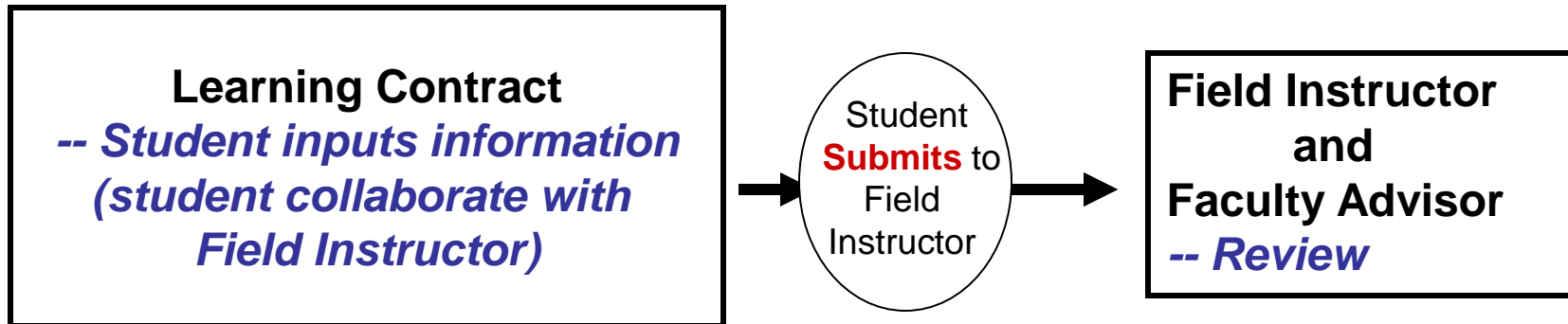




On line Evaluation Process – Learning Contract



Step one – Student initiates the process

1. Student logs on database (<http://sowk.laps.yorku.ca/>), click on **SOWK Database Online** on right column, click on **Student** on tab **at top**; go to Learning Contract tab, select your program
**** make sure to use Firefox** instead of Internet Explorer or Google Chrome
2. **Input** information on Learning Contract (admin, goals, plans for goal)
**** draft a copy in Word document, then copy & paste the content over to the database, (save data every 10 minutes, or else data can't be saved though it's shown on the screen)**
3. **'Submit'** (button at bottom) the Learning Contract **online** to Field Instructor & Faculty Advisor

Step two -- Field Instructor

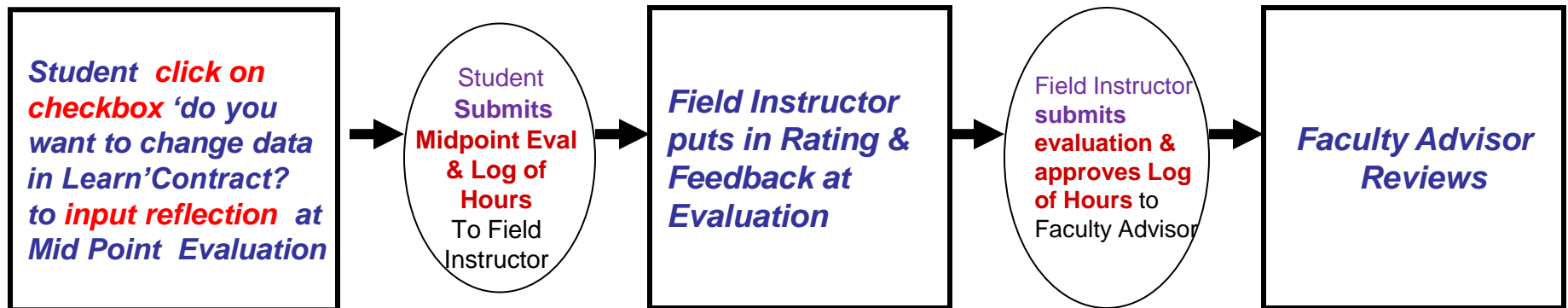
-- Field Instructor logs on database → My Student → **Review** (no input required)

Step three – Faculty Advisor

-- Faculty Advisor logs on database → My Student → **Review** (no input required)



