty liaison collects a copy of the learning plan cover page to document the review and visit.

At the mid-practicum evaluation the faculty liaison will meet with the field instructor and student to review the evaluation and assess for overall progress of the placement. At this time the faculty liaison will collect only the original signed evaluation page; both the field instructor and student should receive a copy. The original learning plan/evaluation form will remain with the field instructor until the final field evaluation. Because the learning plan serves as a “grading” instrument and becomes part of the student's record, the original document must remain in the field instructor's possession until the final evaluation.

At the final evaluation the faculty liaison reviews the final evaluation with the FI and student and collects all original forms (this includes the final evaluation recommendation and all pages of the learning plan). All original evaluations and recommendations are turned into the Department Administrative Coordinator.

### Student's Evaluation & Field Instructor's Feedback Form

It is strongly suggested that the student's evaluation of the agency & field instructor be completed and provided to the faculty liaison at the final field evaluation. If at all possible, the field instructor's feedback form should be completed and collected at that time.