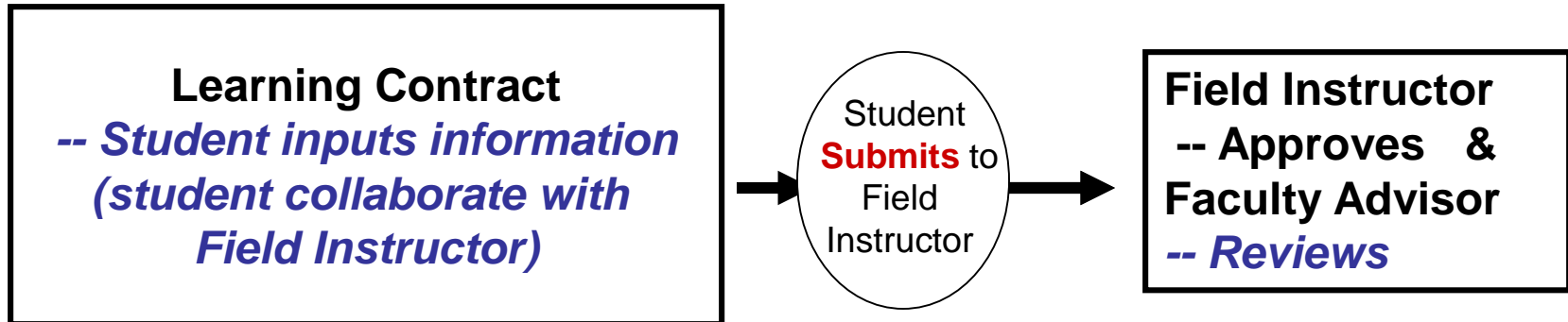




## On line Evaluation Process – Learning Contract



### Step one – Student initiates the process

1. Student logs on database through Firefox (<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 Learning Goals etc 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 → **Approve or Push back** (reason 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 through **Firefox**, 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. **There is limitation on characters (500 characters) in each field, so try to make it brief.**  
*\*\* 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 for Field Instructor's approval

### Step two -- Field Instructor

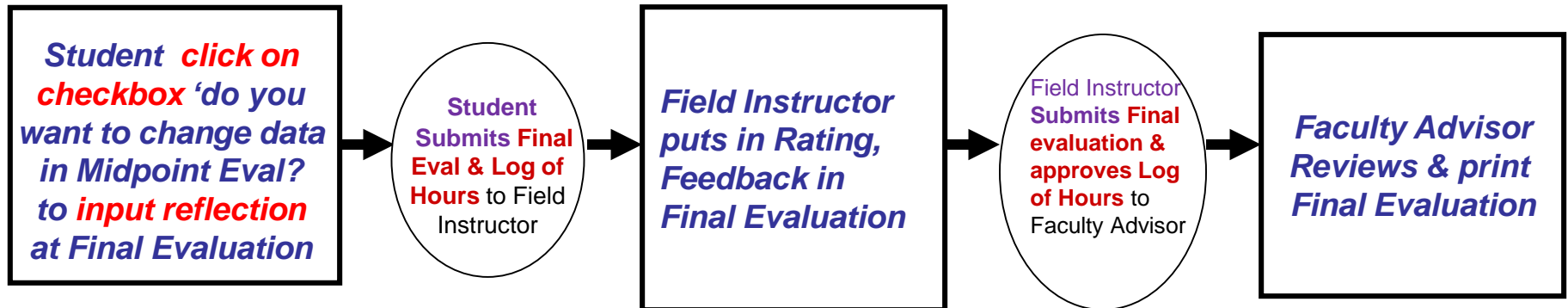
1. Field Instructor logs on database → My student
2. Go to Mid-Point → **input Rating and Feedback**  
*\*\* if Learning goals are blank, that means student hasn't submitted their Mid-Point & Field Instructor can't give rating/feedback*
3. 'Submit' Mid point Evaluation (*submit button at bottom*) to 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 through **Firefox**, 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 for approval
4. Student also **submit the Final Log of Hours** online for Field Instructor's approval

### Step two -- Field Instructor

1. Field Instructor logs on database through **Firefox** → 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 → **Review** Final Evaluation and Log of Hours → **Print Final Evaluation** to submit hardcopy paperwork to Field Manager



**Any questions**

**Please contact**

**Esther Ng**

**Email: [estherng@yorku.ca](mailto:estherng@yorku.ca)**

**Phone: 416-736-2100 x 20662**