On line Evaluation Process – Mid-Point Review & Log of Hours



Step one -- Student initiates the process

1. Student logs on database, go to Mid-Point Evaluation
2. Click on the checkbox 'do you want to change data from Learning Contract?' to fill out Student's Reflection, or make changes in Learning Goals, Plans for Goal
*** draft a copy in Word document, then copy & paste the content over to the database, (save data every 10 minutes, or else data can't be saved though it's shown on the screen)*
3. 'Submit' Midpoint Evaluation (*submit button at bottom*) online to Field Instructor
4. Student also submit Midpoint Log of Hours online to Field Instructor

Step two -- Field Instructor

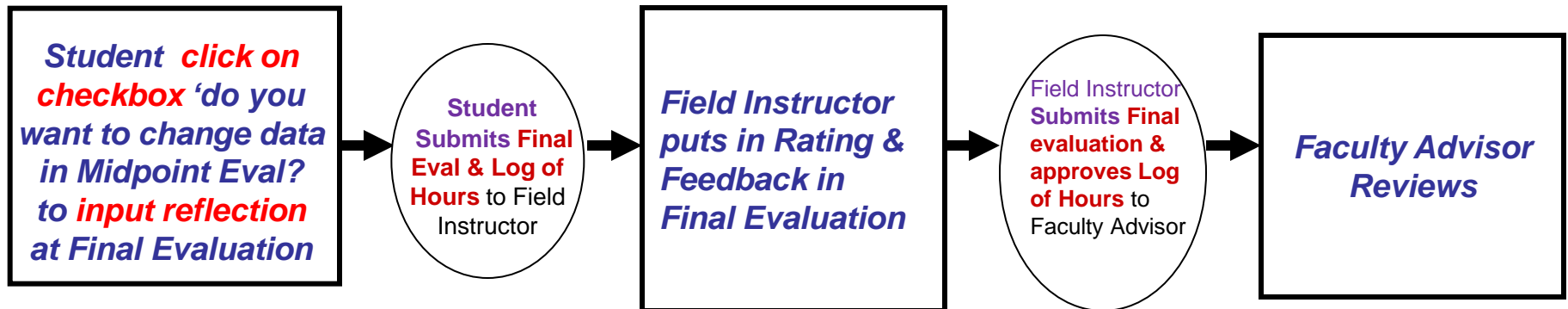
1. Field Instructor logs on database → My student
2. Go to Mid-Point → **input Rating and Feedback**
*** if Learning goals are blank, that means student hasn't submitted their Mid-Point & Field Instructor can't give rating/feedback*
3. 'Submit' Mid point Evaluation (*submit button at bottom*) to Faculty Advisor
4. Field Instructor will **approve Mid Point Log of Hours online**

Step three -- Faculty Advisor

Faculty Advisor logs on database → My student → Midpoint Evaluation → **Review** only



On line Evaluation Process – Final Evaluation



Step one -- Student initiates the process

1. Student Logs on database, go to Final Evaluation
2. Click on the checkbox 'do you want to change data in Midpoint Evaluation?' to fill out Student's Reflection, or make changes in Learning Goals, Plans for Goal
*** draft a copy in Word document, then copy & paste the content over to the database, (save data every 10 minutes, or else data can't be saved though it's shown on the screen)*
3. 'Submit' (submit button at bottom) to Field Instructor
4. Student print a copy of Final Evaluation, student & Field Instructor signed and submit the hard copy to Faculty Advisor.
5. Student also submit the Final Log of Hours online to Field Instructor

Step two -- Field Instructor

1. Field Instructor logs on database → My student
2. Goes to Final Evaluation → input Rating and Feedback
*** if Learning goals are blank, that means student hasn't submitted their Final Evaluation & Field Instructor can't give rating*
3. 'Submit' Final Evaluation (submit button at bottom) to Faculty Advisor
4. Field Instructor approve Final Log of Hours online

Step three -- Faculty Advisor

Faculty Advisor logs on database → My student → Final Evaluation and Log of Hours → Review only



Any questions

Please contact

Esther Ng

Email: estherng@yorku.ca

Phone: 416-736-2100 x 20662