School Counseling Mid-Term Internship Evaluation by Site Supervisor

Thank you for serving as a supervisor for one of Messiah College’s graduate students this semester. Your feedback is a valuable piece of the internship experience and this evaluation will serve as a permanent record of the internship student’s professional performance.

Please note: This evaluation is designed to be used for all levels of field experience students and the questions assess both basic and advanced skills. In light of this, as well as accounting for diversity among sites, it is not the expectation that all skills will be observed.

Site Supervisor’s Information

Name: _________________________________________

Phone Number: _________________________________________

Email: _________________________________________

Internship Student’s Name: ________________________________

Faculty Supervisor’s Name: ________________________________

Internship Site Name: _____________________________________

Semester:
___ Spring
___ Summer
___ Fall

Frequency of Supervision: ______________________________________________________

Please use the following rating system when answering the questions below:
Far Below Expectations: needs much improvement, a concern
Below Expectations: needs some improvement to meet standards
Acceptable: meets standards at average level for internship students
Above Expectations: performs at above average level for internship students
Far Above Expectations: a definite strength, performs well beyond average levels for internship students

A. Professionalism:
1. Arrives on time consistently
   ____ Far Below Expectations
   ____ Below Expectations
   ____ Acceptable
   ____ Above Expectations
   ____ Far Above Expectations
2. Informs supervisor and makes arrangements for absences
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

3. Uses time effectively
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

4. Completes requested or assigned tasks reliably and in a timely manner
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

5. Presents a professional appearance and demeanor
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

6. Demonstrates effective oral communication
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

7. Demonstrates effective written communication
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
8. Cultivates professional relationships with school colleagues
   ■ Far Below Expectations
   ■ Below Expectations
   ■ Acceptable
   ■ Above Expectations
   ■ Far Above Expectations
   ■ Not Observed

9. Consults with teachers, staff, and community-based organizations to promote student
    academic, career, and personal/social development
   ■ Far Below Expectations
   ■ Below Expectations
   ■ Acceptable
   ■ Above Expectations
   ■ Far Above Expectations
   ■ Not Observed

10. Engages and works with parents/families to help address the academic, personal/social,
    and career needs of students
   ■ Far Below Expectations
   ■ Below Expectations
   ■ Acceptable
   ■ Above Expectations
   ■ Far Above Expectations
   ■ Not Observed

11. Demonstrates knowledge of school district procedures, policies, events, and professional
    development opportunities
    ■ Far Below Expectations
    ■ Below Expectations
    ■ Acceptable
    ■ Above Expectations
    ■ Far Above Expectations
    ■ Not Observed

12. Articulates, models, and advocates for an appropriate school counselor identity and program
    ■ Far Below Expectations
    ■ Below Expectations
    ■ Acceptable
    ■ Above Expectations
    ■ Far Above Expectations
    ■ Not Observed
13. Uses technology appropriately and professionally in the workplace
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

B. Cultural Competence and Ethical Conduct:
14. Demonstrates self-awareness, sensitivity, and skillfulness in relating to diverse individuals and/or groups
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

15. Promotes a positive school climate that is equitable and responsive to multicultural student populations
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

16. Displays multicultural competencies in relation to diversity, equity, and opportunity in student learning and development
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

17. Assesses and interprets students' strengths and developmental or environmental needs, recognizing uniqueness in cultures, languages, backgrounds, and abilities
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
18. Knows general ethical guidelines and demonstrates sensitivity to ethical issues
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

19. Behaves in accordance with ethical and legal requirements for a professional counselor
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

20. Consults with others and seeks supervision for ethical issues if necessary
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

21. Demonstrates ability to locate resources in the community and knows referral procedures in order to make appropriate referrals to school and/or community resources
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

C. Counseling Skills:
22. Demonstrates good use of non-verbal attending skills (e.g., eye contact, body language)
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
23. Communicates effectively with students demonstrating respect and sensitivity
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

24. Demonstrates good use of basic counseling skills (e.g. empathy, case conceptualization, confrontation, facilitate expression of thoughts and emotions, decision making, goal setting)
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

25. Develops rapport, effective counseling relationships, and appropriate boundaries with students
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

26. Selects and uses appropriate assessment strategies/information to identify and access student issues and/or barriers
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

27. Provides effective individual, group counseling and/or classroom guidance for students' career, academic, and personal/social development
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed
D. School Counseling Programming:
28. Demonstrates ability to advocate and/or plan and/or conduct learning experiences to promote students’ career, academic, and personal/social development using sound educational/counseling principles/theories
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

29. Demonstrates ability to attend to student academic development and prepare students for a full range of post-secondary planning options and opportunities
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

30. Designs and implements prevention and intervention plans to address student issues (e.g. atypical development, language, health/wellness, ability level, resiliency)
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

31. Demonstrates ability to assess, design, implement, manage, and evaluate programs/interventions/strategies to enhance the academic, career, and personal/social development
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

32. Demonstrates ability to develop measurable outcomes and analyze data for school counseling programs, activities, interventions, and experiences
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed
33. Demonstrates ability to plan and present school counseling presentations/programs for teachers and/or parents
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

34. Understands the various peer programming interventions (e.g., peer mediation, peer mentoring, peer tutoring) and how to coordinate them
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

E. Response to Supervision:
35. Actively seeks supervision
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

36. Receptive to feedback and suggestions
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

37. Understands information communicated in supervision
   ___ Far Below Expectations
   ___ Below Expectations
   ___ Acceptable
   ___ Above Expectations
   ___ Far Above Expectations
   ___ Not Observed

38. Willing to explore personal strengths and weaknesses
39. Recognizes personal limitations as a counselor and seeks supervision or refers clients when appropriate (D.5)

___ Far Below Expectations
___ Below Expectations
___ Acceptable
___ Above Expectations
___ Far Above Expectations
___ Not Observed

What are the internship student's counseling strengths?

What are the areas of continued growth for this internship student?

Do you have any concerns about the internship student's personal life that would affect his/her counseling?

____ Yes
____ No

If you answered "Yes" to the previous question, may we contact you to discuss further?

____ Yes
____ No

What other opportunities or experiences would enhance this student's learning?

Additional comments
Overall rating for the internship student:
___ Very Unsatisfactory
___ Unsatisfactory
___ Satisfactory
___ Very Satisfactory

Please discuss your feedback with your internship student. Please also give the student either a paper or electronic copy.

Thank you for taking the time to complete this evaluation!