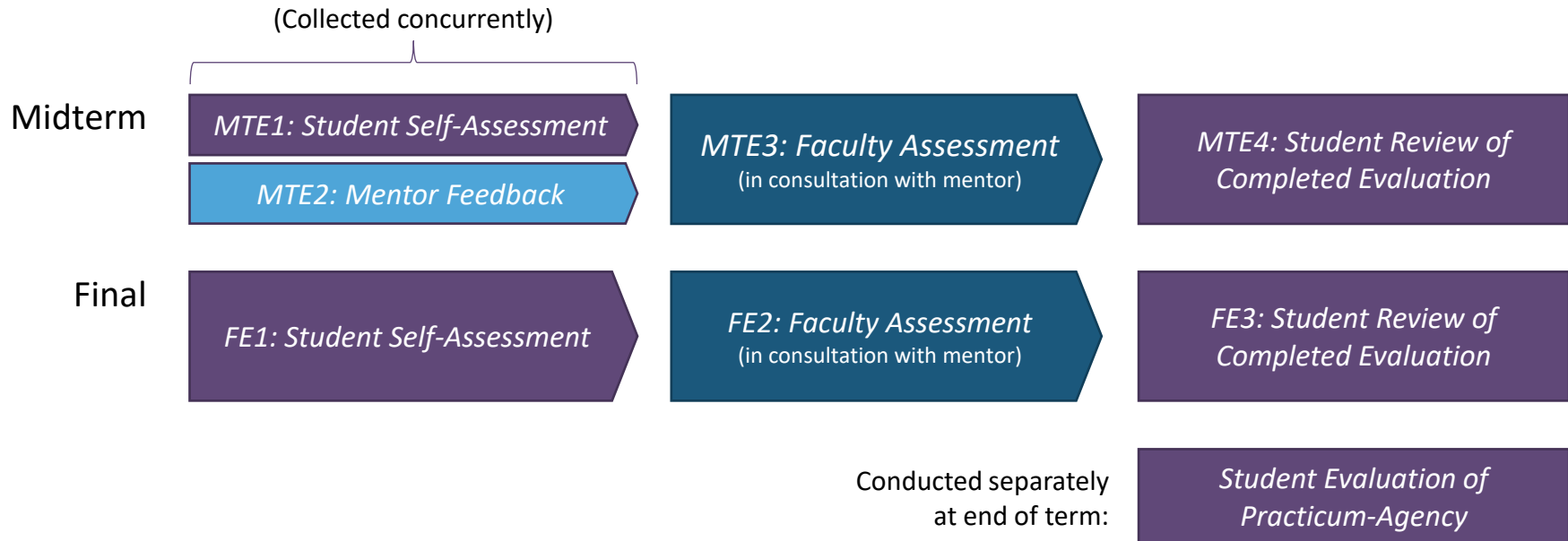


DNP capstone evaluation guide for students, faculty, and agency mentors.



Quick Guides provide very targeted information about a topic. You can find other InPlace guides on [our website](#).

Evaluations are conducted in *stages*. Each successive stage automatically opens when the one before it is completed:



Overview of Midterm Evaluations



1) Student Self-Assessment

Student self-evaluates their progress towards achieving practicum objectives.



3) Faculty Assessment

The seminar instructor reviews prior stage responses, and after consulting with the mentor, evaluates the student's overall progress.



4) Student Review

The student reviews prior stage responses and submits this last stage to verify their receipt. A PDF report may then be downloaded from their placement's **Assessment** tab.

2) Agency Mentor Feedback

The agency mentor listed on the student's placement is also sent an assessment by email during this time.



Overview of Final Evaluations



1) Student Self-Assessment

Student self-evaluates their achievement of practicum objectives for the term.

Students also complete a separate survey, *Student Evaluation of Practicum/Agency*, which is not tied to other evaluation stages.



2) Faculty Assessment

The seminar instructor reviews the student's final self-assessment, and after consulting with the mentor, evaluates the student's overall performance.



4) Student Review

The student reviews prior stage responses and submits this last stage to verify their receipt. A PDF report may then be downloaded from their placement's **Assessment** tab.

Student Self-Assessment (MTE1 / FE1)

- Notified by email (when open and overdue) and posted on student's **To Do** list in InPlace.
- Due within **5-7 days** of initial notification/campaign opening.

Mentor Feedback (MTE2 only)

- Opens at the same time as the student self-assessment stage.
- Notified by email (when open and overdue). An InPlace account is not required to submit a response.
- Only one response per placement can be submitted for each stage of an evaluation. If 2+ agency mentors are listed on a placement, they may plan to complete it together (e.g., one saves the response as a draft and the other finishes and submits) or nominate one to complete it. Additional responses may also be collected from mentors by paper form if requested.

