

University of Maine School of Social Work STUDENT PROGRESS EVALUATION FORM Instructions:  
Field Instructors, Site Supervisors, BSW/MSW Consultants

Thank you for your generous participation in the education of social work students in the state of Maine. We sincerely appreciate your dedication to the profession and the time you donate to the University of Maine. This document provides a step-by-step walk through of how to use TK20, our Electronic Student Information System.

While fairly intuitive, the Electronic Student Information system does require a few steps be completed in a particular fashion. We have included instructions below. It is important to use the correct buttons provided to submit the document. Here is the process:

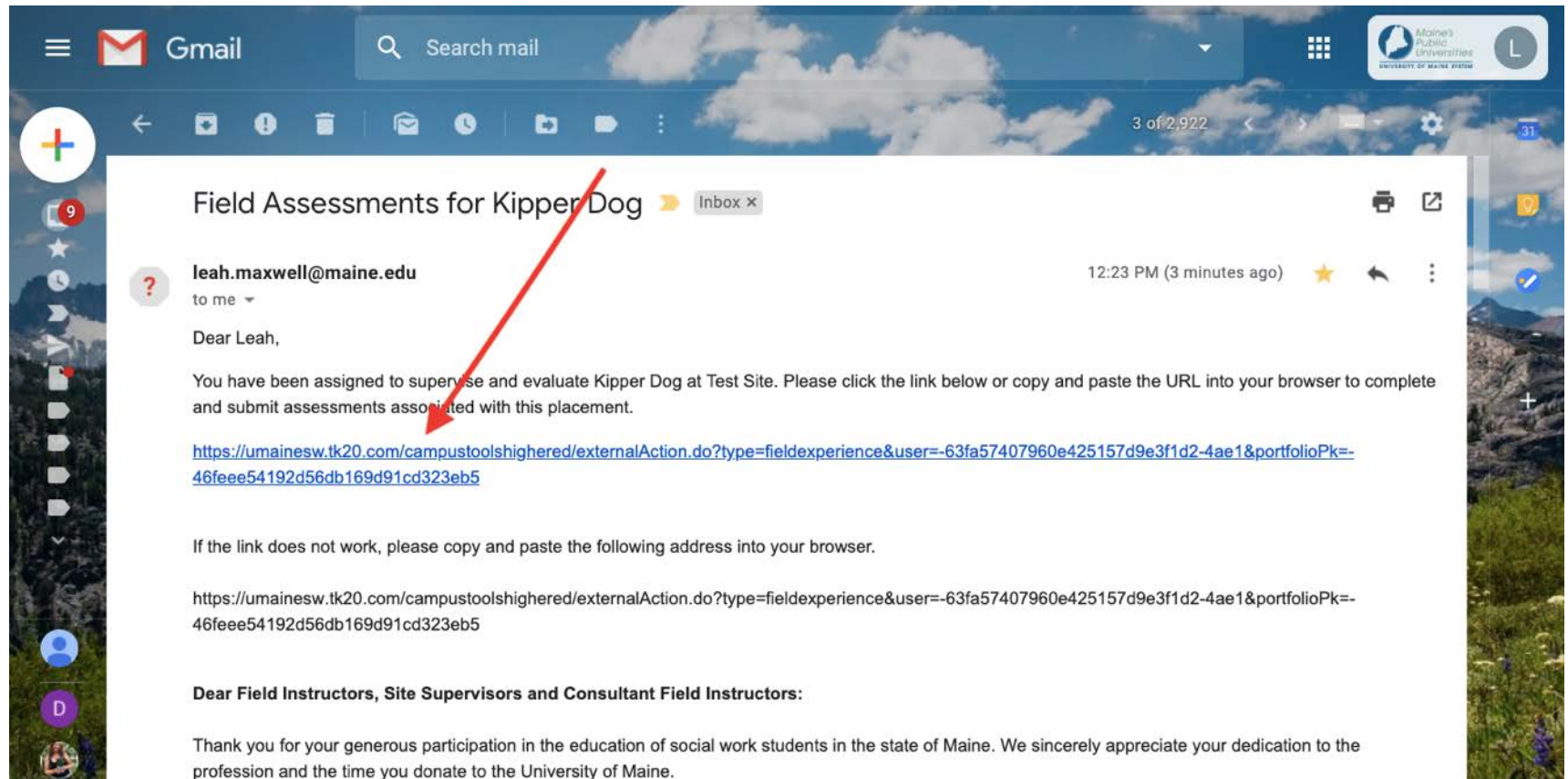
1. You will receive an email titled Field Assessments for [Student's Name].
  - a. **Do not delete** this email until the evaluation is submitted. You can use this link to return to the application at any time.
  - b. Please open and **read the memo** from the field team outlining the Information about the content of the evaluation and expectations around the evaluation process.
  - c. Please don't hesitate to contact your student's Faculty Liaison or the field team if you have any questions about the evaluation process.



