

Counselor Education

***Counselor Education***

***PhD Student***

***FIELD EXPERIENCES HANDBOOK***

**2020-2021**

**Texas Tech University  
College of Education  
Counselor Education Program  
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Lubbock, Texas 79409  
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Introduction

The Counselor Education Program is one of six degree programs in the Department of Educational Psychology and Leadership (EP&L) in the College of Education (COE) at Texas Tech University. The program was established to prepare professional counselors at the master’s (MEd) and doctoral (PhD) levels. The master’s-level program in counselor education offers two counseling tracks, School Counseling and Clinical Mental Health Counseling. The doctoral level (PhD) has one track, a basic counselor education program. The degree programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

**Mission**

The Counselor Education Program was founded to prepare professional counselors who are knowledgeable in counseling theories and techniques and who can implement counseling theories into successful counseling practice, who are committed to respecting diversity among all people, and who ascribe to the highest of ethical standards and practice.

**The Model**

At the master’s level, the outcome for the graduates is that they will successfully develop and implement a Treatment Plan (Clinical Mental Health Counseling) and understand an implement the ASCA National Model (School Counseling). At the PhD level, the outcome for the graduates is that they can develop and implement an Advocacy and Social Justice Leadership Plan. This model complements the College of Education theme, Leading a Revolution in American Education, for inherent in this theme is the concept of change in the preparation of educators. Similarly, inherent in the Counselor Education mission is the intent to target higher order outcomes to involve change that will enhance the employability and success of the graduates when they enter their careers as professional counselors.

**Trademark Outcomes**

The Counselor Education faculty identified the following Trademark Outcome for the PhD program:

For the PhD, the Trademark Outcome is:

* *Implementation of Advocacy and Justice Leadership activities that impact the needs of institutions of higher education, communities, schools (P-12), and the counseling profession.*

The Counselor Education faculty identified the following Trademark Outcomes for the MEd programs:

For School Counseling, the Trademark Outcome is:

* *Implement current field based and legislative issues impacting school counselors including HB5 and the American School Counselor Association (ASCA) National Model, a model whereby school counselors create, implement and evaluate the impact of value-added programs and services responsive to the needs of the school and all stake-holders.*

For Clinical Mental Health Counseling, the Trademark Outcome is:

* + *Create, implement, and evaluate the impact of treatment plans and programs to serve the needs of clients, communities, and agencies where our graduates are employed.*

**Important Student Information**

**Impairment**

According to the *American Counseling Association Code of Eth*ics (2014), counselors and counselors-in-training do not offer counseling services to clients when their physical, mental, or emotional problems may harm a client or others (see Sections C.2.g, F.5.b, and F.8.d). It is the responsibility of the counselor or counselor-in-training to be aware of signs of impairment, seek assistance for their problems, and notify program supervisors that they are unable to provide acceptable services to clients. Counselors and counselors-in-training should seek appropriate professional services to remediate the problem(s) interfering with their ability to provide services.

It is the policy of the Counselor Education program that if a student has a physical, mental or emotional problem that could potentially harm clients or others, that student will be prohibited from seeing clients until the student has completed a remediation plan. For example, it is the policy of the Counselor Education program that if a student has a documented relapse or a self-reported relapse, she/he will not see clients until a remediation plan is completed and the student can provide verified documentation of at least one year of “clean” time. While the student is in treatment, the student’s therapist must report on the student’s progress at specified times.

**Scholastic Dishonesty**

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Counselor Education students are expected to exhibit ethical conduct at all times.

**Handicapping Conditions/ADA Compliance**

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor’s office hours. Please note instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, you may contact the Student Disability Services office in 335 West Hall or 806-742-2405.

A student must register with Student Disability Services and file appropriate documentation in order to be eligible for any disability benefits and services described in this operating policy. The university-approved mechanism for establishing reasonable accommodation is written notification in the form of a *Letter of Accommodation* from Student Disability Services. The *Letter of Accommodation* indicates to faculty that the student has given proof of her/his disability and that the accommodation noted is considered appropriate and reasonable. No further proof of disability should be required of the student. Students presenting other kinds of verification should be referred to Student Disability Services for the appropriate identification. No requirement exists that accommodation be made prior to completion of the approved university process.

Faculty members are not permitted to provide accommodations for a student’s disability needs unless the student provides a *Letter of Accommodation* from Student Disability Services. Ideally, *Letters of Accommodation* should be presented to instructors at the beginning of the semester; however, *Letters of Accommodation* may be submitted at any point during a semester. If a *Letter of Accommodation* is presented after a semester begins, the accommodation applies only from the date presented to and signed by the faculty member until the completion of the semester. One week is considered a reasonable amount of time to allow the faculty member to implement the accommodation.

**Violence and Sexual Harassment**

The university is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state law, the university prohibits discrimination based on sex and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence, sexual violence, and any other misconduct based on sex. Any acts that fall within the scope of this policy hereinafter are referred to as Sexual Misconduct.

While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university’s policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on this basis. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

This policy applies to all university students and employees, visitors, applicants for admission to or employment with the university, as well as university affiliates and others conducting business on campus. This policy will apply to on-campus and off-campus conduct of which the university is made aware and which adversely impacts the educational and employment environments of the university. The university will take all reasonable steps to prevent recurrence of any Sexual Misconduct and remedy discriminatory effects on the Reporting Party and others, if appropriate.

The full description of the University’s policy on violence and sexual harassment can be found in OP 40.03.

**Title IX**

Texas Tech University is dedicated to providing a safe and equitable learning environment for all students. Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to The Student Resolution Center: (806) 742-SAFE (7233). The TTU Counseling Center (<http://www.depts.ttu.edu/scc/>) provides confidential support (806-742-3674) and the Voices of Hope Lubbock Rape Crisis Center has a 24-hour hotline: 806-763-RAPE (7273). For more information about support, reporting options, and other resources, go to: <http://www.depts.ttu.edu/sexualviolence/>.

**Ethics and Professional Development**

The Counselor Education Program faculty endorses and implements the American Counseling Association *Code of Ethics* (2014). Students and supervisees preparing to become counselors are required to adhere to and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Code of Ethics, and the ethical codes of all ACA divisions. Additionally, students and supervisees must adhere to and endorse the most current versions of the ACA Multicultural and Social Justice Counseling Competencies and the ACA Advocacy Competencies.

**Classroom Civility**

Students are encouraged to follow the eight ethical principles supported in the *Strive for Honor* brochure. They are:

* *Mutual Respect* – Each member of the Texas Tech community has the right to be treated with respect and dignity.
* *Cooperation and Communication* – We encourage and provide opportunities for the free and open exchange of ideas both inside and outside the classroom.
* *Creativity and Innovation* – A working and learning environment that encourages active participation.
* *Community Service and Leadership* – Exemplary professional and community service through research, creative works, and service programs that extend beyond the university environment.
* *Pursuit of Excellence* – Texas Tech University is committed to achieving excellence following best practices in its professional work, displaying the highest standards in its scholarly work, and offering venues to showcase national and international examples of achievement.
* *Public Accountability* – We strive to do what is honest and ethical even if no one is watching us or compelling us “to do the right thing”.
* *Diversity* – An environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds.
* *Academic Integrity* – Being responsible for your own work ensures that grades are earned honestly.

The Counselor Education program supports the LGBTQIA community. Within the Center for Campus Life, the Office serves the Texas Tech community through facilitation and leadership of programming and advocacy efforts. This work is aimed at strengthening the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community and sustaining an inclusive campus that welcomes people of all sexual orientations, gender identities, and gender expressions. Contact information for the Office of LGBTQIA is Student Union Building Room 201, [www.lgbtqia.ttu.edu](http://www.lgbtqia.ttu.edu), 806-742-5433.

As students in the Counseling programs and future counselors, we would hope that any conflicts or miscommunications between students or between students and faculty will be handled by open and honest communication between the individuals involved. However, if this is not possible, the University has recourse through the Office of Student Conduct as listed below:

Texas Tech University is a community of faculty, students, and staff that enjoys an expectation of cooperation, professionalism, and civility during the conduct of all forms of university business, including the conduct of student-student and student-faculty interactions in and out of the classroom. Further, the classroom is a setting in which an exchange of ideas and creative thinking should be encouraged and where intellectual growth and development are fostered. Students who disrupt this classroom mission by rude, sarcastic, threatening, abusive or obscene language and/or behavior will be subject to appropriate sanctions according to university policy. Likewise, faculty members are expected to maintain the highest standards of professionalism in all interactions with all constituents of the university ([www.depts.ttu.edu/ethics/matadorchallenge/ethicalprinciples.php](http://www.depts.ttu.edu/ethics/matadorchallenge/ethicalprinciples.php)).

Further, to report harassment, threatened aggression (non-emergency) or other behaviors related to deprivation of your rights, please report your concerns to the TTU Office of Student Conduct at the following email address: <http://www.depts.ttu.edu/studentconduct/conductcode.php>. You can file reports to this office anonymously. You can also file reports of this nature with TTU Office of Student Responsibilities by calling 806-742- 2405.

**Affirmative Action**

The Counselor Education Program faculty support and endorse the policies/procedures from the Affirmative Action Office at Texas Tech University. A copy of the policy is available from the Affirmative Action Office in West Hall, Room 242.

**Religious Observations**

Students may be allowed an excused absence due to certain religious holidays/observances. Students should notify the professor at the beginning of the semester and submit appropriate verification at least one week prior to the anticipated absence. Students must be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Failure to complete these assignments may result in appropriate responses from the instructor.

**Professional Associations**

Students are encouraged to seek membership in the American Counseling Association and its divisions. The benefits of student membership are many, while the student membership fee is low. For more information, call 1-800-347-6647 ext. 222 or visit [www.counseling.org](http://www.counseling.org) We also encourage students to be members of the Texas Counseling Association and the West Texas Counseling Association.

Chi Sigma Iota is the national counseling honor society. Students may apply for membership in Chi Sigma Iota if the following criteria are met: the student must be admitted to the Counselor Education program; the student must be in good standing and cannot have remediation or probationary status; the student must maintain a minimum GPA of 3.5; and the student must have completed a minimum of 12 hours of graduate counseling credits. For more information, see [www.csi-net.org](http://www.csi-net.org) or Dr. Charles Crews (806-834-4149), faculty advisor.

Clinical Coursework

Doctoral students in the Counselor Education program must complete a Clinical rotation of four (4) courses. These courses are Practicum (EPCE 6360), Internship I & II (EPCE 6094), and Counselor Supervision (EPCE 6366). Each of these courses have specific criteria and requirements that aid doctoral students in the development of advanced clinical skills.

