

**Indiana University Bloomington
Department of Counseling and Educational Psychology**

**Mental Health Counseling M.S. Ed. Student
FIELD EXPERIENCE EVALUATION FORM**

Student's Name: _____ Semester/Year: _____
Site Name: _____
Site Supervisor Name, Degree, and License: _____
Trainee Level: <input type="checkbox"/> G524 Practicum <input type="checkbox"/> G550 Internship I <input type="checkbox"/> G550 Internship II <div style="text-align: right; margin-top: 5px;"><input type="checkbox"/> G647 Advanced Internship</div>

Please rate the student's performance in each of the areas listed on the attached form by circling the appropriate designation using the following scale.

U = Unsatisfactory	The student is deficient in awareness, knowledge, and/or skill associated with the item being rated and the student needs significant further training and effort to achieve an acceptable standard.
NI = Needs Improvement	The student has shown some evidence of the awareness, knowledge, and/or skill associated with the item being rated, but performance is inconsistent or there may be examples of poor motivation or minor irresponsibility. It is anticipated that the rating will improve with some further training, supervision, and student effort.
S = Satisfactory	The student has shown basic mastery of the knowledge, awareness, and/or skill associated with the item being rated.
E = Exemplary	The student has exceeded basic mastery of the awareness, knowledge, and/or skill associated with the item being rated and is performing at an advanced level.
NA= Not Applicable	The student did not have the opportunity to demonstrate competency for the item being rated and/or the evaluator did not have the opportunity to observe this skill.

Space is also provided at the end of each question for open-ended comments. **Comments MUST be given if the score given is U or NI.**

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, complete the signature line at the end of the document verifying that you have reviewed the document with the student, and print a signed copy for the student to turn into their instructor. If you have any questions please contact Catherine Gray, by email at catgray@indiana.edu or by phone at 812-856-8547

A. PROFESSIONAL CONDUCT & BASIC WORK REQUIREMENTS	U	NI	S	E	NA
Arrives on time consistently					
Uses time effectively					
Informs supervisor and makes arrangements for absences					
Reliably completes requested or assigned tasks on time					
Completes required total number of hours or days on site					
Writes and presents in a professional manner					
Is responsive to norms about clothing, language, etc. on site					
Adheres to agency policies and procedures					
Additional Comments:					
B. ETHICAL AWARENESS AND CONDUCT	U	NI	S	E	NA
Is knowledgeable about ethical, legal, and professional codes, guidelines, and standards					
Is knowledgeable about ethical issues specific to site					
Demonstrates awareness and sensitivity to ethical issues					
Behaves consistently with ethical guidelines					
Consults about ethical issues when necessary					
Demonstrates application of an ethical decision-making model					
Additional Comments:					
C. COMMUNICATION, CONSULTATIVE SKILLS, AND COLLABORATION	U	NI	S	E	NA
Communicates effectively with clients, staff, and colleagues					
Demonstrates understanding of formal and informal channels of communication within the organization					
Collaborates effectively as a member of an interdisciplinary treatment team					
Communicates effectively with community members and other stakeholders					
Collaborates effectively in case conferences and staff meetings					
Additional Comments:					

D. MULTICULTURALISM, DIVERSITY, AND SELF AWARENESS	U	NI	S	E	NA
Demonstrates knowledge and awareness of self as shaped by individual and cultural diversity					
Demonstrates knowledge and awareness of others as shaped by individual and cultural diversity and context					
Demonstrates skills in applying knowledge of self and others as cultural beings in all professional interactions					
Additional Comments:					
E. PROFESSIONAL IDENTITY AS A MENTAL HEALTH COUNSELOR	U	NI	S	E	NA
Demonstrates concern for the welfare of others					
Demonstrates ability to assist clients in fulfilling their potential					
Demonstrates ability to assist clients with personal/social/career development					
Demonstrates an orientation toward equity and social justice in the practice setting					
Demonstrates basic knowledge of evidence-based approaches to professional counseling					
Demonstrates basic knowledge of clinical, developmental, and systemic theories of human behavior					
Engages in self-reflection and is open to learning,					
Additional Comments:					
F. COUNSELING SKILLS	U	NI	S	E	NA
Demonstrates effective use of individual counseling strategies that help promote client attainment of treatment goals					
Demonstrates effective use of group strategies that help promote client attainment of treatment goals					
Demonstrates an ability to utilize preventive and crisis intervention strategies					
Demonstrates effective incorporation of counseling theories into work with clients					
Demonstrates an ability to provide culturally appropriate counseling interventions with diverse populations					
Demonstrates an ability to make appropriate referrals					
Demonstrates ability to apply counseling interventions appropriate to the client's needs					

