

**COMPLETION FORMS  
STUDENT PERSONNEL-BASED PROGRAMS  
PRACTICUM**

This packet contains forms necessary for the completion of your student personnel practicum or field experience. Please give the two evaluation forms that your supervisor will use to evaluate your performance (interim evaluation and final evaluation) to him or her early in the semester so that supervisors will be aware of the criteria on which they will make their evaluation.

1. Supervisor Interim Evaluation of Student Performance . . . . .

This form is to be completed by your site supervisor near the midpoint of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.

2. Supervisor End of Semester Evaluation of Student Performance . . . . .

This form is to be completed by your site supervisor near the end of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.

3. Student Site Evaluation Form . . . . .

This form is required to be completed by YOU at the end of the semester and returned to your instructor. It will then be filed in the listing of "approved sites" for other students to peruse as they search for an appropriate site.

4. Supervisor Rating Form . . . . .

This rating scale rates the quality, quantity and other aspects of your supervision. It should be completed at the end of the semester and returned to your instructor.

5. Completion Form . . . . .

This is one of the most important forms in the package. It must be completed by you, certified by your site supervisor, and finally, verified by your course instructor. Complete Part A and have your site supervisor complete Part B. Return the form to your instructor. Following the instructor's verification of hours, this form will be placed in your permanent file.

# INTERIM

## Department of Counseling Shippensburg University Practicum in College Student Personnel

This evaluation form is to be completed by the supervisor near the middle of the term. It is expected that this evaluation be discussed with the practicum student. The form should be returned to the faculty supervisor.

Name of Practicum Student \_\_\_\_\_

Name of Practicum Site \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_

Term or Period Covered by this Evaluation \_\_\_\_\_

Rating Scale Directions: Circle the number that best describes your evaluation of the student intern. Use the following scale:

|             |      |      |                |              |
|-------------|------|------|----------------|--------------|
| 4           | 3    | 2    | 1              | 0            |
| Outstanding | Good | Fair | Unsatisfactory | Not Observed |

### Communication

#### 1. Communicates professionally including:

##### a. written communication.

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

##### b. oral presentations.

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

##### c. active listening (appropriate attending behavior, reflects feelings, empathizes with others, is attentive).

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

##### d. responsive skills (seeks clarification and probes appropriately).

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

##### e. communicates well in groups (questions appropriately, learning to read group process, can lead group interaction including appropriate closure).

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

##### f. makes appropriate referrals.

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|

## Tasks

### 2. Student Intern:

a. completes tasks as assigned.

4                      3                      2                      1                      0

b. is dependable.

4                      3                      2                      1                      0

c. is thorough.

4                      3                      2                      1                      0

d. initiates appropriate interventions.

4                      3                      2                      1                      0

## Professionalism

### 3. Student Intern:

a. is open to growth and learning through feedback and self-assessment.

4                      3                      2                      1                      0

b. behaves ethically and professionally.

4                      3                      2                      1                      0

c. works effectively with co-workers, administrators, supervisors, faculty, and staff.

4                      3                      2                      1                      0

d. is able to consult with others while maintaining confidences.

4                      3                      2                      1                      0

Student's strengths are:

Student's growth areas are:

Other Comments:

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_