Please note that all assignments in any of the clinical courses must be turned in on time. Late assignments are not accepted and will receive a grade of F, which means you will not pass the clinical course in which you are enrolled.

**EPCE 6360, Advanced Practicum in Counseling**, is a course designed to help students with the initial implementation of advanced counseling skills. It requires a minimum 100 hours, of which 40 hours is direct counseling service and 60 hours is indirect client contact, at an approved counseling site under supervision of a licensed, doctoral-level counselor (or a doctoral-level supervisor who is licensed in psychology, clinical social work, marriage and family, or an MD). Students engaged in counseling and accruing counseling hours must meet with their site supervisor for a minimum of one (1) hour weekly. Students who fail to perform adequately in EPCE 6360 may be required to enroll for an additional semester to improve their counseling performance.

**EPCE 6094, Doctoral Internship in Counseling**, is a two semester course that requires a total of 600 hours (300 hours/semester) in the practice of counseling, consultation, supervision, teaching, research and leadership. Students **may not** enroll in more than three (3) hours of internship during the semester. Of the 600 hours, a minimum of 240 hours must be **direct** service to counseling clients. Direct counseling service is defined as face-to-face service in counseling, teaching, supervision, consultation, research and leadership.

1. ***Counseling***. The content area includes clinical or psychoeducational experiences gained by counseling individuals and/or groups at a designated counseling site. An intern accruing counseling hours must be supervised by a PhD level counselor for a minimum of one (1) hour each week. An intern serving as a group leader of master’s degree counseling students will be under the supervision of the counselor education faculty member teaching the group counseling class. (Minimum of 50 direct hours)
2. ***Supervision***. This content area includes supervision of students enrolled in masters level practicum or internship. Interns will work under the supervision of the counselor education faculty member who is supervising the practicum or internship class. (Minimum of 50 direct hours)
3. ***Teaching***. This content area includes serving as an assistant to a full time counseling faculty member in teaching a course in counseling. During this experience, the faculty member serves as the doctoral student’s supervisor. (Minimum of 50 direct hours)
4. ***Consultation***. This content area includes providing consultation in a clinical setting to other helping professionals or family members of clients or providing consultation to organizations (e.g., schools and agencies) under the supervision of a counselor education faculty member. (Minimum of 25 direct hours)
5. ***Research***. This content area includes supervised participation in a faculty research project under the supervision of a counselor education faculty member. The research might include gathering data needed for preparation of a grant application, writing a conference proposal (if accepted presentation of research at conference), or writing an article for publication. (Minimum of 25 hours)
6. ***Leadership***. This content area includes participation in professional activities (e.g., involvement in professional associations under the auspice of ACA or TCA or counselor education program activities) under the supervision of a counselor education faculty member. (Minimum of 10 hours)

The total for the direct service hours as listed in items 1-6 above is 210 hours. The 30 hours of direct service not explicitly listed above may come from any combination of hours in items 1-6. The remaining 360 hours of the required 600 hours may be obtained in direct or indirect service from the areas listed above.

Students unable to complete the required 600 hours of internship in two semesters may enroll in internship for two (2) semester hours) during three (3) semesters and complete 200 hours of internship each semester. Students who fail to perform adequately in internship may be required to take an additional semester (or more) to achieve mastery in the counseling areas.

**EPCE 6366, Advanced Supervision in Counselor Education**, is a course designed to help students learn and implement advanced supervision theory and skills into the practice of counseling. Students will learn the principles, processes, and procedures associated with counselor supervision. In addition, students will learn how to implement supervision theory into practice. Students will supervise master’s-level counseling students enrolled in EPCE courses (Techniques I and II, Group, Practicum, and Internship) for a minimum of 20 hours/semester under the supervision and direction of an EPCE faculty member.

Section 1: Checklist for Applying and Preparing for Practicum and Internship in Counseling

*Be sure you complete all of the following steps:*

\_\_\_\_\_ 1. Obtain the *PhD Field Experience* *Handbook* (Counselor Education/Clinical Webpage)

\_\_\_\_\_ 2. Thoroughly read all the materials in this *Handbook*

\_\_\_\_\_ 3. Complete the Self-Inventory included in this *Handbook* on page 21. This inventory will assist you in the interview process and in how to select a site.

\_\_\_\_\_ 4. Make an appointment with the Clinical Director, Dr. Hendricks, if you have questions about practicum or internship placement.

\_\_\_\_\_ 5. Consult with Dr. Hendricks regarding the suitability of a site for practicum and/or internship. Remember, the site supervisor must be a licensed, doctoral-level counselor (or licensed at the doctoral level in psychology, clinical social work, MFT or MD)

\_\_\_\_\_ 6. Identify approximately three sites to interview for possible practicum/internship placement. If there is a site of interest that has not be used previously, provide (at least six months in advance) the contact information to the Clinical Director, Dr. Hendricks, to initiate the approval process.

\_\_\_\_\_7. Once the sites have been selected, make appointments and complete interviews with the on-site supervisors.

\_\_\_\_\_8. Obtain preliminary confirmation of site placement. Contact the Clinical Director, Dr. Hendricks ([bret.hendricks@ttu.edu](file:///C:\Users\legould\Documents\01-COUNSELOR%20EDUCATION\Documents%2001\Handbooks\bret.hendricks@ttu.edu)), to inform him of placement.

\_\_\_\_\_ 9. Complete the reservation form for practicum/internship **at least six months** (See Section 3) before beginning your practicum/internship and submit the form to Dr. Gould in COE Room 216.

\_\_\_\_\_ 10. Obtain liability insurance (See Section 2.G). Give a copy of insurance page showing coverage to the faculty instructor on the first day of class. Additionally, you must include a copy of your proof of insurance with the contracts for your site placement and give this to Dr. Gould no later than the first day of classes each semester.

\_\_\_\_\_ 11. All students taking clinical courses (EPCE 6360 or EPCE 6094) must complete and submit a reservation form at least one semester before enrolling in the course. **All students wishing to enroll in EPCE 6360 or EPCE 6094 must be admitted to the Counselor Education Program and have completed all prerequisite and co-requisite coursework.**  The reservation form must be submitted to Dr. L.J. Gould (806-834-4224 or [lj.gould@ttu.edu](file:///C:\Users\legould\Documents\01-COUNSELOR%20EDUCATION\Documents%2001\Handbooks\lj.gould@ttu.edu)) before you may be registered for practicum or internship.

\_\_\_\_\_ 12. All students should sign page 80 of this *Handbook*. Each student should then make a copy of this attestation and submit the original, along with their reservation form and proof of liability insurance to Dr. Hendricks or Dr. Gould (Room 216). Students may leave these items in Dr. Hendricks’ or Dr. Gould’s mailbox by taking them to the COE mailroom (1st Floor).

Please note you cannot register for practicum or internship online. Students are given permission to register on a first come, first enrollment basis. As per CACREP standards, a maximum number of students are permitted to enroll in each class. Therefore, students must complete the reservation form early as classes fill quickly.

Clinical Director: EPCE Business Manager:  
 Dr. aretha marbley Dr. L.J. Gould  
 806-834-5541 806-834-4224  
 COE 211 COE 216

**\*NOTE: SOME INTERNSHIP SITES REQUIRE APPLICATIONS, CRIMINAL BACKGROUND CHECK, AND/OR TRAINING 3-4 MONTHS IN ADVANCE OF THE BEGINNING OF CLASS.**

Section 2: Application Guidelines for Counselor Education Practicum and Internship (PhD level)

These Guidelines apply to all TTU students enrolled in the PhD program in Counselor Education. Separate handbooks are available for prospective and admitted students to the PhD program.

**Counselor Education students, especially those enrolled in practicum or first internship, should carefully read and follow the guidelines described herein. Failure to follow these guidelines may result in delays in enrolling for practicum/internship and/or a less than satisfactory practicum/internship experience.**

*Preparation Steps:*

Students should begin to make preparations for their first practicum approximately **six months** before the semester in which they plan to enroll. Preparations include the following:

A. Obtain a copy of the ***PhD Field Experiences Handbook*** (obtain this Handbook from the clinical website). Review and familiarize yourself with the information in the Handbook.

B. Fill out the appropriate **Counseling Practicum and Internship Reservation Form** and return it to Dr. L.J. Gould (806-834-4224) six months before beginning your first practicum/internship. A reservation form is included with this *Handbook*. If you have questions, please make an appointment with the Clinical Director (Dr. Hendricks, Room 215, 806-834-1744).

C. Consult the with faculty regarding practicum/internship sites.

D. Complete the **Self-Inventory for Practicum/Internship.** This form, (see page 21 of this *Handbook*) is provided for the student’s self-review. Students should complete the form before looking for a site.

E. If your site is new or if your supervisor is new, confirm clinical approval status with the Clinical Director (Dr. Hendricks). All practicum/internship sites and site supervisors must be approved by the Clinical Supervisor prior to beginning of the practicum/internship class. The Site Supervisor for the PhD practicum or internship must have a doctorate (EdD or PhD) in Counselor Education or an equivalent doctorate degree.

F. Attend the **mandatory** Counselor Education **Clinical Orientation** session held on campus in the fall or spring semester prior to your enrolling in practicum.

G. Obtain professional liability insurance. You may obtain liability insurance from an insurance company endorsed by a counseling association. This insurance must be obtained at least **three months** before beginning your practicum/internship. You cannot begin your practicum/internship without this insurance. *Bring proof of insurance with you on the first day of class.* Liability insurance may be obtained from:

- Health Providers Service Organization (HPSO) 1-800-982-9491

- Texas Counseling Association 1-800-580-8144

- Information about other providers and coverage is available from the Texas Department  
 of Insurance 1-800-252-3439

H. Registration: Students should register for EPCE 6360, Practicum in Counseling, for their first clinical experience. For their next two clinical experiences, students should register for EPCE 6094, Counseling Internship (six semester hours total, divided into a minimum of two 3-semester hour courses taken over a minimum of two semesters). **Students cannot enroll in more than three hours of practicum or internship each semester.**

I. Enrollment: Students enrolled in the PhD program must complete one (1) practicum and two (2) internship classes and be supervised by an approved doctoral-level supervisor with a minimum of two years school experience. Please note that students enrolling in practicum or internship during the summer must spend 12 weeks (usually May 1 – July 21) at the site and be supervised weekly.

Section 3: Practicum/Internship Reservations Forms

The reservation forms for practicum and internship courses are provided in Appendix A of this *Handbook.* The reservation forms may also be downloaded from the website. Please complete the appropriate reservation form and return it to Dr. L.J. Gould (Room 216) one semester before beginning your first practicum/internship. Fill out **one** form for each semester you plan to enroll in a clinical course.

