

## Field Student Pre-Placement Activities

### e-Value Student Users

## How to Initiate a Fieldwork Update and Information Form

**Navigation:** Evaluations > Initiate Ad hoc Evaluations **or** Home Page > Under Tasks Click Initiate Ad hoc Evaluations.

**Please note:** Complete this form once you have secured an internship site and field instructor or supervisor. Also, thorough contact information is vital. Contact information includes exact site name, address and telephone number; field instructor name, email address and cell number. Failure to provide this data will result in delay of receipt of documents (Learning Contract, Evaluation of Student Performance, etc.) and Logging Contact Hours which may impact your grade.

- Step One: Choose “Initiate ad hoc evaluations” on your eValue homepage.

### Initiate Ad hoc Evaluations

Select an evaluation type:

Who would you like to evaluate?

Course:

Site:  [Click for all Sites](#)

Time Frame:  [Click for all Time Frames](#)

- Step Two: Complete the filters as follows...
  - For “Select an Evaluation Type”: Click on “Fieldwork Update and Information Form”
  - Next for Course: select “Pre-Placement Activities – Students”
  - Then for Site: select “Click for All Sites” Click on the Down Arrow and Select your Agency
  - Finally, for Time Frame: select “Pre-Placement Activities – Students (the term you will be in placement)”
  - Then Click “Next”

## Initiate Ad hoc Evaluations

Select an evaluation type:

Who would you like to evaluate?

Course:

Site:  [Click for all Sites](#)

Time Frame:  [Click for all Time Frames](#)

[Home Page](#) | [Other Tasks](#)

<b>Course:</b>	Pre Placement Activities - Students		
<b>Site:</b>	Social Work Site		
<b>Period:</b>	Pre Placement Activities - Students		
<b>Time Period:</b>	11/18/2020 - 09/01/2021		
<b>Request Date:</b>	01/25/2021		
<b>Evaluation Type:</b>	Fieldwork Update and Information Form		
<b>Evaluator:</b>	Student Test MSW1		

Do you want to use auto-scrolling on this evaluation?  Yes  No

Click this link to change your selections: [Change Selections](#)

(Question 1 of 5 - Mandatory)

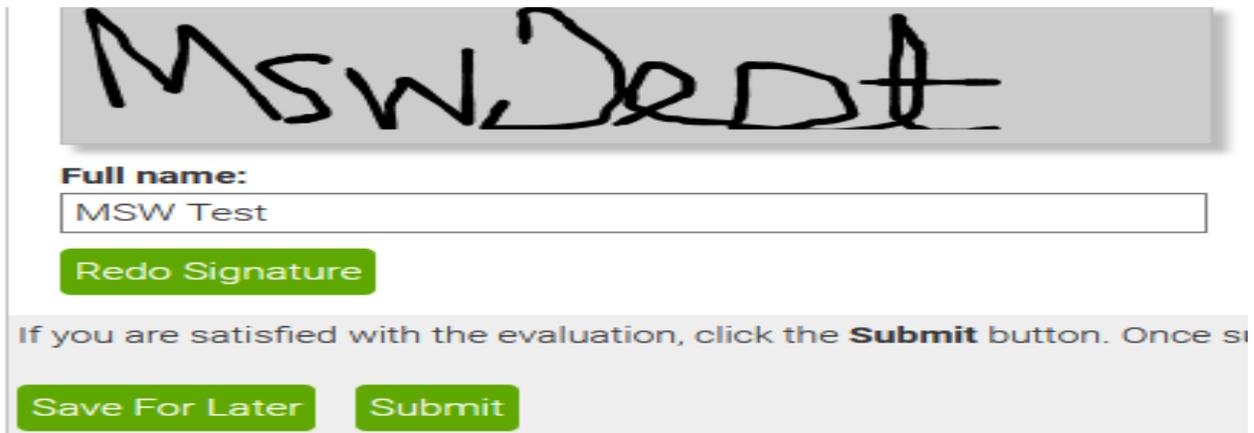
<b>Student Information</b>	
Full Address:	<input type="text"/>
City:	<input type="text"/>

Currently Evaluating: Social Work Site Site

- **Step Three:** Complete the Fieldwork Update and Information Form by answering questions 1-5. Note, these are mandatory questions that require answers. Therefore, only complete this form once you have secured an internship site and field instructor/supervisor.

Also, thorough contact information is vital. Contact information includes exact site name, address and telephone number; field instructor name, email address and cell number.

**Failure to provide this data will result in delay of receipt of documents (Learning Contract, Evaluation of Student Performance, etc.) and Logging Contact Hours which may impact your grade.**



- **Step Four:** Once you have completed the form, Sign, Save the Signature, then click Submit.

#### Troubleshooting Common Mistakes

**Question:** Alert. You have left some mandatory questions unanswered. Unanswered mandatory questions are displayed in RED.

**Resolution:** Complete the question/s in red, Sign, Save and Submit.

**Question:** What do I do if I have both a Field Instructor/Supervisor and a Task Supervisor?

**Resolution:** Add the required contact information for the Task Supervisor in the Notes field under Question #4.

**Question:** I do not have my Field Instructor's email address.

**Resolution:** Select Save For Later and complete the form when you have the data. However, you should only complete the Fieldwork Update and Information Form once you have secured an internship site and field instructor, along with the exact contact information.

**Question:** My Field Instructor does not have a cell number.

**Resolution:** List N/A, Sign, Save and Submit.

**Question:** Can I complete this form after the due date?

**Resolution:** Yes; there is no expiration date.