

On-Site Supervisor's Practicum Evaluation* School Counseling

Student's Name: _____ Date: _____

School Name: _____ Site Supervisor's Name: _____

University Supervisor's Name: _____ Regular Practicum: ____ Year Long Practicum ____

For each item, rate the school counseling student's skill on a scale of 1 through 4. (Please circle)

1 = Unsatisfactory 2 = Needs improvement 3 = Adequate 4 = Excellent n/a = Not Applicable

PRACTICE OF SCHOOL COUNSELING

1. Evidence of personal organization; proficiency in organization and administration of the school counseling program to promote a positive learning environment for students.	1	2	3	4	n/a
2. Providing individual counseling to students; sensitivity to individual differences; flexibility in counseling relationships with students; assisting students in planning and achieving appropriate academic & personal-social goals; and assisting newly enrolled student to adjust to school.	1	2	3	4	n/a
3. Providing timely, appropriate, and productive group counseling for students; developing a calendar for small group counseling and large group guidance.	1	2	3	4	n/a
4. Assistance with student records; assistance with standardized testing; interpretation of student information; identification of special needs students; reviewing and responding to student progress at the end of grading periods.	1	2	3	4	n/a
5. Assisting with career development of students; providing career information; assisting students with self-awareness; & exploring student long-range plans.	1	2	3	4	n/a
6. Providing students with educational planning; working with groups and individual students; communicating with parents about student progress; and assisting in educational planning for special needs students & at-risk students.	1	2	3	4	n/a
7. Assisting with referrals; acting upon referrals from school staff; utilizing community resources/agencies to provide services; promoting use of resources.	1	2	3	4	n/a
8. Assisting in academic & job placement of students; counseling students about appropriate course/activity placement; assisting with grouping for instruction; and coordinating activities to assist students prepare for job placement.	1	2	3	4	n/a
9. Consulting with students, parents, teachers, administrators, etc.; working with family situations which affect student performance; and working with school staff to apply strategies for improving student learning.	1	2	3	4	n/a
10. Coordination of school counseling program evaluation; conducting follow-up of students; evaluation of existing school counseling program; making recommendations for productive changes.	1	2	3	4	n/a
11. Demonstrating professionalism; using correct oral and written communication; demonstrating general knowledge of school policy and adheres to rules; adhering to professional ethical standards (ACA and ASCA).	1	2	3	4	n/a

STUDENT EFFECTIVENESS

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree n/a = Not applicable

12. Develops appropriate interventions and achieves successful resolutions of students' social and learning problems.	1	2	3	4	n/a
13. Identifies his/her own professional and personal strengths and weaknesses.	1	2	3	4	n/a
14. Accepts supervisor's feedback.	1	2	3	4	n/a
15. Maintains confidentiality with students and faculty.	1	2	3	4	n/a
16. Maintains appropriate case notes.	1	2	3	4	n/a
17. Performs additional duties in an acceptable and professional manner.	1	2	3	4	n/a

Comments about student's overall effectiveness:

GRADING

Before assigning a grade to the trainee, please consider the following criterion for A, B, C, or D. Letter grades will be given on the following considerations.

- Attendance at the site and at required site meetings.
- Professional enthusiasm and demeanor.
- Completion of the required number of clock hours.
- Evaluation of skills and performance during the Practicum/Internship period.

- A** Indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates excellent counseling skills, high standards of professional and personal behavior, a continued willingness to learn, and a commitment to the profession of school counseling.
- B** Indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates strong counseling skills, average standards of professional and personal behavior, a continued willingness to learn, and a commitment to the profession of school counseling.
- C** Indicates that the student did not complete all course requirements in a timely and professional manner, needs to improve counseling skills, may need to examine personal and/or professional standards, appears to be unwilling to learn or is lacking in commitment to the profession of school counseling.
- D** Indicates that the student did not fulfill requirements and should reconsider career goals. A letter of "D" will lead to a re-evaluation of the student's participation in the school counseling program by his or her faculty advisor and On-Site Supervisor.

On-Site Supervisor

Date

School Counseling Student

Date

Recommended Grade: _____

***Note:** This evaluation form is to be completed at the mid-point and at the end of each semester.