



End of Year Final Evaluation for 590 Field Projects

1. Enter the project outcomes from your proposal onto page 2 of the Site Supervisor Final Evaluation form.
2. Provide your Site Supervisor with the Final Evaluation Form at the mid-year progress report meeting. Clarify final performance expectations.
3. Make an appointment with the Site Supervisor to review the contents of the Final Evaluation Report. Ask about the items on the Final Evaluation that you are unclear about. Discuss strategies to address areas that were not rated Excellent or Good.
4. Obtain a signature from your Site Supervisor for the Final Evaluation. Both of you will sign the Final Evaluation Form to indicate that the two of you discussed the report contents.
5. Send a copy of the signed Final Evaluation Form to your CWU professor with your project report by the professor's designated due date.