Section 4: Field Site Guidelines for Counselor Intern and Practicum Students

**Obtaining a Field Site**

The Clinical Director and the Counselor Education faculty will assist prospective counseling interns in obtaining potential internship sites by providing information about approved sites and discussing questions about potential sites. All sites and Site Supervisors must adhere to and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Code of Ethics, and the ethical codes of all ACA divisions. Additionally, all sites and all Site Supervisors must adhere to and endorse the most current versions of the ACA Multicultural and Social Justice Counseling Competencies and the ACA Advocacy Competencies.

It is the faculty’s policy that students are responsible for finding an internship site that meets their needs and interests in training. It is the student’s responsibility to select their sites and to schedule interviews for potential practicum or internship site placement. It is the student’s responsibility to contact the Counselor Education faculty or Clinical Director for assistance as needed. Students may request that the Clinical Coordinator make a follow-up contact, (if necessary) in obtaining a new site for an internship. If the student has been unable to obtain a field site after several interviews, he or she should contact the Clinical Coordinator for further assistance.

**Please note that practicum and internship sites for direct and indirect hours must be in Lubbock or the Lubbock area for students living in an area no more than 60 miles from Lubbock. Sites in Lubbock and the Lubbock area must be reviewed individually and must be approved by the Clinical Director at least one semester prior to enrollment in the practicum or internship. Students living/commuting at a distance of more than 60 miles from Lubbock will have their sites/site supervisors approved by the Clinical Director, Dr. Bret Hendricks, on an individual basis.**

Prospective counselor interns and practicum students should complete the following steps in obtaining a site:

A. Identify three sites where you wish to interview for a site placement.

If you have information about a potential site, please contact the Clinical Director (Dr. Hendricks) about the procedures for contacting the site. Additional directions for obtaining an internship site are given in this *Handbook* in the section titled *Site Guidelines for Counseling Interns*. All practicum and internship classes require enrollment and class attendance at Texas Tech. (Remember that clinical classes from other universities may not be transferred to TTU. These courses must be taken in the Counselor Education Program at TTU.)

**In order to be eligible to become a PhD site supervisor for the TTU EPCE Program, the potential site supervisor must have an earned doctoral degree in counseling, psychology, psychiatry, marriage and family therapy, social work, or a closely related field, appropriate license, and a minimum of two years’ post-doctoral professional experience and be available to supervise the intern or practicum student a minimum of one hour per week. A PhD site supervisor cannot be a friend or family member of his/her supervisee, nor can a current EPCE student serve as a PhD site supervisor. However, if a PhD-level site supervisor is not available, a master’s-level supervisor, with appropriate license and a minimum of two years’ professional experience who is available to supervise the student for a minimum of one hour per week, may be considered on a case-by-case basis.**

All sites and Site Supervisors are required to adhere to and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Code of Ethics, and the ethical codes of all ACA divisions. Additionally, all sites and all Site Supervisors must adhere to and endorse the most current versions of the ACA Multicultural and Social Justice Counseling Competencies and the ACA Advocacy Competencies.

B. Interviews

Make interview appointments with the appropriate contact persons in the sites you selected in Step A. General instructions for the interview are:

(1) Be prepared to talk about your preparation for participation in the practicum or internship. For example, take a list of courses that you have completed or are in the process of completing. Describe any counseling or related experiences you have had. It is advisable to prepare a resume listing your academic preparation as well as other pertinent information about yourself. Remember that this is a professional interview; you want to present yourself accordingly.

(2) Before attending the interview, please read and become familiar with all of the information in this *Handbook*. Please note that when you visit with the Site Supervisor, you should let the Site Supervisor know that you need to be able to participate (under supervision) in a variety of direct counseling (individual, group, family) and indirect counseling experiences (staffing, in-service, workshops, intakes, interviews, assessments, etc.) as appropriate to your training and the site’s needs.

You should also inform the site supervisor that Practicum (EPCE 6360) requires that you obtain a total of 100 hours at the site during the semester. **Please note that these hours must be accumulated evenly throughout the semester, and cannot, therefore, be obtained in one or two months.** From the total 100 hours, a total of **40 hours** must be obtained in direct counseling with clients. The remaining 60 hours may be obtained from indirect counseling (staffing, intakes, etc.) or from direct counseling. In order to obtain your 100 hours at the site, you will need to spend at least nine 9 - 10 hours per week at the site, with 3 - 4 hours each week spent in direct counseling with your clients.

Internship (EPCE 6094) requires that you spend 300 hours at the site each semester. **Please note that these hours must be accumulated evenly throughout the semester, and cannot be obtained in one or two months.** From the total 300 hours, a total of **120 hours** must be obtained in direct hours. The remaining 180 hours may be obtained as indirect or direct hours. There are six (6) major areas (Counseling, Teaching, Supervision, Research, Consultation, Leadership) in which the 300 hours are obtained. The course syllabus will specifically describe the number of hours required in each of the six areas.

Both practicum and internship courses require that in addition to class work/class supervision at the university, you must have a minimum of one hour of regularly scheduled supervision with your Site Supervisor each week.

C. You may receive and tentatively accept an internship appointment at the time of your interview or the Site Supervisor may give you a specific time when he or she will get back to you. Otherwise, you should wait about a week to hear from the Site Supervisor. Following the week interval, you may want to call and ascertain if a decision has been made.

D. After you have received oral confirmation from the contact person at the site, you should give this information to your university supervisor (faculty). Be sure that you and the Site Supervisor are clear about when you will begin your practicum or internship. Some sites require preliminary training two to three weeks before the course begins. Also many sites require a criminal background search which may take up to four weeks. Please note that decisions made from information gathered in a criminal background search are made by the site (not TTU or the Counselor Education Program).

E. If you have questions, concerns, or difficulties anytime during the above process, be sure to contact your assigned university instructor or the Clinical Director for advice and assistance.

F. During the practicum/internship experience at your site, your Site Supervisor has supervisory and administrative responsibility for site activities. Your university faculty instructor will stay in phone contact with your site Supervisor as necessary. The faculty instructor will not generally visit your site during your internship, unless this is necessary or desirable, or unless the site supervisor or you request a visit. At the middle and end of the semester, the site supervisor will complete an evaluation form on your practicum/internship activities. You will also evaluate your own work, the supervisor’s work, the instructor, and the site.

G. If special problems or concerns (clinical, supervisory, interpersonal, etc.) should arise during your site practicum/internship experience, you should inform your university instructor (faculty) immediately. It is the responsibility of the university instructor to work with you and the site supervisor to properly handle and resolve any special problems or concerns.

H. At the beginning of the semester in which you are enrolled in internship, the faculty instructor will give you more specific guidelines about the extent to which you are expected to discuss site issues during on-campus group and individual supervision.

**NOTE:** The maximum number of internship hours that may be taken during a semester is three (3) hours. The standards also require that field experiences extend over a minimum of three (3) semesters, which for TTU Counselor Education includes one (1) semester of practicum and two (2) semesters of internship. You cannot enroll in six (6) hours of internship during one semester (fall, spring, summer).

Section 5: Clinical Supervision Guidelines for Site Supervisors

**Introduction**

These guidelines are designed for Site Supervisors who agree to provide clinical supervision to counseling students in the master’s and doctoral programs in Counselor Education at Texas Tech University. The guidelines briefly describe the training/educational objectives of the practicum and internship classes and the roles and responsibilities of Site Supervisors in helping students achieve these objectives.

All sites and all Site Supervisors are required to adhere to and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Code of Ethics, and the ethical codes of all ACA divisions. Additionally, all sites and all Site Supervisors must adhere to and endorse the most current versions of the ACA Multicultural and Social Justice Counseling Competencies and the ACA Advocacy Competencies.

A DVD has been developed to give an overview of the role/activities/responsibilities of the Site Supervisors. All Site Supervisors are expected to view the DVD.

Site Supervisors may request a DVD be provided by their student(s) or may view the information online at <http://mediacast.ttu.edu/Mediasite/Catalog/Full/959ebbd0c73a46ca82877572e3debedb21>.

**General Structure of Practicum/Internship**

Texas Tech University’s Counselor Education Program requires all candidates for the PhD degree to complete a supervised counseling practicum and internship experiences. At the PhD level, the requirement is a supervised three (3) semester sequence of practicum and internship. The first semester begins with a 100 hour practicum (EPCE 6360) in which practicum students are expected to gain initial experience with counseling responsibilities. The second semester constitutes the beginning of the internship (EPCE 6094) and requires 300 hours of supervised counseling and related responsibilities with clients. The third semester is a continuation of the counseling internship and involves 300 hours of supervised counseling and related activities. The three semester hours provides 700 hours of onsite counseling experiences.

**Minimum Counseling, Clinical and Supervisory Requirements**

1. Practicum students must have direct counseling experiences with a minimum of four to six clients each week.

2. Internship students must have a variety of counseling experience with clients for a total of 120 direct hours and 180 indirect hours per course for two semesters.

3. Both internship and practicum students must have the opportunity to provide on-going counseling with four to six clients over several sessions. Students should not be restricted to only intake interviews, but instead, they should have the opportunity to engage in the full range of service activities that the site offers to clients.

4. In addition to the above minimum expectations, the intern should be given as much opportunity as possible for substantial counseling and counseling-related activities.

5. All practicum students and internship students must receive at least one hour per week of individual supervision from a doctoral level site supervisor.

**Goal and Objectives of the Supervised Clinical Practice in Counseling**

In addition to supplementing and enriching classroom experiences, the supervised clinical experience is a method of training characterized by “doing.” These experiences introduce and engage the counselor trainee in activities and judgments fundamental to counselors’ regular professional responsibilities.

*Goal*

The goal of the practicum and internship experience is to provide the student a transitional clinical/counseling experience by engaging in a practical, day-to-day work schedule under the close supervision of an approved doctoral level Site Supervisor who can assist the student in refining professional skills, according to their level of career development, while still working in a learning environment. For practicum and internship students, this goal is understood in terms of professional competencies. A very significant factor in the success or failure of a student’s clinical experience is the quality of supervision. Sensitivity to the professional needs and the particular personality of the trainee is recommended to create and foster an atmosphere facilitating professional growth. The clinical experience emphasizes the importance of:

1) working with actual cases to provide better understanding of services and professional conduct; and

2) training that remains educational in purpose, but is, by agency or institutional standards, productive.

