

**Site Supervisor Evaluation Of Student
Department of Counselor Education
Northeastern Illinois University**

Student _____ Site Supervisor _____

Name of Site _____ University Supervisor _____

Term/Year _____ Midterm _____ End of Term _____ Date _____

Rating Scale:

- 1 Needs Much Improvement
- 2 Needs Some Improvement
- 3 Acceptable Performance
- 4 A Strength
- 5 A Major Strength
- I/O Insufficient Opportunity to Observe
- NE Not Evaluated

Professional Knowledge and Skills

Counseling. The basic process includes helping students, parents, and teachers collect information, explore options, and make appropriate decisions through individual and group counseling.

- 1 2 3 4 5 I/O NE Helping students with academic/educational development.
- 1 2 3 4 5 I/O NE Helping students with career development.
- 1 2 3 4 5 I/O NE Helping students with personal/social development.
- 1 2 3 4 5 I/O NE Chooses and uses appropriate counseling techniques for students.
- 1 2 3 4 5 I/O NE Able to develop counseling goals.
- 1 2 3 4 5 I/O NE Intervenes appropriately with students in a crisis.
- 1 2 3 4 5 I/O NE Establishes and maintains rapport with students.
- 1 2 3 4 5 I/O NE Communicates empathy to students.
- 1 2 3 4 5 I/O NE Reflects a non-judgmental attitude in counseling relationships.
- 1 2 3 4 5 I/O NE Able to be genuine, sincere, and understanding in helping.
- 1 2 3 4 5 I/O NE Maintains the privacy and confidentiality of information.

Consultation. The basic process involves providing information, presenting instruction, giving suggestions for handling situations, and facilitating planning processes with students, parents, teachers, student services specialists, administrators, and community agency professionals.

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|---|---|---|---|---|-----|----|---|
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Consults with parents/teachers/others regarding strategies to help students. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Participates in multi-disciplinary team meetings or case staffings. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Uses structured group and classroom activities to meet student needs. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Works with school and others to meet a family's goals and objectives. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Locates/uses information from school, outside sources, internet, etc., to assist in student educational, career, and personal/social development. |

Coordination. The basic process involves the coordination of other activities that directly or indirectly benefit the students and the school.

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| 1 | 2 | 3 | 4 | 5 | I/O | NE | Serving on committees. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Organizing/scheduling/monitoring/interpreting the application of tests, inventories, and other measurement procedures. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Coordinating referral/follow-up activities/services with school/agencies to help students and their families. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Planning/organizing/implementing/collaborating with others with respect to school-wide activities. |

Appraisal. The basic process involves measuring students' needs, interests, intellectual functions, and academic performance, as well as the influence of environmental factors on students' development.

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| 1 | 2 | 3 | 4 | 5 | I/O | NE | Using assessment/testing instruments in the evaluation of students. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Collaborating with teachers/school professionals to assess students' abilities and academic achievement. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Using questionnaires/inventories to help students with educational and career decisions. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Observing students in classroom; interviewing students/parents/teachers; using other sources of information to make recommendations about appropriate services for students. |

Professional Characteristics and Development

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| 1 | 2 | 3 | 4 | 5 | I/O | NE | Communicates effectively with students, parents, teachers, and others. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Is perceived positively by others in the school. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Has a professional appearance. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Recognizes own limitations and makes appropriate referrals. |
| 1 | 2 | 3 | 4 | 5 | I/O | NE | Respects individual and cultural differences. |

- 1 2 3 4 5 I/O NE Acquires additional knowledge about special issues facing students.
- 1 2 3 4 5 I/O NE Maintains written records/reports of professional activities.
- 1 2 3 4 5 I/O NE Participates in professionally related workshops or in-service training to improve professional skill development.
- 1 2 3 4 5 I/O NE Demonstrates commitment to values/ethics of school counseling profession.

Supervision

- 1 2 3 4 5 I/O NE Regularly attends and is prepared for supervision with site supervisor.
- 1 2 3 4 5 I/O NE Accepts constructive criticism and recommendations.
- 1 2 3 4 5 I/O NE Open and honest in supervisory sessions.
- 1 2 3 4 5 I/O NE Recognizes own limitations and seeks help and direction.

Personal Characteristics and Development

- 1 2 3 4 5 I/O NE Shows initiative.
- 1 2 3 4 5 I/O NE Is introspective, open, and receptive to feedback.
- 1 2 3 4 5 I/O NE Demonstrates flexibility by making appropriate changes in response to feedback.
- 1 2 3 4 5 I/O NE Demonstrates motivation for current and future roles as a school counselor.
- 1 2 3 4 5 I/O NE Is cooperative and collaborative.
- 1 2 3 4 5 I/O NE Actively seeks new learning experiences.
- 1 2 3 4 5 I/O NE Punctual.
- 1 2 3 4 5 I/O NE Dependable, reliable, and trustworthy.
- 1 2 3 4 5 I/O NE Responsible and accountable for own behavior.

Additional Comments: Please feel free to comment about any of the factors described above or add any other comments that would be helpful in evaluating the student’s strengths and weaknesses. Any comments about the student’s overall potential for success as a school counselor would also be appreciated.

Site Supervisor’s Signature

Date

Intern’s Signature

Date

My signature indicates that I have read the above report and have discussed the contents with my supervisor. It does not indicate that I agree with the report in part or in whole.