

Experience York

FIELD INSTRUCTOR GUIDE

<https://experience.yorku.ca/>

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Mid-point Progress Review

EXPERIENCE YORK – MID-POINT PROGRESS REVIEW

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STEP 1

Once your student informs you that they have completed their self-evaluation for the Mid-point Progress Review, go to [Experience York](#) and view your student's placement record.

The screenshot shows the Experience York website interface. The URL in the browser is `experience.yorku.ca/home/home.htm`. The navigation bar includes links for HOME, STUDENTS, EMPLOYERS & COMMUNITY PARTNERS, and FACULTY & STAFF. A dropdown menu is open under EMPLOYERS & COMMUNITY PARTNERS, showing options for LOGIN, EMPLOYER REGISTRATION, and FORGOT PASSWORD. Red circles and an arrow highlight the LOGIN option. The background of the page features a photograph of four students (three women and one man) smiling and working together with pink blocks on a table.

Experience York

Providing employers and community partners with an intuitive user experience for recruiting York students for a full range of career and experiential learning opportunities.

EXPERIENCE YORK – MID-POINT PROGRESS REVIEW

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The screenshot shows a web interface for a student's placement record. At the top left, there are two tabs: "Overview" (which is circled in red) and "Map". Below the tabs is a vertical list of placement-related items: "Confirmation of Placement - Approved", "Log of Hours -", "Learning Contract - Approved", "Mid-point Progress Review - Pending" (circled in red), and "Final Evaluation - No Record". To the right of this list is a "PLACEMENT DETAILS" section with the following fields: "Agency Name:" (with "Test" to its right), "Description:" (with "Test" to its right), "Placement Site Address:" (with "Test" to its right), "Placement Start Date:" (with "Jan" to its right), and "Projected End Date:" (with "Dec" to its right and a blue question mark icon).

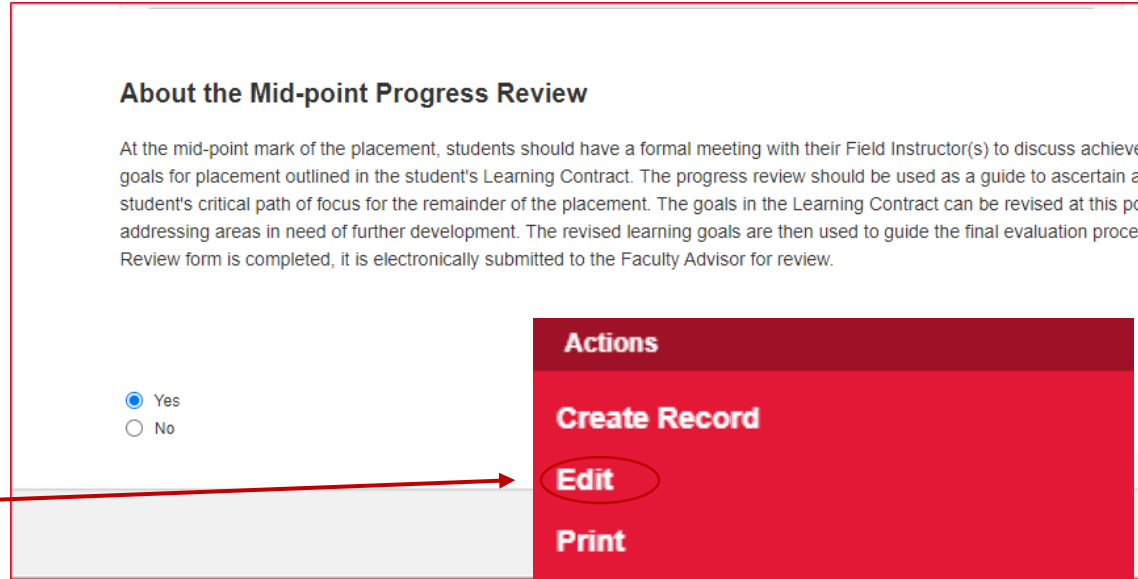
STEP 2

Select “Mid-point Progress Review - Pending” on the left-hand side of the student’s placement record under “Overview.”