Thus, through the joint efforts of the university faculty, the counselor trainee, and the Site Supervisor, the trainee is supported in becoming a knowledgeable, skilled, and disciplined professional counselor. (**NOTE:** the term “agency” is used generically throughout this *Handbook* to refer to all types of human service agencies, community and private practice agencies, and corporate and government based counseling services.)

*Objectives*

The type of professional skill refinement the faculty hopes to observe in the trainee is suggested in the following objectives.

The intern/practicum-trainee will demonstrate:

1. clinical/counseling orientation and task competencies.  
2. essential professional identity and ethical code competencies  
3. interviewing and counseling (theory and practice) competencies.  
4. assessment and appraisal skills.  
5. essential vocational evaluation and adjustment competencies.  
6. essential case management competencies including knowledge of available references and resources.  
7. consultation, administration, leadership, and psychoeducational competencies in accordance with the student’s program emphasis and site placement.

**Roles and Responsibilities**

Site Supervisors are responsible for having knowledge of the goals and philosophies of the counseling profession and being supportive of these in their interaction with students. Since each student differs in personal and educational readiness and since each agency differs in its purpose, scope, and function, a uniform program of activity applicable to all field settings and all students cannot be outlined. Further, students should individually display competence and be able to function independently. Students should not be dependent on peers or Site Supervisors to clarify clinical, counseling, consultation, managerial, and leadership responsibilities and expectations with the student. The Site Supervisor must provide at least one hour each week of individual supervision. The content and process of the agency supervision is determined on an individual basis between the student and supervisor. University supervision will also be provided on a group basis during the weekly seminar meetings and individually for practicum students.

The Counselor Education program requires that the overall sequence of supervised clinical experiences be divided into three major phases: (1) orientation, (2) brief observation, and (3) participation.

The following activities, listed according to phase, are suggestions for the agency supervisor who is planning the student’s program. Obviously, the organization of each specific field setting and the past experience and knowledge of the supervisor in training students may alter the procedures.

A. Orientation

1. Physical Facilities (Tour of physical plant)  
 a. Counseling, clinical, guidance facilities  
 b. Files: charts, case folders, records, etc.  
 c. Supply room: supplies, equipment, forms, etc.  
 d. Reference/material: library, manuals, technical dictionaries, occupational information, vocational testing materials, etc.

2. Agency Functions and Services  
 a. History of agency  
 b. Support or income structure  
 c. Overview of services  
 d. Administrative organization  
 e. Acceptance or admission policy  
 f. Referral sources  
 g. Client population  
 h. Reporting and statistical procedures  
 i. Policy regarding confidentiality

3. Agency Routines and Office Regulations  
 a. Hours of work  
 b. Lunch times  
 c. “Breaks”  
 d. Holidays  
 e. Use of the telephone  
 f. Use of equipment and clerical personnel  
 g. Travel expenses  
 h. Signing in and out  
 i. Agency report schedules and their significance in agency administration

4. Staff (Introduction to)  
 a. Managerial  
 b. Professional  
 c. Clerical  
 d. Personal interviews with administrator and department heads

5. Clients  
 Site Supervisor may select several typical cases, current or closed, for study or analysis, as illustrations of agency function, clients served, and the counselor role

B. Observation

1. Interviewing  
 a. Intake or screening interviews  
 b. Counseling/therapy interviews  
 c. Interviewing involving clients differing as to disability, background, etc.

2. Procedures Involved in Assessment, Appraisal, and Diagnostic Testing  
 a. Medical  
 b. Psychological  
 c. Educational  
 d. Career   
 e. Social

3. Inter- and Intra-agency Case Conferences

4. Staff Meetings  
 a. Administrative  
 b. In-service training

5. Medical, Psychiatric, Psychological, Educational, and Social Work Consultations

6. Case Recording and Record-Keeping

7. Counselor “Field” Rounds (Provision of service)  
 a. Classroom visits  
 b. Community resources  
 c. State employment services  
 d. Rehabilitation centers  
 e. Workshops, etc.

8. Managerial and Consultation Activities as they are appropriate to the intern’s program emphasis and the nature of the site.

C. Participation

1. With Clients  
 a. Interview: screening, intake, counseling and planning  
 b. Counseling: individual, group, and family  
 c. Assessment and Appraisal  
 d. Psychoeducational or Developmental Guidance interventions  
 e. Follow-up

2. With Facilitating Personnel and Agencies  
 a. Individual consultation with other professional personnel  
 b. Intra-agency team conference  
 c. Inter-agency team conference  
 d. Managerial, consultation, and leadership activities

D. Student’s Role

Students should arrange their work schedule to conform to agency and university requirements – with precedence being given to attendance at university classes in which they are enrolled. Agency policy regarding dress, time of arrival and departure, confidentiality of information, holiday and “coffee break” time, notification in case of illness, etc. should be followed. While students are not required to be at the agency during official university vacation periods (e.g., Winter and Spring breaks), this **must** be discussed in advance with the university faculty and the agency supervisor so that the Site Supervisor is cognizant that students work when the University is in session.

Students are expected to engage in all of the activities normally engaged in by the agency’s staff and counselors, at a level commensurate with their experience and responsibility. Although Clinical Mental Health agency personnel retains ultimate responsibility for case disposition, interns should be encouraged to exercise independent judgment as often as possible.

E. Supervisor’s Role

Supervised clinical experience is most effective for the student and the agency if the agency appoints not only a qualified but in addition an interested staff counselor/supervisor to supervise the student’s work and provide general guidance. It is the counselor in the agency who has the history and understanding of the agency’s policies. For example, a supervisor would be beneficial to the student in helping to explore general reactions to the various roles a counselor is asked to assume and to follow agency policies and procedures, in discussing present and new cases, and in adjusting to developments in the field. These student interns need a one hour weekly supervision session scheduled each week for supervisor-student consultation. Additionally, the supervisor should be available to the student at other times for less formal assistance. The supervisor, as a representative and advocate for the agency and the counseling profession, can help the student find a series of experiences that would be instructive to the counselor. The supervisor can use the student’s performance in these activities as an objective basis by which to evaluate the student at the end of the semester. Supervisors must take time to discuss the most current versions of ACA Code of Ethics, the Texas LPC Code of Ethics, and the ethical codes of all ACA divisions. Additionally, supervisors must discuss the most current versions of the ACA Multicultural and Social Justice Counseling Competencies and the ACA Advocacy Competencies.

F. University Role

The university delegates supervisory and administrative responsibility for site activities to the Site Supervisor. The university faculty instructor for the practicum/internship will stay in phone contact with the Site Supervisor as necessary and desirable. The faculty instructor will not generally visit the site during the internship, unless this is necessary or desirable, or the Site Supervisor or intern requests a visit. At the middle and end of the semester, the Site Supervisor will complete an evaluation form on internship activities. (Copies of this form are given by the student to the site supervisor~~s~~ at the beginning and end of the semester.)

As mentioned earlier, the university provides regular supervisory sessions at which students are expected to present and discuss cases accompanied by tape-recorded interviews. The agency is asked to authorize, with written client permission, the taping of site counseling sessions for on-campus supervision. Portions of the tape may be played in class for educational purposes. The group supervision sessions are in the format of a 1-1/2 hour per week group supervision seminar that is held throughout the semester. Site Supervisors are welcome to attend the on-campus group supervisory meetings, especially when their supervisee is presenting agency cases for discussion. While course guidelines may vary depending on the faculty member teaching the course (or section of the course), the overall objectives are basically the same for all sections of practicum/internship.

G. Special Problems

If special problems or concerns (clinical, supervisory, interpersonal, etc.) should arise during the practicum/internship, the Site Supervisor should contact the university practicum/internship faculty instructor immediately as warranted by the nature of the problem. It is the responsibility of the university faculty instructor to work with the site supervisor and the practicum/internship student to resolve any special problems or concerns.

*Impairment*

According to the *ACA Code of Eth*ics (2014), counselors and counselors-in-training do not offer counseling services to clients when their physical, mental, or emotional problems may harm a client or others (see Sections C.2.g, F.5.b, and F.8.d). It is the responsibility of the counselor or counselor-in-training to be aware of signs of impairment, seek assistance for their problems, and notify program supervisors that they are unable to provide acceptable services to clients. Counselors and counselors-in-training should seek appropriate professional services to remediate the problem(s) interfering with their ability to provide services.

It is the policy of the Counselor Education program that if a student has a physical, mental or emotional problem that could potentially harm clients or others, that student will be prohibited from seeing clients until the student has completed a remediation plan. For example, it is the policy of the Counselor Education program that if a student has a documented relapse or a self-reported relapse, she/he will not see clients until a remediation plan is completed and the student can provide verified documentation of at least one year of “clean” time. While the student is in treatment, the student’s therapist must report on the student’s progress at specified times.

H. Summary

The practicum/internship experience is considered a vital part of the academic programs in Counselor Education at Texas Tech University. It offers the opportunity to implement theory into actual counseling practice and serves as a catalyst for personal and professional growth necessary for entry into the counseling profession. The Counselor Education Program faculty are very grateful for the professional service that site supervisors provide to counseling practicum/internship students in this critical phase of their professional education and training.

Section 6: Summary of Field Site Requirements

Prospective practicum/internship students may use this summary as a quick information guide in their interview with a Site Supervisor. This summary represents only an excerpt of all requirements and guidelines, which students should be sure to read thoroughly.

Although not required, students enrolled in internship might consider counseling at one site for both semesters of their internship. This enables the student to eventually work as a regular staff member and develop ongoing client contact. The specific requirements are as follows:

1. After adequate orientation and training, students should be involved in the full range of activities and services offered by the site. The university recognizes that the service will vary depending on the philosophy and goals of the site and the clients served; typically these services include:

a. Individual counseling  
b. Group counseling  
c. Career development  
d. Appraisal and assessment  
e. Information dissemination  
f. Staff meetings  
g. In-service training  
h. Consulting  
i. Referral  
j. Program development and evaluation  
k. Maintaining records

2. During the semester the student is enrolled in practicum, the student must spend at least 100 hours in practicum experiences. This includes time spent at the site and time spent in the university individual supervision sessions. From the 100 hours, a minimum of 40 hours must be spent in direct counseling.

3. During the two semesters of enrollment in the PhD internship, students must spend a minimum of 300 hours at the internship site. This includes time spent at the site and time spent at the University. From the 300 hours, a minimum of 120 hours must be spent in direct counseling. Internship activities are distributed across six areas (Counseling, Supervision, Teaching, Research, Consultation, Leadership) each semester. The specific requirements for the PhD internship are included in the course syllabus.

