



Southern's Online Assessment System

Supervisor Guide for Completing Practicum/Internship Evaluations

Login to Tk20 at: <https://southernct.tk20.com> Enter the following information and then click "Login"

Username: SCSU Username

Password: SCSU Identification Number (8 digit number that begins with a 7)

To Complete an Evaluation

1. Login to your Tk20 account and click on **Field Experience** in the left side menu.
2. You will see a list of your assigned student(s). Click on the name of the student that you want to assess.
3. A two-sided screen will appear. To adjust the width of the split screen, click and drag the gray center divider when the cursor changes to a double-ended horizontal arrow.
4. On the left side of the screen, open the **Supervisor Instructions** sub-tab.
5. On the right side of the screen, in the **Field Experience Forms** box, click on the name of the evaluation you would like to complete.
6. Below the **Field Experience Forms** box you will be able to see a link to evaluation(s) completed by other evaluator(s) assigned to the student. Click on the name of the evaluation to view.

MFT Clinical Skills Evaluation Summer 2016

Student Instructions, Signature & Comments | Site Supervisor Instructions

Title:
MFT Clinical Skills Evaluation Summer 2016

Description:
Students - Please read the *Student Instructions, Signature & Comments* tab.
Site Supervisors - Please read the *Site Supervisor Instructions* tab.
The *MFT Clinical Skills Evaluation* is to be completed by the Site Supervisor and reviewed by the student.

Due Date(s):
08/20/2016 01:00 AM

Student: Stephanie Zowine

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
MFT Clinical Skills Evaluation - Field Form		

UNIVERSITY SUPERVISOR/INSTRUCTOR'S FORMS

University Supervisor/Instructor:
Paul Levatno

Field Experience Form	Last Update
University Supervisor Acknowledgment of Student Evaluation	

7. To complete the assessment, select the radio button that corresponds to the performance rating you wish to give. The performance ratings, and their corresponding values, are shown on the left side of the screen.
8. You do not need to complete the entire evaluation at one time. If you would like to come back to the evaluation at a later time you can save your work at any time by clicking the **Save** button at the bottom of the screen. You can also click on the **Close** button at the top of the page. **Please be aware that once you save the evaluation, the student will be able to see the partial evaluation.**

Submit
Close

Print-Friendly View
Print-Friendly View

MFT Clinical Skills Evaluation Summer 2016

Student Instructions, Signature & Comments

Site Supervisor Instructions

Title:
MFT Clinical Skills Evaluation Summer 2016

Description:
Students - Please read the *Student Instructions, Signature & Comments* tab.
Site Supervisors - Please read the *Site Supervisor Instructions* tab.
 The *MFT Clinical Skills Evaluation* is to be completed by the Site Supervisor and reviewed by the student.

Due Date(s):
08/20/2016 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 allowed.

- > [Site Information - Paul Levatino](#)
- > [Site Information - Rita Demo](#)
- > [Placement Details](#)

Student: Stephanie Zowine

< BACK

MFT Clinical Skills Evaluation - Field Form

1. ADMISSION TO THERAPY

1. Admission to Therapy: Graduates will demonstrate competence in initiating the treatment process up to the point where a therapeutic contract is established.*

	Did not observe	Below	Progressing	Meets the standard	Score
1.1 Determine who should attend therapy and in what configuration (e.g., individual, couple, family, extra-familial resources) <input type="checkbox"/> NA	<input type="radio"/> 0 Did not observe	<input type="radio"/> 1 Below expected level of understanding for level of experience and education	<input type="radio"/> 2 Progressing appropriately for level of experience and education	<input type="radio"/> 3 Meets the standard consistently and over time	<input type="text" value="Score"/>
1.2 Obtain consent to treat from all responsible persons <input type="checkbox"/> NA	<input type="radio"/> 0 Did not observe	<input type="radio"/> 1 Below expected level of understanding for level of experience and education	<input type="radio"/> 2 Progressing appropriately for level of experience and education	<input type="radio"/> 3 Meets the standard consistently and over time	<input type="text" value="Score"/>
1.3 Determine a clear and mutual contract with clients which includes practice setting rules, record keeping, fees, rights and responsibilities of each party, including privacy and confidentiality policies, and duty to care to client or legal guardian <input type="checkbox"/> NA	<input type="radio"/> 0 Did not observe	<input type="radio"/> 1 Below expected level of understanding for level of experience and education	<input type="radio"/> 2 Progressing appropriately for level of experience and education	<input type="radio"/> 3 Meets the standard consistently and over time	<input type="text" value="Score"/>

9. When you have completed the evaluation please provide your electronic signature by checking the box and adding the date. Your Tk20 account is accessible only by you, so your submittal of this electronic form will serve as your signature on the evaluation.
10. The **Grade** box at the end of the form is provided by Tk20 and is optional.
11. When the evaluation is complete, click on the green **Submit** button at the top of the page or the **Complete** button at the bottom of the page.

Help Resources:

- Southern's Tk20 website: <http://www.southernct.edu/tk20>
- Email any questions you have to: tk20support@southernct.edu