EXPERIENCE YORK – MID-POINT PROGRESS REVIEW

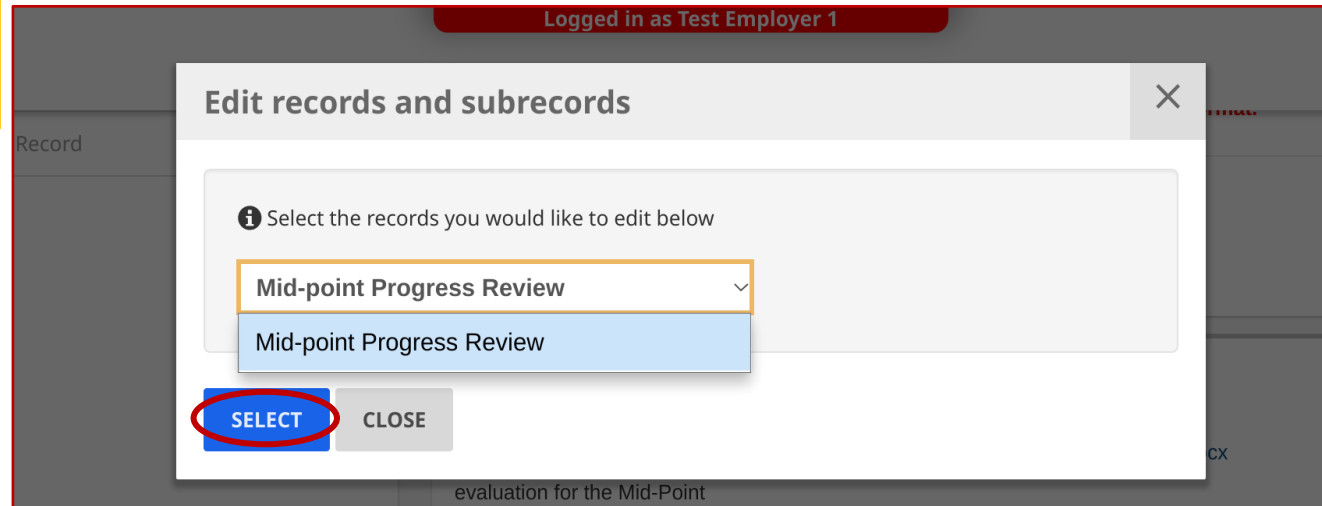
STEP 3

On the bottom right-hand corner of the “Mid-point Progress Review - Pending” page, click on the red circle and select “EDIT.”



STEP 4

In the drop-down list, select “Mid-point Progress Review.”



EXPERIENCE YORK – MID-POINT PROGRESS REVIEW

STEP 5

Review your student's self-evaluation for each learning goal & add your rating/comments under the 5 focus areas on the Mid-point Progress Review.

Self-evaluation of each learning goal:

Self-evaluation of Learning Goal #1: I believe I am making good progress as it relates to understanding the policies & procedures at the organization. I have reviewed the CYFSA and Ministry Standards. I am looking forward to reviewing additional policies by the end of my placement.

body

Field Instructor(s) rating:

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
Learning Goal #1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Goal #2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Goal #3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Field Instructor(s) comments:

The student has a good understanding of the social issues affecting the organization. In the second half of their placement, I encourage them to engage in trainings related to...

body

EXPERIENCE YORK – MID-POINT PROGRESS REVIEW

STEP 6

DATE OF COMPLETION

Student - Mid-point Progress Review date of completion:

Field Instructor(s) - Mid-point Progress Review date of completion:

Submit

Overview | Map

- Confirmation of Placement - Approved
- Log of Hours -
- Learning Contract - Approved
- Mid-point Progress Review - Approved**
- Final Evaluation - No Record

PLACEMENT DETAILS

Agency Name: _____

Description: _____

Placement Site / _____

Placement Start _____

Projected End D _____

Placement Hour _____

Total Hours Completed: 0

Input the Field Instructor(s) – Mid-point Progress Review date of completion & submit the form.

The Field Education Program Assistant will change the form's status from "Pending" to "Approved" shortly after you submit the form. Do not be alarmed if it still says "Pending."