4. After obtaining the client’s written permission, students will present tapescripts of some counseling sessions. These tapescripts are be used for supervision at the university and should be helpful for the Site Supervisor. A consent form must be included in the client’s file.

5. All students must receive at least one hour per week in individual supervision from their Site Supervisor. The Site Supervisor must have a doctoral degree in Counselor Education or a related field and at least two years professional experience.

6. The Site Supervisor must complete an evaluation form for the student at the middle and at the end of each semester.

7. At the end of the semester the student is asked to complete evaluation ratings in which the student evaluates (1) the Site Supervisor, (2) University Supervisor, and (3) the site.

8. The university faculty member will stay in phone contact with the Site Supervisor as necessary and desirable. The faculty member may visit the site during the semester to discuss the student’s progress.

9. Students will maintain a log that outlines all practicum and internship activities (see Section 8, Student Record Forms). The on-site supervisor will review and sign the log during the semester to verify that the log is accurate.

10. In addition to the on-site activities, students meet weekly in class on campus under the supervision of a university faculty member where cases are discussed and tapes are reviewed. Specific requirements are outlined each semester in the course syllabus.

Section 7: Self-Inventory for Practicum/Internship Site Selection

1. My long term career goal is:

2. My area of special interest is:

3. The client who I would most like to work with is:

4. The client who I would least like to work with is:

5. I feel most qualified/skilled to work with:

6. I feel least qualified/skilled to work with:

7. An area of competence I would like to enhance or develop is:

8. My ideal site supervisor would have the following characteristics:

9. I feel most comfortable in a working environment with the following characteristics:

10. I have had the following professional or volunteer experience and/or course work related to counseling:

11. My personal areas of strength and weakness which should be considered in the site selection process include:

Strengths:  
  
  
  
  
  
  
  
Areas for improvement:

12. My ideal counseling internship would be a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agency performing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ duties with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type of population).

Section 8: Student Record Forms

The forms for Practicum and Internship are in the appendices of this handbook. Although some of the forms can be downloaded at [www.educ.ttu.edu/epce](file:///C:\Users\legould\Documents\01-COUNSELOR%20EDUCATION\Documents%2001\Handbooks\www.educ.ttu.edu\epce) , please note that the forms in the *Handbook* are the most up-to-date. The *Handbook* may be downloaded on the website.

The Appendices contain the following forms:

**Appendix A Reservation Forms for Practicum and Internship** Doctoral Practicum/Internship in Counseling  
 Background Check Authorization Form  
 Clinical Site Approval Form (Required for new sites)

**Appendix B Practicum/Internship Agreement Forms** Supervisor/Student Counselor Agreement  
 Practicum/Internship Agreement  
 Site Supervisor Information Collection Form  
 Record of Contact Form  
 Supervisor Affidavit

**Appendix C Evaluation Forms** Evaluation Forms Description  
 Student Intern Evaluation  
 Site Supervisor Evaluation  
 Counseling Site Evaluation  
 Evaluation of Treatment Planning  
 Advocacy Leadership Skills Evaluation  
 Needs Assessment and Service Implementation  
 Rate Teacher Effectiveness  
 Rate Supervision Component

**Appendix D Practicum/Internship Hours Forms**  
 Practicum/Internship Student Record  
 Practicum/Internship Log  
 Practicum/Internship Cumulative Hours Log

**Appendix E Practicum/Internship Tape Forms** Front Sheet  
 Internship Typescript Evaluation  
 Counselor-in-Training Feedback Form  
 Interview Record Form  
 Skill Hierarchy Frequency Sheet  
 Release Statement  
 Counseling Hierarchy

**Appendix F Additional Helpful Information** Dr. Bradley’s “Counseling Skills” Review  
 Counselor Effectiveness Rating Form  
 Brief Treatment Plan

**Appendix G Forms for EPCE 6366 (Counselor Supervision)** Supervision Contract (Short Form)  
 Supervision Contract (Long Form)  
 Site Supervisor Information Form  
 Supervision Project Rubric  
 Supervision Hours Log

**Appendix A**

**Reservation Forms for Practicum and Internship**

**EPCE 6360/EPCE 6094**

**DOCTORAL PRACTICUM/INTERNSHIP IN COUNSELING**

**Reservation Form**

All Doctoral students in Counselor Education must complete and submit this form before enrolling in either EPCE 6360, Advanced Practicum or in EPCE 6094, Internship in Counseling. **All students enrolling in either EPCE 6360 or EPCE 6094 must be admitted to the doctoral program Counselor Education**. Please note that practicum and internship sites for direct and indirect hours must be in Lubbock or in the Lubbock area (located in an area no more than 60 miles from Lubbock). Sites in Lubbock and the Lubbock area must be reviewed individually and must be approved by the Clinical Director at least one semester prior to the practicum or internship.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I plan to enroll in** (check one): \_\_\_\_\_ EPCE 6360 (Advanced Practicum)

\_\_\_\_\_ EPCE 6094 (Internship in Counseling)

**Semester/Year enrolled**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return/send this form to:

Dr. L.J. Gould Dr. L.J. Gould

Texas Tech University, or Texas Tech University

College of Education, Room 205 mail COE, Box 41071

to Lubbock, TX 79409-1071

FAX: 806-742-2179

**Background Check Authorization Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give my permission   
 Print Name

for the Counselor Education program to conduct a Criminal Background Check. I understand that this information may be shared with any counseling site and/or site supervisor to which I apply for my practicum/internship hours. In addition, this information will be shared if you request a reference for any job application. I consent to the release of any investigative reports as stated above.

I also understand that the information provided below will be held in strictest confidence and will be used only for the purpose of the Criminal Background Check:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 First Name Middle Name Last Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Street Address City State Zip

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 Social Security # Telephone # Date of Birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Clinical Site Approval Form**

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Based on the clinical guidelines, this site would be considered (mark all that apply):**

\_\_\_\_\_Practicum Site **Number of student practicum(s) available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_Internship Site **Number of student internship(s) available:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Clients Served**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before seeing clients, students must:**

\_\_\_\_\_Undergo a background check \_\_\_\_\_Take part in an Orientation

\_\_\_\_\_Observation of Counseling sessions \_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Counseling Experiences Offered:**

\_\_\_\_\_Intake Interviewing \_\_\_\_\_Group Counseling

\_\_\_\_\_Individual Counseling \_\_\_\_\_Career Counseling

\_\_\_\_\_Family/Couple Counseling \_\_\_\_\_Psychoeducational Activities

\_\_\_\_\_Assessment/Appraisal \_\_\_\_\_Addictions

\_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student will participate in:**

\_\_\_\_\_Staff Meetings \_\_\_\_\_Case Conferences/Presentations

\_\_\_\_\_Consultation \_\_\_\_\_Referrals

\_\_\_\_\_In-Service Training \_\_\_\_\_Treatment Planning

\_\_\_\_\_Client Record Maintenance \_\_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following is available for student counselors at the site:**

\_\_\_\_\_Enough clients to provide adequate training. \_\_\_\_\_Adequate facilities (room space, privacy, etc.).

\_\_\_\_\_Support services for counseling (secretarial, etc.). \_\_\_\_\_On-site supervisory support

\_\_\_\_\_Reference material (library, manuals, occupational information, testing materials, etc.).

**On-Site Supervisor Information:**

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degrees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specializations/Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Site Information:**

**\_\_\_\_\_**The Site Supervisor assigned to student counselors is knowledgeable of state privacy laws governing the training of clinical practicum/internship students.

**\_\_\_\_\_**This site engages in telecounseling and/or remote counseling, and **does** | **does not** provide training in its use for student counselors.

\_\_\_\_\_This site recognizes that the student counselors must collect 100 (40 contact) hours in practicum and 300 (120 contact) hours in internship (Two semesters required).

\_\_\_\_\_This site endorses the American Counseling Association’s *Code of Ethics*.

**Notes (over):**

**Appendix B**

**Practicum/Internship Contract Forms**

The Contract forms in Appendix B (The Supervisor/Student Counselor Agreement (Short form); the Practicum/Internship Agreement (Long form); and the Site Supervisor Information Collection Form are to be completed and signed by your Site Supervisor ***each semester*** that you are enrolled in a clinical course (EPCE 6360 and EPCE 6094). However, if you are continuing with the same site supervisor from Internship I to Internship II, you do not have to complete the Site Supervisor Information form a second time. You will also be asked to provide proof of insurance coverage each semester. These forms are the contract between the Counseling program, you, and your site. All of these forms and your proof of insurance must be turned in to Dr. Gould by the first day of classes for each semester you are enrolled in clinical courses. You cannot see clients or collect hours until your contracts are turned in. **You may turn in a scanned .pdf file by email; however, a .jpg file from your smart phone will not be accepted because the files are not clear enough.**

These forms are for the program and the University. If the site wishes to have copies, they may certainly have them. As a practicum/internship student, you should be prepared to complete other forms for your site.

Also, included in Appendix B is a copy of the Record of Contact form that is to be given to your Site Supervisor. This form is to keep track of contact between the University supervisor (faculty) and the Site Supervisor. This form should be sent to Dr. Gould at the end of each semester.

Again, **please note** that the contract between you and your site is good for **only one semester at a time**, so you must redo your paperwork each semester you are enrolled.

Texas Tech University

College of Education/Counselor Education

**Agreement Between Internship/Practicum**

**Supervisor and Internship/Practicum Student Counselor**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Counselor (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has permission to begin

counseling interviews, etc., under my supervision. This student is enrolled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (practicum or internship) for \_\_\_\_\_\_\_\_\_\_\_\_\_ (Fall, Spring, Summer) semester.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address/Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

**Bret Hendricks, EdD**

Professor & Coordinator

Counselor Education

Texas Tech University

COE Box 41071

Lubbock, TX 79409-1071

(O) 806/834-1744

Fax: 806/742-2179

Practicum/Internship Agreement Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
1 Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas Tech University

College of Education/Counselor Education

**Practicum/Internship Agreement**

The practicum and internship experiences are designed to provide students (hereafter referred to as Counselors-in-Training) enrolled in the graduate Counseling Program at Texas Tech University with the necessary clinical experiences to prepare them for careers in counseling. The success of these experiences requires close cooperation between the University, the University Professor, and professional counselors in School and Community settings.

1. **Purpose of Agreement:**  
   The purpose of this agreement is to specify the duties and responsibilities of the Counselor-in-Training, the On-Site Supervisor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the Supervisor from Texas Tech University. The principals involved in the conduct of the training experience during the \_\_\_\_\_\_\_\_\_semester are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Counselor-in-Training; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, On-Site Supervisor; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, University Supervisor.
2. **Length of the Practicum or Internship Experience:**  
   The Counselor-in Training’s tentative schedule during the training period will include \_\_\_\_\_ hours per week, between \_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_ (dates).  
     
