XI. EVALUATION PROCESS

Practicum Instructor Evaluation of Student
Faculty evaluates students both orally and in writing at the end of each semester of COUN 530 A/B, 584 A/B, 590 A/B, and 591 A/B by using the form entitled Practicum Instructor Final Evaluation of Student [See Appendix B]. In addition, faculty conducts ongoing evaluations throughout the semester, both orally and in writing. During 530 A/B, this includes email contact with the student’s site supervisor [see e-Form in Appendix B] every other week.

Supervisor Evaluation of Student
Site supervisors evaluate students in mid-semester in COUN 530 A/B, 584 A/B, 590 A/B, and 591 A/B. Students must submit the Mid-Semester Evaluation by Supervisor form [See Appendix B] to their supervisor. The supervisor will evaluate the student, both orally and in writing, and the student then returns the form to the practicum instructor promptly.

Site supervisors will also provide an oral and written evaluation [See Supervisor Final Rating of Student in Appendix B] of students at the end of COUN 530 A/B, 584 A/B, 590 A/B, and 591 A/B.

A student who believes he or she has been evaluated unfairly or inaccurately by the faculty and/or supervisor should first attempt to discuss her or his concerns directly with the faculty and/or agency supervisor. If that process does not provide satisfactory resolution, the student should then discuss their concerns with the Clinical Training Director.

Student Evaluation of Agency
Students evaluate their clinical training site by using the form entitled Student Assessment of Site [See Appendix B] at the end of COUN 530 A/B, 584 A/B, 590 A/B, and 591 A/B. Students also evaluate their supervisor by using a form entitled Student Evaluation of Supervisor [See Appendix B]. These evaluations are taken seriously and are put on file for future use; therefore, students are encouraged to give open and honest feedback. The Clinical Training Director will follow up on the information supplied on the evaluations, as appropriate.