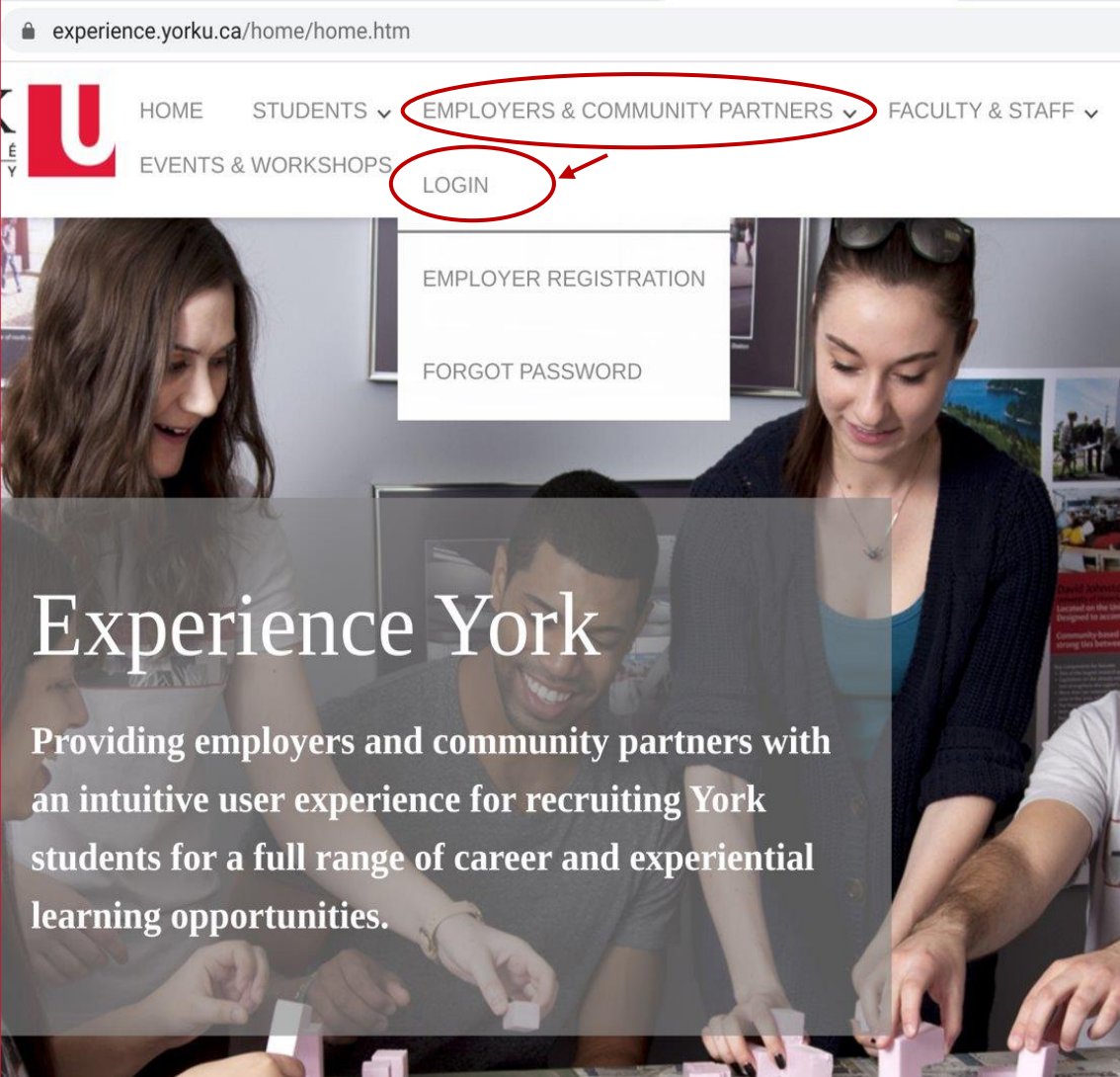
If your student has more than one Field Instructor, only one Field Instructor needs to complete the Mid-point Progress Review on behalf of the other Field Instructor(s).

Final Evaluation

EXPERIENCE YORK – FINAL EVALUATION

STEP 1

Once your student informs you that they have completed their self-evaluation for the Final Evaluation, go to [Experience York](#) and view your student's placement record.



The screenshot shows the Experience York website interface. The URL is experience.yorku.ca/home/home.htm. The navigation bar includes links for HOME, STUDENTS, EMPLOYERS & COMMUNITY PARTNERS, and FACULTY & STAFF. A dropdown menu is open under EMPLOYERS & COMMUNITY PARTNERS, showing options for LOGIN, EMPLOYER REGISTRATION, and FORGOT PASSWORD. The background image shows a group of students working together on a project.

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EXPERIENCE YORK – FINAL EVALUATION

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The screenshot shows a web interface with two tabs: "Overview" (circled in red) and "Map". Below the tabs is a list of placement-related items:

- Confirmation of Placement - Approved
- Log of Hours -
- Learning Contract - Approved
- Mid-point Progress Review - Approved
- Final Evaluation - Pending** (circled in red)

To the right of this list is a "PLACEMENT DETAILS" section with the following fields:

- Agency Name: Test
- Description: Test
- Placement Site Address: Test
- Placement Start Date: Janu
- Projected End Date: ? Dece

STEP 2

Select “Final Evaluation - Pending” on the left-hand side of the student’s placement record under “Overview.”