   This agreement will be in effect until the end of the semester at which time the Counselor-in-Training must have completed the required hours (300 hours for internship class, 100 hours for practicum class) of counseling duties as specified in this agreement. The training experience is normally begun on the first day of class for the semester and ends on the last day of class for that same semester.  
     
   In the event that the training experience is concluded prematurely because of unsatisfactory work, the University Professor will facilitate, if appropriate, communication among all parties. Reason(s) for termination will be discussed and if appropriate, alternative educational experiences for the Counselor-in-Training will be recommended.
3. **Policies and Procedures**  
   All written policies and procedures governing the conduct of the Counselor-in-Training shall be made available to all parties and considered a part of this agreement. These documents include, but are not limited to: (a) the course syllabus; (b) personnel policies applicable to the Counselor-in-Training; (c) professional ethical standards; and (d) procedures relative to counseling, evaluation, referrals, and record keeping.

Practicum/Internship Agreement Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2 Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Liability Claims**  
   The University requires the Counselor-in-Training to have professional liability insurance; in addition, it is recommended that Site Supervisors share with the Counselor-in-Training their suggestions or requirements regarding the amount and scope of liability insurance.   
     
   In the event there is litigation against the Counselor-in-Training, the University, or the University Professor, the Placement Site agrees to provide access and authority to investigate the claims directly on-site and to obtain such information from the Internship/Practicum Site as it may be required in the defense of claims related to the Counselor-in-Training, University, or University Professor.  
     
   The Internship/Practicum site agrees to indemnify and hold harmless University professors, administrators, and Board of Regents for any claims or lawsuits brought against University Professors, University Administrators, and the Board of Regents for negligence by the placement site or its employees.
2. **Student Records**  
   Student records are protected by the Family Education Rights and Privacy Act. By signing this Agreement, the Counselor-in-Training authorizes the sharing of information about his or her academic or work performance between the On-Site Supervisor and the University Supervisor.
3. **Non-discrimination Policy**  
   The Counselor-in-Training, On-Site Supervisor, and University Supervisor agree to afford equal opportunities for selection of the Counselor-in-Training and the delivery of services to clients regardless of age, color, creed, disability, national origin, race, religion, or gender, in accordance with all applicable federal and state constitutions, laws, and valid regulations.
4. **Training vs. Employment**  
   The training experience is designed to meet the educational requirements established by the University. Arrangements between the Internship/Practicum Site and the Counselor-in-Training relative to scheduling and any remuneration for the Counselor-in-Training’s work activities are between those two parties. The relationship between the Counselor-in-Training and the Internship/Practicum Site is not considered an employer/employee relationship within the meaning of the Fair Labor Standards Act, and therefore the time the Counselor-in-Training engages in activities to complete training requirements is not subject to the provisions of this act.

Practicum/Internship Agreement Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
3 Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Modification of this Agreement**  
   The Agreement will be governed by Texas law and any disputes arising under this contract will utilize the dispute resolution process set forth in Chapter 2260 of the Texas Government Code. Any modification of this Agreement will be in writing and signed by all of the parties.
2. **Additional Specific Responsibilities of the Parties**
   1. **Responsibilities of the Counselor-in-Training**

The Counselor-in-Training shall be responsible for

* + 1. utilizing supervision and instruction to learn about the programs and routines at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Site Name);
    2. conducting his or her site activities in an ethical and professional manner;
    3. completing the activities assigned by the University Supervisor and written in the course syllabus; and
    4. completing a minimum of \_\_\_\_\_\_\_\_\_\_ training hours which includes the specific activities to be performed during this training period. A description of Counselor-in-training duties is included as the last page of this document.
  1. **Responsibilities of the On-Site Supervisor**

The placement site agrees to provide a safe working environment, free from harassment and in compliance with the requirements of the Americans with Disabilities Act (ADA).  
  
The On-Site Supervisor will serve as consultant and supervisor of the Counselor-in Training. The On-Site Supervisor will be responsible for:

* + 1. providing orientation to policies, procedures, personnel, and resources at the Work Site;
    2. providing opportunities for the Counselor-in-Training to engage in \_\_\_\_\_\_\_ of professional counseling activities under supervision;
    3. monitoring and providing any necessary assistance for the Counselor-in-Training as he or she becomes more proficient in counseling;
    4. providing a minimum of one hour per week of supervision (supervision of cases/planning/evaluation/consultation session) with the Counselor-in-Training. The supervisor’s input in these sessions will be based on observations of the Counselor-in-Training’s performance.
    5. communicating with the University Supervisor about problems relating to the performance of the Counselor-in-Training’s performance, based on criteria established by the University Program.

Practicum/Internship Agreement Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
4 Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. providing written evaluations of the Counselor-in-Training’s performance, based on criteria established by the University Program.
  1. **Responsibilities of the University Supervisor**

The University Supervisor will also serve as consultant and supervisor for the Counselor-in-Training. The University Supervisor will be responsible for:

* + 1. providing the prospective On-Site Supervisor with information about the requirements and expectations for the internship experience;
    2. notifying the Counselor-in-Training that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Work Site;
    3. being available for consultation with both the On-Site Supervisor and the Counselor-in-Training, and contacting the On-Site Supervisor if any problems or changes occur that are related to the Counselor-in-Training’s progress;
    4. providing a minimum of one and one-half hours per week of group supervision which will include assistance with case conceptualization and additional instruction as needed. The University Supervisor will provide an additional 1 (one) hour per week of individual supervision for practicum students which will include observation and feedback about the student’s basic counseling skills and further assistance as needed. This supervision is in addition to the 1 (one) hour per week provided by the Site Supervisor.
    5. assigning a course grade for the Counselor-in-Training.

By signing this agreement the parties agree that they have read, understood, and accepted the terms and conditions of this agreement.

Counselor-in-Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum/Internship Agreement Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
5 Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A Sample Description of Community Intern’s Duties**

1. *Individual Counseling:* The counseling Internship/Practicum requires 20-25 hours per week at this site for students enrolled in Internship and 10-12 hours per week for students enrolled in practicum. The counseling training should include although not be limited to treatment goals, counseling theories, counseling techniques, assessment techniques, multicultural and diversity issues, and other issues related to counseling the client/student.
2. *Group Counseling:* The Counseling Internship/Practicum is focused on individual counseling although some group counseling experience is encouraged. Students enrolled in practicum must complete a minimum of 10 hours conducting group counseling.
3. *Conducting Psychoeducational classes:* Counselors-in-Training may deliver psychoeducational classes in areas in which they are qualified.
4. *Program Planning:* Counselors-in-Training are expected to attend staff meetings, write reports, and prepare for delivery of direct services.
5. *Consultation:* Counselors-in-Training are expected to participate in case management with professional staff. They are also required to participate in on-site supervision (a minimum one hour per week). The supervision is conducted by the on-site, approved supervisor.
6. *Professional Development:* Students are expected to attend workshops and conferences as assigned by the Site Supervisor and/or University Professor.
7. *Other duties as may be assigned.*

**A Sample Description of School Intern’s Duties**

1. *Individual Counseling:*
   1. *Elementary Counselors-in-Training* counsel with students on such issues (although not limited to) as personal, academic, family, and social skills.
   2. *High School Counselors-in-Training* counsel with students on such issues (although not limited to) as personal, academic, family, and career planning.
2. *Group Counseling:*
   1. *Elementary Counselors-in-Training* counsel with small groups of students related to such issues as (although not limited to) school adjustment, study skills, social skills, etc. Counselors-in-Training conduct classroom guidance lessons on such topics (although not limited to) as anger management, study skills, social skills, building self-confidence, problem-solving, etc.
   2. *High School Counselors-in-Training* counsel small groups of students on such issues (although not limited to) as school adjustment, career planning, college planning, etc.
3. *Program Management:* Counselors-in-Trainingprepare for activities such as classroom guidance, small group counseling, assessment, etc…
4. *Assessment:* Counselors-in-Training assist with the administration and interpretation of counseling assessment inventories.
5. *Consultation:* Counselors-in-Training consult with teachers, parents, or administrators as requested.
6. *Professional Development:* Counselors-in-Training attend workshops, seminars, and meetings as recommended by the Site Supervisor and/or the University Professor.
7. *Other duties as may be assigned.*

**Texas Tech University**

**College of Education/Counselor Education**

**Site Supervisor Information Collection Form**

The purpose of this form is to gather information required for CACREP accreditation. Please complete the information as accurately and completely as possible.

**Name of Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Based on the clinical guidelines, your site would be considered (mark all that apply):**

\_\_\_\_\_Practicum Site **Number of student practicum(s) available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_Internship Site **Number of student internship(s) available:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Clients Served**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licenses/Certifications Held by Site Supervisor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degrees Held (please list your earned degrees):**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree*** | ***Institution*** | ***Major*** | ***Date Earned*** |

**Professional Experience(s) (show at least two years of pertinent counseling experience):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Read and Sign Below:** I have received a copy of the “Supervision Guidelines for Site Supervisors’ from the TTU Counselor Education Program and have knowledge of the Program’s expectations, requirements, and procedures. Additionally, I agree to watch the Counselor Education training videos for supervisors and notify the program after viewing them. Further, I agree to abide by and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Ethics Code, and the ethical codes for all ACA Division in supervision. I also agree to abide by and endorse the most current versions of the ACA Multicultural and Social Justice Competencies and the ACA Advocacy Principles and discuss these in supervision. I hereby attest that I adhere to and endorse the above mentioned ethical codes, competencies, and principles in my practice as a counselor.

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\_

**University Supervisor and Site Supervisor**

**Record of Contact**

**Practicum/Internship**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EPCE \_\_\_\_\_\_\_\_\_\_ Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: Please keep a record of your conversations with the University instructor regarding the practicum/internship student listed above. If you need more room for notes or calls, please copy the form as needed. At the end of the semester, please send this form to Dr. L.J. Gould for the student’s records.

Contact Date/Time Notes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Affidavit**

***Please complete the information on this form and return it to the Counselor Education program office by mail (Dr. L.J. Gould, COE Box 41071, Lubbock, TX 79409-1071) or by email (***[***lj.gould@ttu.edu***](mailto:lj.gould@ttu.edu)***) after the student has completed his/her practicum or internship with you.***

**Practicum/Internship Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicum/Internship Site:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, recommend that this student,**

**Print Supervisor’s Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who completed practicum/internship**

**Print Student’s Name**

**under my supervision at the above named site, go on to the next level of**

**training.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature Date**

**Appendix C**

**Evaluation Forms**

**Evaluation Forms**

The forms found in this section are ones that you or your supervisor will use in evaluating your performance in certain aspects of practicum and/or internship. Some of the forms will be used in both courses and others in only one course. Some of the forms will be used only once during a semester, while others will be used more than once.

