

Fast Facts ...

- **We've gone green.** Student clinical performance in BSN Traditional and CARE practicum courses is evaluated using an online tool in E*Value. Old paper tools have been retired. **Please note:** Online evaluations are not intended to replace dialogue between you and your course faculty.
- **All courses use the same tool.** All practicum courses use the same evaluation tool (same competencies, same rating scale, same actions & behaviors).
- **Competencies.** A total of 9 performance competencies are evaluated. They are mapped to our BSN program outcomes and the AACN Essentials of Baccalaureate Education for Professional Nursing Practice. Each competency includes examples of actions and behaviors that demonstrate achievement of the competency.
 - Competencies 1-7 are evaluated using a 1-5 rating scale. A rating of 2, 3, 4, or 5 reflects performance that ranges from D (2) to A (5). A rating of 1 for any competency equals failure (F).
 - Competencies 8-9 are pass/fail.
 - A rating of 1 in any scaled competency and/or a rating of fail in any pass/fail competency results in a final score of 0.
- **Mid-rotation & end-rotation evaluations.** Course faculty will assess your performance at the middle and at the end of a clinical rotation.
 - The mid-rotation evaluation is used to identify your strengths, weaknesses, and opportunities for improvement. The faculty's *mid-rotation evaluation does not count* toward your final grade.
 - The end-rotation evaluation is used to assess your overall performance in the clinical component of the course. The faculty's *end-rotation evaluation does count* toward your final grade.
 - **Note:** The end-rotation evaluation accounts for only a portion of the final course grade. Consult the applicable course syllabus to learn how this evaluation is factored into your final course grade.
- **The process (in a nutshell).** These are the major steps in the student evaluation process:
 - Faculty complete an evaluation about you in E*Value.
 - You are notified by e-mail that the evaluation was done. FYI, you'll receive 2 nearly identical e-mails (that's hard-coded in E*Value). Use either one to access the evaluation.
 - You open the evaluation to review it, add comments, and indicate whether you agree or disagree.
 - Faculty are notified by e-mail that you've entered a comment. Faculty may re-open the evaluation to review your feedback and add final comments.

Important: See page 2 for 'how to' directions ...

Reviewing an evaluation completed about you ... 'how to'

- **Find the evaluation you want to review ...**
 - There are 2 pathways you can use to find an evaluation. One uses an e-mail link, the other doesn't.
 1. **Notification e-mails.** When an evaluation is completed by the faculty, you will receive 2 e-mails that generate at the same time: *An evaluation has been completed about you* and *E*Value Additional Evaluation Comments*. Both e-mails include an embedded link that bypasses the E*Value login screen and opens a [Student Evaluation Summary filter screen](#) that you can use to find the evaluation you want to see.
 2. **Login to E*Value.** If you don't have an e-mail, login to E*Value, and click [Evaluations > Student Reports > About Students](#). That action will open the [Student Evaluation Summary filter screen](#) noted above.
 - **Select an Evaluation Type.** From the filter screen, select either [Faculty of Student Mid Rotation](#) or [Faculty of Student End Rotation](#) (whichever applies).
 - **Click Next.** This action opens a [Student Evaluation Summary table](#) that shows evaluations completed about you.
 - **Select the evaluation you want to see.** Click the [View Evaluation](#) link to open the evaluation.
- **Review, comment, agree/disagree ...**
 - **Review the evaluation.** Scroll down to see the faculty's competency ratings and comments.
 - **Add your comments.** Enter your comments in the box at the bottom of the form. Be sure to indicate whether you agree or disagree with the faculty's ratings, and click [Save My Comment](#) (that action generates an e-mail to the faculty).
 - **Agree/Disagree.** Scroll back to the top of the form. Click [Agree](#) or [Disagree](#), and click [Submit](#) (leave the text box blank).
- **Just so you know ...**
 - **Why should I review an evaluation about me?** It's your evaluation, so take a few moments to review it and provide your feedback. The faculty expect you to do this, so pay attention to the e-mail alerts you receive, and ALWAYS take advantage of the opportunity to review the faculty's assessment of your performance.
 - **What if I disagree?** If you don't agree with the faculty's assessment, enter your feedback in the comments box at the bottom of the form (don't forget to click the radio button at the top of the form, too). You can also contact your faculty member directly to discuss your concerns.
 - **What if there's an error on my evaluation?** If you find an error (eg, a question was skipped), contact your faculty member.
 - **I clicked [Evaluations > To Be Completed](#), and there's nothing there.** That's because you have a evaluation to review, not an evaluation to complete.
 - **I clicked [Evaluations > Student Reports > Performance Overview > My Performance](#), and I couldn't find a way to 'accept' the evaluation.** That's because you used the wrong pathway to find the evaluation. The correct pathway is [Evaluations > Student Reports > About Students](#).