Faculty Assessment (MTE3 / FE2)

- Opens after the mentor feedback (midterm) or student self-assessment (final) stage is completed.
- Notified by email (when open and overdue) and posted on faculty's **To Do** list in InPlace.

Student Review (MTE4 / FE3)

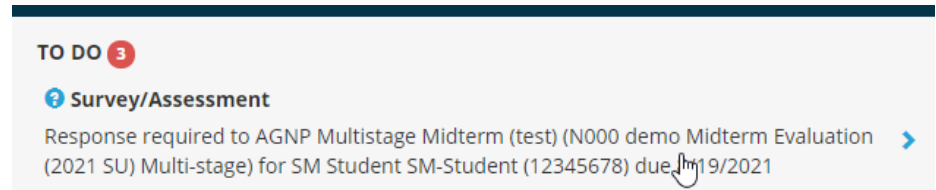
- Opens when the faculty assessment stage is completed.
- Notified by email (when open and overdue) and posted on students' **To Do** list in InPlace.
- An evaluation's overall status will not update to "Completed" until this last stage is submitted.

Submitting a Response

When a stage opens for responses, the stage's respondent will be notified by email.

A reminder may also be sent if a stage becomes 'overdue.'

To prevent delays in later stages, please respond no later than 5-7 days from your initial notification.



*Students, faculty, and agency mentors with guest accounts will find links to their open assessments on their home page **To Do** list in InPlace.*

N000 demo Midterm Evaluation (2021 SU) Multi-stage - SM Student SM-Student (12345678)

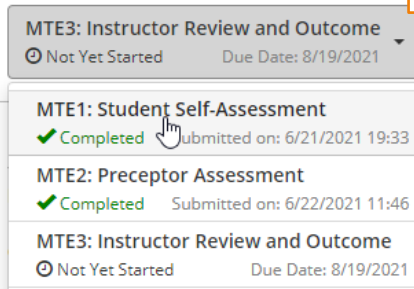
Memorial Sloan Kettering Cancer Center (MSKCC) 📅 5/25/2021 - 8/19/2021 ⌚ 210 Hours N757 (PC 2)

Admin_demo NURS 00000 1P01 PRA

Use the dropdown menu at the top of the evaluation to view prior stage responses, then submit your response.

Students first complete a self-assessment, fo

on concludes with a review and sign-off by the faculty and student.



Outcome

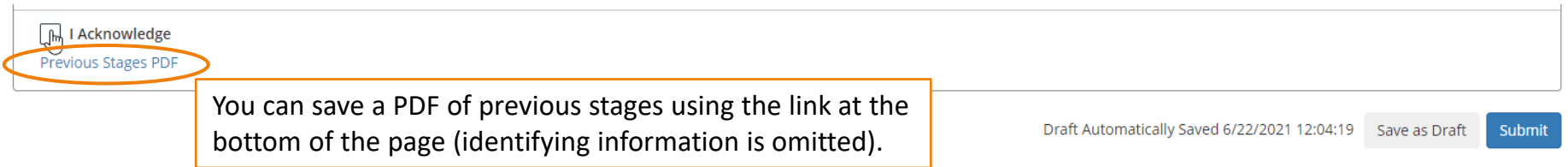
ages (student self-assessment, preceptor assessment) and, in consultation with the student's preceptor, provide an overall summary and

Students falling significantly below expectations are required to develop an action plan with their preceptor and instructor to address any identified performance gaps by the end of the

Save and Submit Your Response

While drafts are automatically saved as you complete the page, we recommend saving your progress periodically to avoid unexpected time-outs or other issues that may cause you to lose your work (rare).

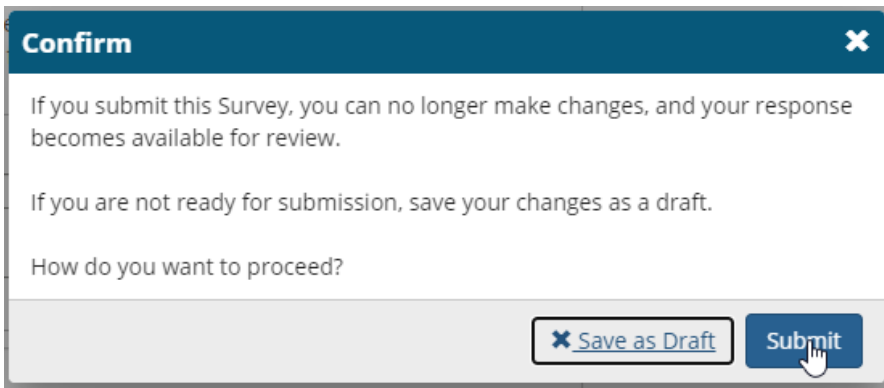
When you reach the bottom of the page, you may see a link to download previous stages (PDF) near the signature area. Note that this report omits identifying information, such as the student's name and agency.