Please note that the practicum/internship instructor will give your more information about the forms.

* Forms used in both practicum and internship
  + Site Supervisor Evaluation (end of semester)
  + Site Evaluation (end of semester)
* Forms used in internship only
  + Evaluation of Treatment Planning (Internship I and II)
  + Advocacy Leadership Skills Evaluation
  + Evaluation of Needs Assessment and Service Implementation
* Forms used by supervisors in both practicum and internship
  + Student Intern Evaluation (mid-semester and end of semester)
  + Supervisor Affidavit (end of semester)

**Texas Tech University**

**College of Education/Counselor Education**

**Student Intern Evaluation**

(CACREP II.G.1.bdfgj; II.G.2.d; III; III.G.123456; CMHC A.23478; B.12; C.3579; D.12456789; E.34: F.123; G.1; H.123; I.23; J.12; K.12; L.12; SC A.23456; B.12; D.12345; D.12345; E.124; F.1234; G.1; H.12345; I.1234; J.123; L.123; N.12345; P.12 )

**Directions: This form is completed by the Site Supervisor.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to help supervisors provide feedback about the performance of internship students. The time you take to complete this form is very much appreciated. This form will become a part of the internship student’s record for this course and may be considered in assigning grades. Please use the scale below and circle the number corresponding to your rating of each item. Space is provided for specific comments following each category group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Far Below***  ***Expectations***  ***1*** | ***Below Expectations***  ***2*** | ***At***  ***Expectations***  ***3*** | ***Above Expectations***  ***4*** | ***Far Above***  ***Expectations***  ***5*** |

1. **Basic Work Requirements**
   1. Arrives on time consistently 1 2 3 4 5
   2. Uses time effectively 1 2 3 4 5
   3. Informs supervisor and makes arrangements for absences 1 2 3 4 5
   4. Completes requested or assigned tasks on time 1 2 3 4 5
   5. Completes required total number of hours or days on site 1 2 3 4 5
   6. Is responsive to norms about clothing, language, etc., on site 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Ethical Awareness and Conduct**
   1. Exhibits knowledge of general ethical guidelines 1 2 3 4 5
   2. Exhibits knowledge of ethical guidelines of internship/practicum 1 2 3 4 5
   3. Demonstrates awareness and sensitivity to ethical issues 1 2 3 4 5
   4. Exhibits personal behavior consistent with ethical guidelines 1 2 3 4 5
   5. Consults with others about ethical issues if necessary 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2  
Student R#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Far Below***  ***Expectations***  ***1*** | ***Below Expectations***  ***2*** | ***At***  ***Expectations***  ***3*** | ***Above Expectations***  ***4*** | ***Far Above***  ***Expectations***  ***5*** |

1. **Knowledge and Learning**
2. Exhibits knowledge about the client population 1 2 3 4 5
3. Exhibits knowledge of treatment setting and approach 1 2 3 4 5
4. Is receptive to learning new information 1 2 3 4 5
5. Actively seeks new information from staff or supervisor 1 2 3 4 5
6. Exhibits ability to learn and understand new information 1 2 3 4 5
7. Exhibits understanding of counseling concepts, theories, and skills 1 2 3 4 5
8. Exhibits ability to apply new information in clinical/school setting 1 2 3 4 5
9. Evidence has been demonstrated to show increased achievement,  
   improved behavior, and other documented needs in a K-12 setting. 1 2 3 4 5
10. Exhibits knowledge of all components of the ASCA Model 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Response to Supervision**
   1. Actively seeks supervision when necessary 1 2 3 4 5
   2. Is receptive to feedback and suggestions from supervisor 1 2 3 4 5
   3. Understands information communicated in supervision 1 2 3 4 5
   4. Successfully implements suggestions from supervisor 1 2 3 4 5
   5. Is aware of areas that need improvement 1 2 3 4 5
   6. Is willing to explore personal strengths and weaknesses 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Work Products**
   1. Records are accurately kept and are completed on time 1 2 3 4 5
   2. Written or verbal reports are accurate and factually correct 1 2 3 4 5
   3. Written or verbal reports are presented in a professional manner 1 2 3 4 5
   4. Reports are clinically and/or administratively useful 1 2 3 4 5
   5. Treatment Plan was correctly developed and included parent   
      involvement if appropriate 1 2 3 4 5
   6. Treatment Plan brought about positive outcomes for the client 1 2 3 4 5
   7. Postsecondary options instructional strategies and other components  
      of the ASCA Model were implemented effectively 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3  
Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Far Below***  ***Expectations***  ***1*** | ***Below Expectations***  ***2*** | ***At***  ***Expectations***  ***3*** | ***Above***  ***Expectations***  ***4*** | ***Far Above***  ***Expectations***  ***5*** |

1. **Interactions with Clients**
   1. Appears comfortable interacting with clients 1 2 3 4 5
   2. Initiates interactions with clients 1 2 3 4 5
   3. Communicates effectively with clients 1 2 3 4 5
   4. Builds rapport and respect with clients 1 2 3 4 5
   5. Is sensitive and responsive to client’s needs 1 2 3 4 5
   6. Is sensitive to issues of multicultural counseling 1 2 3 4 5
   7. Is sensitive to issues of diversity including but not limited 1 2 3 4 5  
      to race/ethnic group, age, gender, physical challenges, SES

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Interactions with Coworkers**
   1. Appears comfortable interacting with other staff members 1 2 3 4 5
   2. Initiates interactions with staff 1 2 3 4 5
   3. Communicates effectively with staff 1 2 3 4 5
   4. Effectively conveys information and expresses own opinions 1 2 3 4 5
   5. Effectively receives information and opinions from others 1 2 3 4 5

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall, what would you identify as this student’s strengths?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What would you identify as areas in which the student could improve?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you recommend this student for employment or continued graduate studies?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Texas Tech University**

**College of Education/Counselor Education**

**Site Supervisor Evaluation**

**Directions: This form is completed by the student.**

Site Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students please use this form to evaluate your clinical supervision experiences. Circle one number to the right of each item to indicate how you perceived your experience with your site supervisor. The ratings range from (1) Disagree Strongly to (5) Agree Strongly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Disagree Strongly***  ***1*** | ***Disagree***  ***2*** | ***Agree***  ***3*** | ***Agree Strongly***  ***4*** | ***Not Sure***  ***NS*** |

**The Supervisor:**

1. Conveyed acceptance and respect. 1 2 3 4 NS

2. Recognized and encouraged further development of my strengths. 1 2 3 4 NS

3. Helped me gain knowledge and insight about agency policies. 1 2 3 4 NS

4. Helped me gain knowledge and insight on referral processes. 1 2 3 4 NS

5. Helped me to be more proficient in formulating treatment plans, 1 2 3 4 NS

progress notes, and reports.

6. Gave me useful feedback when I did something well. 1 2 3 4 NS

7. Gave me useful feedback when my performance was not 1 2 3 4 NS

satisfactory.

8. Helped me to develop more effective counseling skills. 1 2 3 4 NS

9. Helped me use assessment instruments effectively. 1 2 3 4 NS

10. Helped me understand the implications and dynamics of the 1 2 3 4 NS

counseling approaches I used.

11. Helped me organize relevant case data in planning goals and 1 2 3 4 NS

strategies for my clients.

Site Supervisor Evaluation Form 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Disagree Strongly***  ***1*** | ***Disagree***  ***2*** | ***Agree***  ***3*** | ***Agree Strongly***  ***4*** | ***Not Sure***  ***NS*** |

12. Helped me articulate a theoretically sound basis for ways 1 2 3 4 NS

In which I worked with clients.

13. Addressed issues related to difficult clients. 1 2 3 4 NS

14. Encouraged me to become more independent as my skills 1 2 3 4 NS

increased.

15. Modeled ethical and professional behavior. 1 2 3 4 NS

16. Helped me define and maintain ethical behavior. 1 2 3 4 NS

17. Encouraged me to engage in professional behavior. 1 2 3 4 NS

18. Offered resource information when I requested or needed it. 1 2 3 4 NS

19. Encouraged self monitoring and development of self evaluation 1 2 3 4 NS

skills.

20. Provided periodic and timely assessment of my counseling skills. 1 2 3 4 NS

21. Clearly delineated standards of evaluation. 1 2 3 4 NS

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Intern***

**Texas Tech University**

**College of Education/Counselor Education**

**Site Evaluation**

**Directions: This form is completed by the student**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please Check the Type of Supervised Experience at this Site:

School Practicum Placement: \_\_\_\_\_\_\_\_\_\_\_ School Internship Placement: \_\_\_\_\_\_\_\_\_\_\_\_

Agency Practicum Placement: \_\_\_\_\_\_\_\_\_\_\_ Agency Internship Placement: \_\_\_\_\_\_\_\_\_\_\_\_

* Name of Placement Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address of Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Name of Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List your total direct contact counseling hours accrued at this site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List your total indirect contact counseling hours accrued at this site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List the total number of individual supervision hours received from your site supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List the total number of group supervision you hours received from your site supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Were you able to finish your experience on schedule at this site? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please circle your response as Satisfactory (S), or Unsatisfactory (U) for the following items. For any item circled as unsatisfactory please write a brief response under comments.***

1. Availability of clients: **S U**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Adequacy of facilities (room space, privacy, etc.): **S U**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Support services for counseling (secretarial help, etc.): **S U**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. On-site supervisory support: **S U**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counseling Site Evaluation Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2 Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Professional atmosphere of site: **S U**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please mark each experience found at your site. Mark all that apply:

\_\_\_\_Report Writing \_\_\_\_Intake Interviewing  
\_\_\_\_Administration and Interpretation of Tests \_\_\_\_Group Counseling  
\_\_\_\_Staff Presentation/Case Conferences \_\_\_\_Individual Counseling  
\_\_\_\_Family/Couple Counseling \_\_\_\_Career Counseling  
\_\_\_\_Psychoeducational Activities \_\_\_\_Consultation  
\_\_\_\_Others (Please list/described)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What experience/training do you wish you could have experienced at this site but did not?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What were the major benefits gained/learned from working at this site?  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas Tech University

