

INTERNSHIP PLACEMENT SUPERVISOR'S EVALUATION FORM
PROGRAM IN SCHOOL COUNSELING

Date: _____

Name of Site Placement: _____

On-Site Supervisor: _____

Student's Name: _____

Days Worked Per Week: _____

Total Hours Completed: _____

University Supervisor: _____

Please rate the student according to the following scale being as fair and objective as possible. The evaluation is to be shared with the student, with the goal of ongoing dialogue about the student's professional development.

- 1 = Performance is inadequate and needs marked improvement to be acceptable to the training program
- 2 = Performance is mildly unsatisfactory for the student's level and need improvement
- 3 = Performance is acceptable and expected for student's level
- 4 = Performance is above average and expected of a master's level professional
- 5 = Performance is exceptional and expected of a seasoned master's level professional
- DK = Don't know; you did not have the opportunity to evaluate or observe this skill area

PROFESSIONALISM

Student demonstrates:

Ability to take initiative and perform independently	1	2	3	4	5	DK
Promptness	1	2	3	4	5	DK
Dependability	1	2	3	4	5	DK
Daily Preparation	1	2	3	4	5	DK
Cooperation	1	2	3	4	5	DK
Ability and desire to carry out suggestions	1	2	3	4	5	DK

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PERSONAL CHARACTERISTICS

Student demonstrates:

Self-awareness	1	2	3	4	5	DK
Emotional stability	1	2	3	4	5	DK
Self-control	1	2	3	4	5	DK
A sense of adequacy, self-worth, self-confidence	1	2	3	4	5	DK
The ability to grow from constructive criticism	1	2	3	4	5	DK
Effective communication	1	2	3	4	5	DK
Adaptable	1	2	3	4	5	DK

ATTITUDE TOWARDS STUDENTS

Student demonstrates:

Genuine interest in students	1	2	3	4	5	DK
Ability to empathize with students	1	2	3	4	5	DK
Ability to secure cooperation from students	1	2	3	4	5	DK
Ability to maintain confidentiality	1	2	3	4	5	DK
Ability to be culturally sensitive	1	2	3	4	5	DK

COUNSELING SKILLS

Student demonstrates:

Ability to develop and maintain rapport	1	2	3	4	5	DK
Awareness and adherence to ethical standards	1	2	3	4	5	DK
Understanding of developmental stage	1	2	3	4	5	DK
Ability to accurately assess needs	1	2	3	4	5	DK
Ability to make appropriate referrals	1	2	3	4	5	DK
Ability to gather appropriate information	1	2	3	4	5	DK
Ability to incorporate educational & career information in decisions	1	2	3	4	5	DK
Awareness of multicultural considerations	1	2	3	4	5	DK
Knowledge of tests and interpretation	1	2	3	4	5	DK
Ability to conceptualize a case	1	2	3	4	5	DK

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ACCESS AND UTILIZATION OF RESOURCES

Student demonstrates:

Ability to provide community referrals	1	2	3	4	5	DK
Ability to provide "in-house" referrals	1	2	3	4	5	DK
Ability to work as a team member	1	2	3	4	5	DK
Overall understanding of the school culture	1	2	3	4	5	DK

Please rate this Intern's capacity to:

Acquire exposure to the various school counselor roles and a variety of 21 st century school counseling strategies (leadership, advocacy, collaboration and accountability).	1	2	3	4	5	DK
Demonstrate an ability to work with diverse populations, recognizing personal biases and assumptions in developing cultural competencies.	1	2	3	4	5	DK
Demonstrate individual and group counseling skills, family interventions, and case management based on students' needs.	1	2	3	4	5	DK
Demonstrate knowledge of legal and ethical issues involved in the practice of counseling, with a specific emphasis on legal and ethical standards of practice for school counselors.	1	2	3	4	5	DK
Become familiar with referral resources and have knowledge concerning when and how to make appropriate referrals and consult with other professionals.	1	2	3	4	5	DK
Demonstrate an understanding of school culture and its personnel.	1	2	3	4	5	DK
Link counseling research with practice in developing appropriate interventions to address the social and cultural needs of students and their families.	1	2	3	4	5	DK
Further define her/his personal theory of counseling.	1	2	3	4	5	DK

Please include any additional comments: _____

NOTE: Two options are available for internship evaluation: **Satisfactory or Unsatisfactory**. Evaluations are based on the student's overall learning and performance. Areas of learning and performance identified as marginal and in need of improvement should be discussed with the student. If areas are identified as unsatisfactory, a plan for remediation should be discussed with the student and attached to the evaluation form.

- SATISFACTORY** A satisfactory evaluation indicates that the student's overall learning and performance are proceeding at the appropriate rate without significant areas for improvement.

- UNSATISFACTORY** An unsatisfactory evaluation indicates that the student's overall learning and performance is unacceptable. An evaluation of unsatisfactory requires a narrative describing the current limitations and addressing the needed areas of improvement. The narrative should be attached to the evaluation form.

_____ Internship Supervisor's signature	_____ Date
_____ Intern's signature	_____ Date
_____ Program Faculty Member's signature	_____ Date