EXPERIENCE YORK – FINAL EVALUATION

STEP 3

On the bottom right-hand corner of the “Final Evaluation - Pending” page, click on the red circle and select “EDIT.”

About the Final Evaluation

The Final Evaluation is completed by the student and the Field Instructor(s) as the placement ends. It is intended to assess the student's meeting the goals for placement as identified by the School and the student's Learning Contract.

EXPECTED LEVEL OF ACHIEVEMENT

- The student has demonstrated growth across the time of placement (i.e., has demonstrated not only a conceptual grasp of theory an understanding of policy and community development, but an ability to integrate theory into practice in a purposive way).
- At the time of final evaluation, the student could function as a beginning social worker in a general service agency (i.e., capable of at routine areas after a period of orientation with awareness).

Yes
 No

Actions

- Create Record
- Edit**
- Print

STEP 4

In the drop-down list, select “Final Evaluation.”

HOME

Mid-point Progress Review - Approved

Final Evaluation - Pending

Edit records and subrecords

Select the records you would like to edit below

Final Evaluation

SELECT CLOSE

Upload your student's self- File upload not found.

EXPERIENCE YORK – FINAL EVALUATION

STEP 5

Review your student’s self-evaluation for each learning goal & add your rating/comments under the 5 focus areas on the Final Evaluation.

Self-evaluation of each learning goal:

Self-evaluation of Learning Goal #1: I believe I made significant progress in this goal because of a, b, and c. I participated in several programs that helped me advance my skills in x, y, and z.

Field Instructor(s) rating:

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
Learning Goal #1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Goal #2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning Goal #3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Field Instructor(s) comments:

The student has shown great improvement in their x, y, and z skills compared to the beginning of the placement. They participated in...

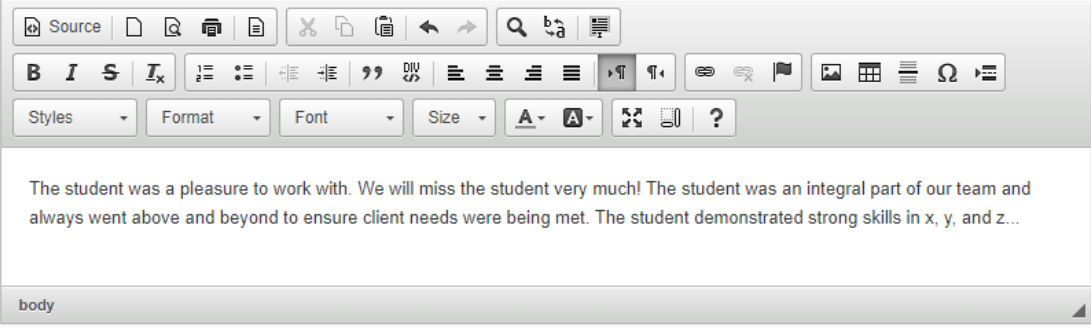
EXPERIENCE YORK – FINAL EVALUATION

STEP 6

Provide a summary of the student’s learning process and achievements in placement.

SUMMARY

Field Instructor(s) to highlight student's overall learning and achievements in placement:



The student was a pleasure to work with. We will miss the student very much! The student was an integral part of our team and always went above and beyond to ensure client needs were being met. The student demonstrated strong skills in x, y, and z...

STEP 7

Input the Field Instructor(s) – Final Evaluation date of completion & submit the form.

DATE OF COMPLETION

Student - Mid-point Progress Review date of completion:

Field Instructor(s) - Mid-point Progress Review date of completion:

Submit

If your student has more than one Field Instructor, only one Field Instructor needs to complete the Final Evaluation on behalf of the other Field Instructor(s).

EXPERIENCE YORK – FINAL EVALUATION

The screenshot shows a web interface with two tabs: 'Overview' and 'Map'. The 'Overview' tab is active. On the left side, there is a vertical list of items, each with a status: 'Confirmation of Placement - Approved', 'Log of Hours -', 'Learning Contract - Approved', 'Mid-point Progress Review - Approved', and 'Final Evaluation - Approved'. The 'Final Evaluation - Approved' item is circled in red. On the right side, there is a 'PLACEMENT DETAILS' section with several fields: 'Agency Name: Test', 'Description: Test', 'Placement Site Address: Test', 'Placement Start Date: Janu', 'Projected End Date: ? Dec', 'Placement Hours: # ho', and 'Total Hours Completed: 0.0'.

The Field Education Program Assistant will change the form's status from "Pending" to **"Approved"** shortly after you submit the form. **Do not be alarmed if it still says "Pending."**