



**CCLD 464 SENIOR INTERNSHIP  
 FIELD EDUCATION EVALUATION FORM**

Senior internship evaluations are completed electronically using a link sent by the School of Early Childhood Studies to the Field Educator. Although electronic forms will look different, the content will be the same. The evaluation is completed mid-way through the student’s placement and then again at the completion of placement.

The senior internship is designed to facilitate students’ learning in the five following areas:

1. Planning
2. Communication
3. Organization
4. Professionalism
5. Professional Development

Students are expected to meet with their Field Educator prior to the placement start date to establish the student’s learning goals and the tasks/actions related to the pre-established and student’s learning goals.

**1. Planning**

<b>Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
Demonstrates knowledge in the following areas: <ul style="list-style-type: none"> <li>• organization’s structure</li> <li>• organization’s policies and procedures</li> <li>• organization’s vision, mission and/or principles</li> </ul>		

Demonstrates the skills to: <ul style="list-style-type: none"> <li>independently gather and organize relevant information (e.g., planning, IEPs/IPPs, lessons/experiences, literature review)</li> <li>plan for a range of audiences (e.g., children's learning, family workshops, research meetings, post-secondary students' learning)</li> </ul>		
<b>Student's Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<i>Students will develop and input Learning Goals</i>		

### Mid-Point Evaluation

Identify strengths (e.g., how are the learning goals being met, areas where the learning goals are being exceeded).

Identify areas for growth and strategies to meet the goals set for the remainder of placement.

### Final Evaluation

Identify strengths (e.g., how were the learning goals met, areas where the learning goals were exceeded).

Identify areas for growth

General Comments

## 2. Communication

<b>Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<p>Demonstrates the skills to:</p> <ul style="list-style-type: none"> <li>• form positive relationships with others (e.g., children, professionals)</li> <li>• cooperate with team members</li> <li>• resolve interpersonal conflicts</li> </ul> <p>Responds to and follows through with feedback and suggestions</p> <p>Interacts and works together with a range of audiences (e.g., children’s learning, family workshops, research meetings, post-secondary students’ learning)</p> <p>Promotes principles of equity, diversity, and inclusion</p>		
<b>Student’s Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<i>Students will develop and input Learning Goals</i>		

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Identify areas for growth

General Comments

### 3. Organization

<b>Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
Demonstrates: <ul style="list-style-type: none"><li>• effective time management</li><li>• effective organizational skills</li></ul> Submits work by set deadlines		
<b>Student's Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<i>Students will develop and input Learning Goals</i>		

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(e.g., how are the learning goals being met, areas where the learning goals are being exceeded).

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General Comments

## 4. Professionalism

Learning Goals	Tasks/Actions	Outcomes
Respects the rights of others		
Is non-judgemental of others		
Demonstrates ethical and responsible professional behaviour		
Is punctual		
Attendance is consistent		
Arrives prepared to carry out tasks/duties		

<p>Is accountable for their responsibilities</p> <p>Maintains confidentiality</p> <p>Demonstrates initiative</p>		
<b>Student's Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<i>Students will develop and input Learning Goals</i>		

**Mid-Point Evaluation**

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General Comments

## 5. Professional Development

<b>Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
Engages in activities that will enhance their internship experience  Researches community demographics and resources in which the internship site is located		
<b>Student's Learning Goals</b>	<b>Tasks/Actions</b>	<b>Outcomes</b>
<i>Students will develop and input Learning Goals</i>		

### Mid-Point Evaluation

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General Comments