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

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

- **Midterm**
  - MTE1: Student Self-Assessment
  - MTE2: Mentor Feedback
  - MTE3: Faculty Assessment (in consultation with mentor)
  - MTE4: Student Review of Completed Evaluation

- **Final**
  - FE1: Student Self-Assessment
  - FE2: Faculty Assessment (in consultation with mentor)
  - FE3: Student Review of Completed Evaluation
  - Student Evaluation of Practicum-Agency

(Collected concurrently)

Quick Guides provide very targeted information about a topic. You can find other InPlace guides on our website.
Overview of Midterm Evaluations

1) Student Self-Assessment
Student self-evaluates their progress towards achieving practicum objectives.

2) Agency Mentor Feedback
The agency mentor listed on the student’s placement is also sent an assessment by email during this time.

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.
Overview of Final Evaluations

1) Student Self-Assessment
Student self-evaluates their achievement of practicum objectives for the term.

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.
How Evaluations Are Sent

MTE = Midterm Evaluation;  FE = Final Evaluation

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.

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

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

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.
The students’ placement details will show the completion status of each stage (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.
Mentor Follow Up

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.
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.

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.
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.

Uncheck box to view all stages.

Click on a column heading to sort records by that column (sorting by Student or Stage Name is usually the most helpful).
When all stages have been completed, an assessment report (PDF) can be downloaded from the placement’s Assessment tab.

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).
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.

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.*