I Acknowledge
[Previous Stages PDF](#)

Draft Automatically Saved 6/22/2021 12:04:19 [Save as Draft](#) [Submit](#)

You can save a PDF of previous stages using the link at the bottom of the page (identifying information is omitted).



Confirm ✕

If you submit this Survey, you can no longer make changes, and your response becomes available for review.

If you are not ready for submission, save your changes as a draft.

How do you want to proceed?

[✕ Save as Draft](#) [Submit](#)

Click **submit** when ready, then confirm your response in the pop-up window.

If you are unable to submit your response, check that all rating scale questions have been answered.

Requires login. Available to students/faculty and agency mentors with guest InPlace accounts.

The students' placement details will show the completion status of each stage (updates nightly).

Midterm Evaluation (MTE) Stages

As of 7/14/21, MTE1: Student Self-Assessment (Completed) MTE2: Preceptor Assessment (Completed) MTE3: Faculty Review and Outcome (Not Yet Started) MTE4: Student Review (Not Yet Open)

Midterm Evaluation (MTE) Tracking by Stage

As of 7/14/21,
MTE1: Student Self-Assessment (Completed)
MTE2: Preceptor Assessment (Completed)
MTE3: Faculty Review and Outcome (Not Yet Started)
MTE4: Student Review (Not Yet Open)

Example of a stage tracking field on placement details tab (updates nightly).

Signed in users can also view the evaluation in the placement's **Assessment** tab to check for more recent (same-day) stage responses.

During Midterm evaluations, agency mentors will receive up to two scheduled notifications from InPlace:

- 1) When the evaluation *opens*, and
- 2) if they do not submit a response within ~5-7 days after the evaluation's opening date.

Follow-up

If the Mentor Feedback stage remains incomplete for over a week or shows a status of '*Overdue*', please verify the mentor's email address is correctly listed on the placement details and follow up with them to ensure they have received it. Some agency email systems may flag InPlace notifications as bulk mail or enable other security measures for messages received from external parties.

Switching to a Make-up/Paper Evaluation

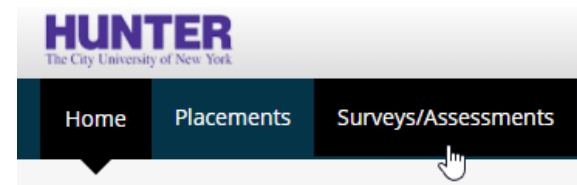
If an evaluation has not advanced to the later stages (Faculty or Student Review) after ~2 weeks of its opening date, or if the end of the term is approaching, students should complete a [make-up/paper evaluation](#) instead.

Faculty Assessments List

Available to faculty users.

Evaluations are listed on the [Surveys/Assessments](#) page in your navigation bar. Each row shows one stage. The Status column shows the listed *stage's status* (not that of the entire evaluation).

Use the filters at the top to show or hide records as needed.



My Responses

My Responses

FILTER

Campaign Name Survey Student

Status Items requiring response only Cancel **Apply Filter**

Action	Placement	Student	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
Respond	NURS 22000 1C01 CLN [demo] - 2021 SUMMER TERM (5/27/2021 to 8/20/2021) Hunter-Bellevue School of Nursing (HBSON) from 21 May 2021 to 21 Aug 2021	SM-UGRD SM-Student (12345679)	UGRD Midterm Evaluation (Multi-stage) (Version 1)	NURS 000 demo Student Midterm Evaluation (2021 SU)	UGRD MTE (Stage 1) - Faculty Assessment of Student	! Overdue	5/29/2021

10 items per page 1 - 1 of 1 items

If you do not see other stages of a student's evaluation listed, they have not been completed. For example,

Midterm: If only the student (MTE1) and faculty (MTE3) stages are listed, the mentor stage (MTE2) is not complete.

Available to faculty users.

The list shows evaluations awaiting your response by default. Uncheck the box “Items requiring response only” to view all records, including completed stages.

Campaign Names are formatted the same every course and term, making them easier to search consistently:

Partial search by course: N90001, N90002, N90003, N90004

Partial search by term: 2022 FA, 2023 SP, 2023 SU, etc.

