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

<table>
<thead>
<tr>
<th></th>
<th>1. Demonstrates understanding about policies, procedures, and organization of the agency</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>NA</th>
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<td></td>
<td>2. Demonstrates understanding of the roles and functions of staff personnel</td>
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<td>3. Attends and contributes to staff meetings</td>
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Additional Comments:

B. FAMILIARITY WITH THE ROLE AND FUNCTION OF A COUNSELOR

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<th></th>
<th>4. Demonstrates knowledge of the counselor’s role in specific agency settings</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>NA</th>
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<td>5. Demonstrates knowledge of the counselor’s role in relation to the community</td>
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<td>6. Demonstrates understanding of the organization and administration of services provided by the agency</td>
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Additional comments:

C. UTILIZATION OF COMMUNITY RESOURCES

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<th></th>
<th>7. Demonstrates a working knowledge of various community resources available</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>NA</th>
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<td>8. Demonstrates an understanding and utilization of the referral processes of various community services</td>
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<td>9. Demonstrates knowledge of state and federal services and programs available to clients and their families</td>
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Additional comments:

D. COMMUNICATION, CONSULTATIVE SKILLS AND COLLABORATION

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<th>10. Demonstrates understanding of formal and informal channels of communication within the agency</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>NA</th>
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<td>11. Contributes to case conferences and staff meetings</td>
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<td>12. Communicates effectively as a member of an interdisciplinary team</td>
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Additional comments:
E. SKILLS IN ASSESSMENT
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 in a timely and professional manner
   1 2 3 4 NA
29. Completes reports, notes and other assignments to meet the norms on site (e.g., clothing, language, etc.)
   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

<table>
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<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<td>33. Seeks, accepts and uses constructive criticism to enhance professional development and counseling skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>34. Demonstrates interest in learning about client population and treatment approaches</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>35. Demonstrates ability to apply new information in counseling setting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>36. Able to recognize and discuss own competencies and skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
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**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 have the student return it to their internship instructor.

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**Supervisor Signature**  
**Date**  
**Student Signature**  
**Date**