

## Field Experience Evaluation: Site Supervisor

### Section 1

Student Name: Tim D'Annecy

PID: Click here to enter text.

7300-59527

Site: Ipas

Site Supervisor: Katrina Lee

### Section 2: Site Objectives and Experiences

How well did the FE student work toward and meet the original objectives as established in the Field Experience Agreement?

Learning Objective #1: Become familiar with Sitecore and Coveo to organize digital assets in a way that improves upon the institution's current method of retrieval and display of digital content.

Outstanding: ☐

Above Average: ☒

Satisfactory: ☐

Needs Improvement: ☐

Unacceptable: ☐

Learning Objective #2: Work with metadata by tagging and using a controlled vocabulary for legal documents.

Outstanding: ☒

Above Average: ☐

Satisfactory: ☐

Needs Improvement: ☐

Unacceptable: ☐

Learning Objective #3: Plan logistics, actualize the plan and bring a project to End of Life.

Outstanding: ☒

Above Average: ☐

Satisfactory: ☐

Needs Improvement: ☐

Unacceptable: ☐

Learning Objective #4: Create an analytics plan, allocating time for follow-up and evaluation of data.

Outstanding: ☐

Above Average: ☒

Satisfactory: ☐

Needs Improvement: ☐

Unacceptable: ☐

How well did the student:

*Become informed about existing institutional policies in order to interpret them for effective use of services and programs*

Outstanding: ☐ Above Average: ☒ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Contribute to the maintenance of an atmosphere conducive to achieving the goals and objectives of the organization*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Become familiar with the various reports gathered each year, including how information is gathered, processed, routed and the use to which reports are put*

Outstanding: ☐ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☒

*Discuss with supervising professional the criteria used to evaluate services and programs*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Participate in agency activities in the community, as appropriate*

Outstanding: ☐ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☒

*Contribute unique talent to projects*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

### **Section 3: Professional Competencies**

*Research and information seeking skills: Knowledge of information sources; ability to determine what the user really wants; use of methods and research*

Outstanding: ☐ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Technical skills: Knowledge and web tools, equipment, systems analysis and design, use of computer software/hardware*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Organizational ability: Ability to organize and follow through on assigned tasks; planning; organization*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Effectiveness of expression: Ability to speak and write effectively*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Skill in presentation, teaching or user guidance: Ability to teach use of agency materials; ability to stimulate the interest of users*

Outstanding: ☐ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☒

*Interpersonal relationships: Ability to work cooperatively with the other staff and with the user population*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

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## Section 4: Personal Qualities

*Work habits: Alertness, thoroughness, dependability, accuracy, punctuality*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Initiative: Creativity, resourcefulness, leadership*

Outstanding: ☐ Above Average: ☒ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Responsibility: Application to work, conscientious and willingness to serve*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Adaptability: Ability to accept instructions, flexibility*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Courtesy: Rapport with others, sensitivity, responsiveness to users' needs*

Outstanding: ☒ Above Average: ☒ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Ability to accept criticism: Reacts well to suggestions*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Judgment: Tact, appropriate assertiveness, maturity, self-control*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

*Integrity: Ethical standards*

Outstanding: ☒ Above Average: ☐ Satisfactory: ☐

Needs Improvement: ☐ Unacceptable: ☐ NA: ☐

## Section 5: Site Evaluation & Comments

Please review our ratings of the student and assign an overall evaluation.

Outstanding: ☒

Above Average: ☐

Satisfactory: ☐

Needs Improvement: ☐

Unacceptable: ☐

Comments:

Tim is working with several business units at Ipas to a searchable, flexible front and back-end architecture for an updated implementation of the Legal Storehouse – a collection of resources that highlight human rights, governing bodies and subject matter experts laws, policies and recommendations around abortion care. He has demonstrated a high-level of detail in the process of understanding and organizing these resources with an eye towards creating an optimal search experience for users. He has also demonstrated a mature flexibility and openness in both collaboration around the project and when presented with learning a variety of new tools and software.

If an appropriate position were available, I would seriously consider this student as a candidate.

Yes ☒

No ☐

Site Supervisor Signature:

Katrina W. Lee

I have seen and discussed this evaluation with my Site Supervisor.

Student Signature:

[Signature]

Comments:

Click here to enter text.

I've done a lot of work and I've felt supported & encouraged by Katrina throughout this experience. Going forward, as we finish the project, I fully feel like I have the tools & support I need. Katrina is awesome at what she does!

## Section 6: Faculty Supervisor Sign-Off

I have seen this evaluation and reviewed the Field Experience paper assigned by me. The student has completed their Field Experience requirements. The student earlier has given me his/her 60-hour activity/reflection log.

Recommended Grade

P ☐

L ☐

F ☐

Faculty Supervisor Signature

Click here to enter text.