Search by full campaign name: *N90001 Midterm Evaluation (2022 FA)*, *N90001 Final Evaluation (2023 SP)*, etc.

Click the **magnifying glass** to filter by survey name, or type ‘midterm’ or ‘final’.

FILTER

Campaign Name Survey Student

Status

Items requiring response only **Uncheck box to view all stages.** Cancel Apply Filter

Action	Placement	Student	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
Respond	NURS 22000 1C01 CLN [demo] - 2021 SUMMER TERM (5/27/2021 to 8/20/2021) Hunter-Bellevue School of Nursing (HBSON) from 21 May 2021 to 21 Aug 2021	SM-UGRD SM-Student (12345679)	UGRD Midterm Evaluation (Multi-stage) (Version 1)	NURS 000 demo Student Midterm Evaluation (2021 SU)	UGRD MTE (Stage 1) - Faculty Assessment of Student	! Overdue	5/29/2021

10 items per page

Click on a column heading to sort records by that column (sorting by Student or Stage Name is usually the most helpful).

View Assessment Report

Requires login. Available to students/faculty and agency mentors with guest InPlace accounts.

When all stages have been completed, an assessment report (PDF) can be downloaded from the placement's **Assessment** tab.

Survey Name	Campaign Name	Supervisors	Status	Report
AGNP Multistage Midterm (test)	N000 demo Midterm Evaluation (2021 SU) Multi-stage	Jane Doe, Shawn McGinniss [AGY], SHAWN MCGINNISS	Completed	View Report

While an evaluation is still in progress, this page will display a link to *View Responses*.

Once all stages are complete, this link changes to *View Report* (PDF file).

Assessment Report

HUNTER

AGNP Multistage Midterm (test)

N000 demo Midterm Evaluation (2021 SU) Multi-stage

Student: SM Student SM-Student (12345678)	MTE1: Student Self-Assessment - 21/06/2021
Agency: Memorial Sloan Kettering Cancer Center (MSKCC)	MTE2: Preceptor Assessment - 22/06/2021
Placement Date: 26/05/2021 - 20/08/2021	MTE3: Instructor Review and Outcome - 22/06/2021
Placement Result:	MTE4: Student Review - 22/06/2021
Allocation Group: Admin_demo NURS 00000 1P01 PRA	
Duration: 210 Hours N757 (PC 2)	

Students first complete a self-assessment, followed by a preceptor assessment of the student's progress. The evaluation concludes with a review and sign-off by the faculty and student.

SECTION: Student Self-Assessment

Instructions for Students

- Identify 3 strengths or clinical skills that you are confident in. Be specific.
- Identify 3 areas in need of improvement. Please be as specific or focused as possible, and elaborate on a strategy/plan to improve for each.
- Provide an update/estimate of how many hours have been attended at this placement, and if your logbook hours are up to date.
- Review and confirm that your preceptor listed in your placement Details is correct (including their email address--please check for spelling errors)

Make-up Evaluations

If an online evaluation is not successfully completed in InPlace, students should complete a make-up evaluation form (Word document) and upload a signed copy to their placement details. Possible reasons for completing a make-up or paper evaluation include:

- One or more stages in an online evaluation was not submitted, blocking its overall completion. When an evaluation campaign ends, a partial evaluation will show a status of “Blocked” and its missing stage(s) will show a status of “Closed”.
- Hours were completed significantly ahead of or behind the course’s scheduled midterm/final evaluation periods (rare).

The student may download a paper evaluation form from their [Shared Documents](#) page if one is needed.


Midterm Evaluation Upload -

No

Midterm Evaluation - Paper version submitted (rare; accepted with permission of instructor)

Comments

Attachment

 **Select or drag a file**

If a make-up evaluation is required, students can upload a scanned copy (or photos pasted in a Word or PPT file) of their signed evaluation to their placement’s [Details](#) tab under *[Midterm/Final] Evaluation Requirements*.

Refer to this checklist to verify that all evaluation requirements are met by the end of each practicum.

Midterm Evaluation*

- MTE1: *Student Self-Assessment*
- MTE2: *Mentor Feedback* (collected concurrently with MTE1)
- MTE3: *Faculty Assessment*
- MTE4: *Student Review of Completed Evaluation*

***ALTERNATE:** Student uploads a signed paper/make-up evaluation form to their placement details.

Final Evaluation*

- FE1: *Student Self-Assessment*
- FE2: *Faculty Assessment*
- FE3: *Student Review of Completed Evaluation*

***ALTERNATE:** Student uploads a signed paper/make-up evaluation form to their placement details.