<table>
<thead>
<tr>
<th>Practice of School Counseling</th>
<th>1</th>
<th>2</th>
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<th>4</th>
<th>n/a</th>
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<tbody>
<tr>
<td>1. Evidence of personal organization; proficiency in organization and administration of the school counseling program to promote a positive learning environment for students.</td>
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<td>2. Providing individual counseling to students; sensitivity to individual differences; flexibility in counseling relationships with students; assisting students in planning and achieving appropriate academic &amp; personal-social goals; and assisting newly enrolled student to adjust to school.</td>
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<td>3. Providing timely, appropriate, and productive group counseling for students; developing a calendar for small group counseling and large group guidance.</td>
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<td>4. Assistance with student records; assistance with standardized testing; interpretation of student information; identification of special needs students; reviewing and responding to student progress at the end of grading periods.</td>
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<td>5. Assisting with career development of students; providing career information; assisting students with self-awareness; &amp; exploring student long-range plans.</td>
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<td>6. Providing students with educational planning; working with groups and individual students; communicating with parents about student progress; and assisting in educational planning for special needs students &amp; at-risk students.</td>
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<td>7. Assisting with referrals; acting upon referrals from school staff; utilizing community resources/agencies to provide services; promoting use of resources.</td>
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<td>8. Assisting in academic &amp; job placement of students; counseling students about appropriate course/activity placement; assisting with grouping for instruction; and coordinating activities to assist students prepare for job placement.</td>
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<td>9. Consulting with students, parents, teachers, administrators, etc.; working with family situations which affect student performance; and working with school staff to apply strategies for improving student learning.</td>
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<td>10. Coordination of school counseling program evaluation; conducting follow-up of students; evaluation of existing school counseling program; making recommendations for productive changes.</td>
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<td>11. Demonstrating professionalism; using correct oral and written communication; demonstrating general knowledge of school policy and adheres to rules; adhering to professional ethical standards (ACA and ASCA).</td>
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STUDENT EFFECTIVENESS

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree  n/a = Not applicable

12. Develops appropriate interventions and achieves successful resolutions of students’ social and learning problems.
   1 2 3 4 n/a

13. Identifies his/her own professional and personal strengths and weaknesses.
   1 2 3 4 n/a

   1 2 3 4 n/a

15. Maintains confidentiality with students and faculty.
   1 2 3 4 n/a

16. Maintains appropriate case notes.
   1 2 3 4 n/a

17. Performs additional duties in an acceptable and professional manner.
   1 2 3 4 n/a

Comments about student’s overall effectiveness:

GRADING

Before assigning a grade to the trainee, please consider the following criterion for A, B, C, or D. Letter grades will be given on the following considerations.

• Attendance at the site and at required site meetings.
• Professional enthusiasm and demeanor.
• Completion of the required number of clock hours.
• Evaluation of skills and performance during the Practicum/Internship period.

A Indicates that in addition to completing all course requirements in a timely and professional manner, the student, demonstrates excellent counseling skills, high standards of professional and personal behavior, a continued willingness to learn, and a commitment to the profession of school counseling.

B Indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates strong counseling skills, average standards of professional and personal behavior, a continued willingness to learn, and a commitment to the profession of school counseling.

C Indicates that the student did not complete all course requirements in a timely and professional manner, needs to improve counseling skills, may need to examine personal and/or professional standards, appears to be unwilling to learn or is lacking in commitment to the profession of school counseling.

D Indicates that the student did not fulfill requirements and should reconsider career goals. A letter of “D” will lead to a re-evaluation of the student’s participation in the school counseling program by his or her faculty advisor and On-Site Supervisor.

______________________________________________    ________________________________________
On-Site Supervisor  Date

______________________________________________      ________________________________________
School Counseling Student  Date

Recommended Grade: _____________

*Note: This evaluation form is to be completed at the mid-point and at the end of each semester.