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2. Click the link in the email.

- a. Only open the link within the email in one browser or tab at a time. Having more than one copy of the evaluation open at the same time will result in data loss.



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3. You will be brought to TK20, where on the right side of the Field Experience Forms screen you will see a link to open the form you are assigned.
  - a. (Helpful Hint): **You will see a little red flag next to the form you are assigned.**
  - b. You can read other evaluator's forms by clicking the blue form title links (under their names).

The screenshot displays the 'Student Review of Field Evaluation' interface. The left pane shows the form details for 'TEST BINDER SPRING 2019', including the title, description, due date (05/03/2019 01:00 AM), and submission options. The right pane shows the 'FIELD EXPERIENCE FORMS' section for student 'Kipper Dog'. A red flag icon is next to the 'SWK 495 - Field Evaluation' form, which is highlighted by a red arrow pointing from the left pane's 'Site Information - Leah Maxwell, LCSW' link.

**TEST BINDER SPRING 2019** Student Review of Field Evaluation [Print-Friendly View](#)

**Title:**  
TEST BINDER SPRING 2019

**Description:**  
The BSW Field Experience Template used in Second Semester

**Due Date(s):**  
05/03/2019 01:00 AM

**Submission Option(s):**  
Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are not allowed.

> **Site Information - Leah Maxwell, LCSW**

> **Site Information - Nancy Kelly**

> **Placement Details**

**Submit** **Close**

**Student:** [Kipper Dog](#) [Print-Friendly View](#)


**Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.**

**Field Experience Forms** Due Date(s) Feedback

**FIELD EXPERIENCE FORMS**

Field Experience Form	Description	Last Update
<a href="#">SWK 495 - Field Evaluation</a>	version 2017	04/02/2019 12:39 PM

**FIELD EXPERIENCE FORMS**

Field Experience Form	Description	Last Update
 <a href="#">SWK 495 - Field Evaluation</a>	version 2017	

**EXTERNAL CONSULTANT (MSW OR BSW)'S FORMS**

**External Consultant (MSW or BSW):**  
[Nancy Kelly](#)

Field Experience Form	Last Update
<a href="#">SWK Field Evaluation Narrative and Signature Only</a>	

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4. Complete the fields on the form using text and/or selecting the numerical ratings on the evaluation scale where prompted. Scroll to access the rest of the form.

<p style="text-align: right;"><a href="#">Print-Friendly View</a></p> <p><b>TEST BINDER SPRING 2019</b> Student Review of Field Evaluation</p> <p><b>Title:</b> TEST BINDER SPRING 2019</p> <p><b>Description:</b> The BSW Field Experience Template used in Second Semester</p> <p><b>Due Date(s):</b> <a href="#">05/03/2019 01:00 AM</a></p> <p><b>Submission Option(s):</b> Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are not allowed.</p> <p>&gt; <b>Site Information - Leah Maxwell, LCSW</b></p> <p>&gt; <b>Site Information - Nancy Kelly</b></p> <p>&gt; <b>Placement Details</b></p>	<p style="text-align: right;"><a href="#">Submit</a> <a href="#">Close</a></p> <p style="text-align: right;"><a href="#">Print-Friendly View</a></p> <p><b>Student:</b> Kipper Dog</p> <p><b>Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.</b></p> <p>&lt; BACK</p> <p><b>SWK 495 - Field Evaluation</b></p> <p><i>Please complete this evaluation of the student's performance in full.</i></p> <p><b>UNIVERSITY OF MAINE SCHOOL OF SOCIAL WORK</b></p> <p><b>BSW GENERALIST FIELD PRACTICUM STUDENT PROGRESS EVALUATION</b></p> <p><b>Placement Semester</b></p> <p><input type="radio"/> First Semester</p> <p><input checked="" type="radio"/> Second Semester</p> <p><b>Student Name:*</b></p> <p>Kipper</p> <p><b>Agency Name:*</b></p> <p>The Best Agency</p> <p><b>Agency Address:</b></p> <p></p>
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5. Use the **SAVE** Button at the bottom any time you want to save your work. You can not save an in-process evaluation to your own computer. PLEASE NOTE: The System will time-out, so please hit **SAVE** often.

