

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

**School Counseling M.S. Ed. Student
FIELD EXPERIENCE EVALUATION FORM**

Student's Name: _____ Semester/Year: _____
School Site: _____ Site Supervisor: _____
School Grade Level: <input type="checkbox"/> high school <input type="checkbox"/> middle school <input type="checkbox"/> elementary school <input type="checkbox"/> pre-K
Trainee Level: <input type="checkbox"/> G624 Practicum <input type="checkbox"/> 647 Internship I <input type="checkbox"/> 647 Internship II

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 deliver to their instructor. If you have any questions please contact Andy Bosk, by email at abosk@iu.edu or by phone at 812-856-8035.

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 professional manner					
Is responsive to norms about clothing, language, etc. on site					
Adheres to school 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 students					
Communicates effectively with parents and other family members					
Communicates effectively with teachers, administrators, and other school personnel					
Communicates effectively with community members and other stakeholders					
Collaborates effectively with teachers, school administrators, and other school personnel					
Collaborates effectively with parents and other family members					
Demonstrates understanding of formal and informal channels of communication within the school environment					
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 SCHOOL COUNSELOR	U	NI	S	E	NA
Demonstrates ability to assist students with academic development					
Demonstrates ability to assist students with career development					
Demonstrates ability to assist students with personal/social development					
Demonstrates ability to apply appropriate individual academic planning approaches					
Demonstrates ability to use appropriate responsive services approaches					
Demonstrates ability to apply appropriate core curriculum approach for student population					
Demonstrates knowledge and awareness of methods of developing, implementing, monitoring, and evaluating comprehensive school counseling programs					
Additional Comments:					
F. COUNSELING SKILLS	U	NI	S	E	NA
Demonstrates effective use of individual counseling strategies that help promote student success					
Demonstrates effective use of group strategies that help promote student success					
Demonstrates an ability to utilize preventive and crisis intervention strategies					

