

**G550/G647 Counseling Internship - Community Track
Field Supervisor Evaluation Form**

Student Name _____ Semester/Year _____

Site _____ Site Supervisor _____

Instructor's Name _____

Site Supervisor: Please use the following scale to evaluate the internship student in terms of level of achievement and/or competency demonstrated for each of the areas. Please circle the appropriate number:

- | | |
|----------------|--|
| Poor | 1 |
| Fair | 2 |
| Good | 3 |
| Excellent | 4 |
| Not Applicable | NA - The student did not have the opportunity to demonstrate this competency |

Space is provided for open-ended comments.

Open-Ended Questions:

A. Please identify characteristics which facilitate this student's effectiveness.

B. Please identify areas of growth which may improve this student's effectiveness.

A. KNOWLEDGE OF AGENCY'S ORGANIZATION & OPERATION	Poor	Fair	Good	Excellent	
1. Demonstrates understanding about policies, procedures, and organization of the agency	1	2	3	4	NA
2. Demonstrates understanding of the roles and functions of staff personnel	1	2	3	4	NA
3. Attends and contributes to staff meetings	1	2	3	4	NA

Additional Comments:**B. FAMILIARITY WITH THE ROLE AND FUNCTION OF A COUNSELOR**

4. Demonstrates knowledge of the counselor's role in specific agency settings	1	2	3	4	NA
5. Demonstrates knowledge of the counselor's role in relation to the community	1	2	3	4	NA
6. Demonstrates understanding of the organization and administration of services provided by the agency	1	2	3	4	NA

Additional comments:**C. UTILIZATION OF COMMUNITY RESOURCES**

7. Demonstrates a working knowledge of various community resources available	1	2	3	4	NA
8. Demonstrates an understanding and utilization of the referral processes of various community services	1	2	3	4	NA
9. Demonstrates knowledge of state and federal services and programs available to clients and their families	1	2	3	4	NA

Additional comments:**D. COMMUNICATION, CONSULTATIVE SKILLS AND COLLABORATION**

10. Demonstrates understanding of formal and informal channels of communication within the agency	1	2	3	4	NA
11. Contributes to case conferences and staff meetings	1	2	3	4	NA
12. Communicates effectively as a member of an interdisciplinary team	1	2	3	4	NA

Additional comments:

E. SKILLS IN ASSESSMENT

	Poor	Fair	Good	Excellent	
13. Demonstrates ability to gather information from a variety of sources and use it to identify client's area(s) of difficulty	1	2	3	4	NA
14. Demonstrates ability to identify factors that influence client behavior	1	2	3	4	NA
15. Demonstrates ability to develop appropriate treatment plans	1	2	3	4	NA
16. Demonstrates ability to develop realistic goals and determine the counseling needs of client	1	2	3	4	NA

Additional comments:

F. COUNSELING SKILLS AND INTERVENTIONS

17. Demonstrates ability to address needs of clients in terms of grief, suicide prevention, changes in family structure, etc.	1	2	3	4	NA
18. Develops and implements interventions that meet the needs of the client	1	2	3	4	NA
19. Demonstrates effectiveness in crisis interventions	1	2	3	4	NA
20. Demonstrates the ability to attend and respond to client's feelings	1	2	3	4	NA
21. Demonstrates comfort in interactions with clients	1	2	3	4	NA
22. Establishes rapport trust and openness with clients	1	2	3	4	NA
23. Demonstrates ability to facilitate client expression of concerns and feelings	1	2	3	4	NA
24. Recognizes and resists manipulation by the client	1	2	3	4	NA
25. Demonstrates sensitivity to issues of gender	1	2	3	4	NA
26. Demonstrates sensitivity to cultural differences	1	2	3	4	NA
27. Demonstrates sensitivity to issues of sexual orientation	1	2	3	4	NA

Additional comments:

G. PROFESSIONAL BEHAVIORS AND WORK REQUIREMENTS

28. Demonstrates knowledge of ethical guidelines and behavior	1	2	3	4	NA
29. Completes reports, notes and other assignments in a timely and professional manner	1	2	3	4	NA
30. Demonstrates respect for the norms on site (e.g., clothing, language, etc.)	1	2	3	4	NA
31. Manage cases effectively (e.g., maintain current case notes, follow-up with missed appointments, etc.)	1	2	3	4	NA
32. Completes required numbers of hours/days on site	1	2	3	4	NA

Additional comments:

H. RESPONSE TO SUPERVISION

	Poor	Fair	Good	Excellent	
33. Seeks, accepts and uses constructive criticism to enhance professional development and counseling skills	1	2	3	4	NA
34. Demonstrates interest in learning about client population and treatment approaches	1	2	3	4	NA
35. Demonstrates ability to apply new information in counseling setting	1	2	3	4	NA
36. Able to recognize and discuss own competencies and skills	1	2	3	4	NA

Additional comments:

Thank you for serving as a supervisor – we very much appreciate your commitment to providing a quality learning experience for our student. Please review this evaluation with the student, sign and return to Lynn Gilman, School of Education, 201 N. Rose Avenue, Room 4052, Bloomington, IN 47405. If you have any questions please contact Lynn Gilman at lygilman@indiana.edu or 812-856-8348.

 Supervisor Signature

 Date

 Student Signature

 Date

Revised 9-05