The screenshot shows a web browser window with the URL [umainesw.tk20.com/campustoolshighered/k12\\_placement\\_studentsiasses\\_body.do?action=showforms&-46fee54402d3804172b9af78b7274d=com.tk20...](http://umainesw.tk20.com/campustoolshighered/k12_placement_studentsiasses_body.do?action=showforms&-46fee54402d3804172b9af78b7274d=com.tk20...). The page title is "Test Binder 2020 Student Review of Field Evaluation". The form includes fields for Title, Description, Due Date(s), Submission Options, Site Information, and Placement Details. At the bottom, there are fields for Signature, Date, GRADE, Total Score, Total Mean, and Grade. A red arrow points to the "Save & Close" button at the bottom right of the form.

Use the **SAVE & CLOSE** buttons any time you want to exit and save your work (at the bottom) before completion. Then choose **CLOSE** (at the top). Then **SIGN OUT** by clicking the drop down arrow under your name in the top right corner. Use the link in the email to return to your work.

The left screenshot shows the same form as above, but with a red arrow labeled "1" pointing to the "Save & Close" button and another red arrow labeled "2" pointing to the "Close" button at the top right of the form area. The right screenshot shows the user's profile in the top right corner of the system, with a red arrow labeled "3" pointing to the "SIGN OUT" button. Below the profile, there is a table of "Current Field Experience Assessments".

Student	Name	Term	Course Number	Section Title	Instructor	Sent I
Dog, Kipper	Test Binder 2020	Summer 2020	SWK TEST COURSE	SWK TEST COURSE	Maxwell, LCSW, Leah	Maxw

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6. Please make sure to click the electronic signature button and type in the date (found at the bottom).

The screenshot shows a web-based form for a student review. On the left, there is a sidebar with a blue header containing 'TEST BINDER SPRING 2019' and 'Student Review of Field Evaluation'. Below this, the form is divided into sections: 'Title' (TEST BINDER SPRING 2019), 'Description' (The BSW Field Experience Template used in Second Semester), 'Due Date(s)' (05/03/2019 01:00 AM), and 'Submission Option(s)' (Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are not allowed.). At the bottom of the sidebar are expandable sections for 'Site Information' and 'Placement Details'. On the right, the main form area has a 'Submit' button at the top right. The 'Signature \*' field is highlighted with a red circle and contains a checked checkbox and the text 'By checking this box, I am including my electronic signature'. Below it, the 'Date\*' field contains '04/02/2019' and a calendar icon. Further down, the 'GRADE' section shows 'Total Score:' with the value '0' and 'Total Mean:'. At the bottom of the main form area, there is a 'Grade:' label and an empty text input field. At the very bottom right of the page, there are 'Complete' and 'Save' buttons.

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7. You may, but are not required to, provide the letter grade you would assign to the student's work in field for consideration by the faculty liaison when assigning the final class grade.
  - a. Helpful Hint: The system generated scores and means DO NOT correspond to the student's grade in the class.

[Print-Friendly View](#)

**TEST BINDER SPRING 2019** Student Review of Field Evaluation

**Title:**  
TEST BINDER SPRING 2019

**Description:**  
The BSW Field Experience Template used in Second Semester

**Due Date(s):**  
[05/03/2019 01:00 AM](#)

**Submission Option(s):**  
Students are allowed to submit after the due date.  
Students are allowed to submit after assessment has been submitted.  
Additional Attachments are not allowed.

> **Site Information**

> **Placement Details**

[Submit](#) [Close](#)

**Signature \***  
 By checking this box, I am including my electronic signature

**Date\***

**GRADE**

**Total Score:**  
0

**Total Mean:**

**Grade:**

[Complete](#) [Save](#)



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**8. You MUST push the SAVE & CLOSE button at the bottom when you are finished and ready to finalize. Then push SUBMIT to finalize. Then SIGN OUT by clicking the drop-down arrow under your name in the top right corner.**

The screenshot shows a web browser window with the URL [umainesw.tk20.com/campusoolshighered/k12\\_placement\\_studentsiassess\\_body.do?action=showforms&-46feeb54402d3804172b9af78b7274d=com.tk20...](https://umainesw.tk20.com/campusoolshighered/k12_placement_studentsiassess_body.do?action=showforms&-46feeb54402d3804172b9af78b7274d=com.tk20...). The page title is "Test Binder 2020" and the subtitle is "Student Review of Field Evaluation". The form includes fields for "Title" (Test Binder 2020), "Description" (This is the placement template used in MSW Specialization Year Student Progress Evaluations Summer Block (first semester)), "Due Date(s)" (07/10/2020 01:00 AM), and "Submission Option(s)". There are also sections for "Site Information" and "Placement Details". At the bottom of the form, there are two buttons: "Save & Close" and "Save". A red arrow labeled "1" points to the "Save & Close" button, and another red arrow labeled "2" points to the "Submit" button in the top right corner.

The screenshot shows the Tk20 system interface. The top navigation bar includes "HOME", "FIELD EXPERIENCE", and "ASSESSMENTS". The "ASSESSMENTS" section is active, and a red arrow labeled "3" points to the "SIGN OUT" button in the top right corner. Below the navigation bar, there is a table titled "Current Field Experience Assessments".

Student	Name	Term	Course Number	Section Title	Instructor	Sent I
Dog, Kipper	Test Binder 2020	Summer 2020	SWK TEST COURSE	SWK TEST COURSE	Maxwell, LCSW, Leah	Maxw



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9. If you would like to save a copy of the evaluation for your own files, **SUBMIT** the evaluation using the directions above.

- a. Return to the field experience forms page from the **link in the email**, then click the blue title of the evaluation.
- b. From within the evaluation, click the blue **PRINT-Friendly** link. This will open a copy of the evaluation in your browser.
- c. **PLEASE NOTE:** Evaluations can print at 20+ pages. We recommend **printing to PDF** and saving electronically.

The screenshot displays a web interface for a student evaluation form. On the left, a sidebar lists navigation options: 'TEST BINDER SPRING 2019' (highlighted), 'Student Review of Field Evaluation', 'Site Information - Leah Maxwell, LCSW', 'Site Information - Nancy Kelly', and 'Placement Details'. The main content area is titled 'Student Review of Field Evaluation' and includes a 'Print-Friendly View' link. Below the title, the form fields are: 'Title: TEST BINDER SPRING 2019', 'Description: The BSW Field Experience Template used in Second Semester', 'Due Date(s): 05/03/2019 01:00 AM', and 'Submission Option(s): Students are allowed to submit after the due date. Students are allowed to submit after assessment has been submitted. Additional Attachments are not allowed.' The 'Placement Semester' section has radio buttons for 'First Semester' and 'Second Semester', with 'Second Semester' selected. The 'Student Name' field contains 'Kipper', and the 'Agency Name' field contains 'The Best Agency'. The 'Agency Address' field is empty. A red arrow points to the 'Print-Friendly View' link in the top right corner of the main content area.

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- 10.** If you have any questions or difficulty, please don't hesitate to contact the field team. You can reach Nancy Kelly at [nakelly@maine.edu](mailto:nakelly@maine.edu) or Leah Maxwell at [leah.maxwell@maine.edu](mailto:leah.maxwell@maine.edu).