College of Education/Counselor Education

**Evaluation of Treatment Planning - Phase 3**

(CACREP II.G.gj; II.G.2.d; III; CMHC C.5; D12; G1; H12; J23; SC C.245; H.1235; J.23; L.13; P.12)

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to help supervisors provide feedback about the performance of students enrolled in practicum or internship. The time you take to complete this form is very much appreciated. This form will become a part of the student’s record for this course and may be considered in assigning grades. Please use the scale below and enter the number corresponding to your rating of each item. There is space at the end for comments.

| **Sub-skill** | **Beginning**  **1** | **Basic**  **2** | **Proficient**  **3** | **Advanced**  **4** | **Exceptional**  **5** | **Score** |
| --- | --- | --- | --- | --- | --- | --- |
| **Treatment Plan** |  |  |  |  |  |  |
| *Develops a multi-level treatment plan that gives a clear direction for therapy* | The student never demonstrated the ability to develop a **multilevel treatment plan**. | The student almost never demonstrated the ability to develop a multilevel treatment plan. | The student sometimes demonstrated the ability to develop a multilevel treatment plan. | The student almost always demonstrated the ability to develop a multilevel treatment plan with deep insight, and offered a clear direction for therapy; and articulated the rationale for each of the interventions. | The student always demonstrated the ability to develop a multilevel treatment plan with deep insight, and always offered a clear direction for therapy beyond what would be expected by practitioners in the field; incorporated multiple models or techniques selected for treatment that were always clearly linked to the presenting issue(s). |  |
| *Plans and conducts treatment in a manner that is clearly reflects a theory of change* | The student never **articulated a theory of change** with the client. | The student almost never articulated some theory of change with the client. | The student sometimes articulated a theory of change with the client. | The student almost always articulated a theory of change with client. | The student always articulated a theory of change with the client. |  |
| *Applies influence strategies effectively* | The student never **applied influence strategies** effectively. | The student almost never applied influence strategies effectively. | The student applied influence strategies effectively. | The student almost always applied influence strategies effectively in therapy. | The student always applied influence strategies effectively in therapy by using multiple techniques. |  |
| **Client Systems** |  |  |  |  |  |  |
| *Integrates client systems into therapy / presentations* | The student never **integrated client-system components** in therapy / presentations. | The student almost never integrated client-system components in therapy / presentations. | The student sometimes integrated client-system components in therapy / presentations. | The student almost always able to integrate client-system components in therapy/ presentations; and almost always demonstrated a systematic orientation with understanding of micro, macro and mezzo systems in which client exists in regards to personal, career, and group counseling. | The student always able to integrate client-system components in therapy/ presentations; and always demonstrated a systematic orientation with understanding of micro, macro and mezzo systems in which client exists in regards to personal, career, and group counseling. |  |
| **Theory** |  |  |  |  |  |  |
| *Articulates and applies multiple theories in case notes* | The student never articulated and applied multiple theories in therapy case notes. | The student almost never articulated and applied multiple theories in therapy case notes. | The student sometimes articulated and applied multiple theories in therapy case notes. | The student almost always articulated and applied multiple theories in therapy case notes. | The student always articulated and applied multiple theories in therapy case notes. |  |
| *Maintained theoretical consistency between the plan and presenting issues* | The student never maintained theoretical consistency between the plan and presenting issues. | The student almost never maintained theoretical consistency between the plan and presenting issues. | The student sometimes maintained theoretical consistency between the plan and presenting issues. | The student almost always maintained theoretical consistency with client(s) between the treatment plan and presenting issue. | The student always maintained theoretical consistency with client(s) within treatment plan and presenting issue. |  |
| **Ethics** |  |  |  |  |  |  |
| *Adheres to professional ethical standards* | The student never adhered to professional ethical standards. | The student almost never adhered to professional ethical standards. | The student sometimes adhered to professional ethical standards. | The student almost always adhered to professional ethical standards. | The student always adhered to professional ethical standards related to the case. |  |
| *Proactively addresses ethical concerns or questions* | The student never addressed ethical concerns or questions in supervision or consultation. | The student almost never addressed ethical concerns or questions in supervision or consultation. | The student sometimes addressed ethical concerns or questions in supervision or consultation. | The student almost always addressed several ethical concerns or questions in supervision or consultation. | The student always proactively addressed ethical concerns or questions in supervision or consultation. |  |
| *Implements a decision-making model with clients* | The student never used a decision-making model with clients. | The student almost never used a decision-making model with clients. | The student sometimes used a decision-making model with clients. | The student almost always implemented a decision-making model with clients. | The student always implemented a decision-making model with all clients. |  |
| **Diversity** |  |  |  |  |  |  |
| *Shows respect and appreciation of differences* | The student never demonstrated respect for client(s) and never showed understanding and appreciation of differences/ diversity with clients. | The student almost never demonstrated respect for client(s) and almost never showed understanding and appreciation of differences/ diversity with clients. | The student sometimes demonstrated respect for client(s) and sometimes showed understanding and appreciation of differences/ diversity with clients. | The student almost always demonstrated respect for client(s) and almost always actively engaged in tangible efforts to understand, appreciate and engage differences/diversity with clients. | The student always demonstrated an exemplary respect for client(s) and actively engaged in tangible efforts to understand, appreciate and engage differences/diversity with clients. |  |
| *Provides counseling in a culturally-appropriate manner* | The student never provided culturally appropriate counseling. | The student almost never provided culturally appropriate counseling. | The student sometimes provided culturally appropriate counseling. | The student almost always provided culturally appropriate counseling. | The student always provided culturally appropriate counseling. |  |
| **Self of Therapist** |  |  |  |  |  |  |
| *Demonstrates awareness of personal characteristics of self and the role of self as therapist* | The student never demonstrated an awareness of personal characteristics of self and role of self as therapist. | The student almost never demonstrated awareness of personal characteristics of self and role of self as therapist. | The student sometimes demonstrated an awareness of personal characteristics of self and role of self as therapist. | The student almost always demonstrated a higher level of awareness of personal characteristics of self and role of self as therapist. | The student always demonstrated an exemplary awareness of personal characteristics of self and role of self as therapist related to the client and the client’s experiences. |  |
| *Understands limitations of self, and adjusts techniques for presenting issues* | The student never demonstrated  an understanding of limitations of self. | The student almost never demonstrated awareness of limitations of self and almost never recognized limitations. | The student sometimes demonstrated an understanding of limitations of self. | The student almost always demonstrated an understanding of limitations of self. | The student always demonstrated an understanding of limitations of self and was always able to determine how to adjust personal counseling techniques for client presenting issues. |  |
| *Seeks supervision and makes referrals at appropriate times* | The student never was aware of when to seek supervision and/or make appropriate referrals | The student almost never was aware of when to seek supervision and/or make appropriate referrals. | The student was sometimes aware of when to seek supervision and/or make appropriate referrals. | The student almost always was aware of when to seek supervision and/or make appropriate referrals. | The student always was keenly aware of when to seek supervision and/or make appropriate referrals. |  |
| **Total Score** | | | | | |  |
| **Mean Score** | | | | | |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Texas Tech University**

**College of Education/Counselor Education**

**Advocacy Leadership Skills Evaluation**

**Phase 3**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to provide feedback about the student’s advocacy leadership skills. This form will become a part of the student’s record and may be considered in assigning grades. Please use the scale below and enter the number corresponding to your rating of each item. Space is provided for comments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Areas** | **Beginning**  **1** | **Basic**  **2** | **Proficient**  **3** | **Advanced**  **4** | **Exceptional**  **5** | **Rating**  **(1, 2, 3, 4, 5)** |
| **Exhibits Cultural Competency** | The student advocate never exhibited an awareness of cultural (multicultural) competencies (e.g., knowledge, skills, attitudes/beliefs). | The student advocate almost never exhibited some knowledge of cultural (multicultural) competencies especially knowledge and was almost never aware of his/ her attitudes/beliefs and how to implement skills. | The student advocate sometimes exhibited many cultural (multicultural) competencies, although some important competencies were overlooked. | The student advocate almost always exhibited and addressed several of the cultural (multicultural) competencies but missed a few of the competencies. | The student advocate always exhibited the cultural (multicultural) competencies; the student not only had knowledge and skills but was always aware of his/her attitudes and beliefs with regard to cultural (multicultural) issues. |  |
| **Follows Protocol With Competencies** | The project never contained focused thought patterns, never contained clear goal orientation, and used less than 10% of advocacy competencies. | The project almost never contained focused thought patterns making it difficult to follow, almost never demonstrated clear goal orientation and utilized between 11% and 25% of advocacy competencies. | The project was sometimes organized and sometimes focused on clear goal orientation, and utilized between 25-50% of advocacy competencies. | The project was almost always organized and focused on goal orientation, and over 50% (but less than 90%) of advocacy competencies were followed. | The project was always carefully organized from beginning to end. Goals were always effective, logical, and clear, and over 90% of advocacy competencies followed. |  |
| **Addresses Real World Needs** | The student advocate never addressed client and/or systemic needs. | The student advocate almost never attempted to address the client’s needs; the most important areas were almost never addressed. | The student advocate sometimes addressed many of the client’s needs although sometimes important areas were overlooked. | The student advocate almost always addressed most of the client’s needs and minor areas were seldom overlooked. | The student advocate always met the client’s needs with few exceptions. |  |
| **Plans Advocacy** | The student advocate never planned goals or steps toward advocacy. | The student advocate almost never used clear and sequential steps. | The student advocate sometimes used appropriate steps which were somewhat sequential. | The student advocate almost always used appropriate steps that were almost always sequential but were occasionally difficult to follow. | The student advocate always used appropriate, easy to follow sequential steps. |  |
| **Addresses Advocacy at the Appropriate Level** | The student advocate never advocated at the appropriate level (i.e. individual, systemic). | The student advocate almost never correctly identified the most appropriate levels needed for advocacy. | The student advocate sometimes identified the appropriate levels needed for advocacy but sometimes missed a few important areas. | The student advocate almost always identified the appropriate levels needed for advocacy but missed a few minor areas. | The student advocate always identified and advocated at the appropriate level(s). |  |
| **Implements Plan** | The student advocate never attempted to implement advocacy. | The student advocate almost never attempted to implement advocacy. | The student advocate sometimes implemented advocacy. | The student advocate almost always implemented most aspects involved with appropriate advocacy. | The student advocate always achieved appropriate implementation of advocacy. |  |
| **Evaluates Effectiveness** | The student advocate never demonstrated advocacy effectiveness. | The student advocate almost never demonstrated advocacy effectiveness. | The student advocate sometimes demonstrated adequate advocacy effectiveness. | The student advocate almost always demonstrated effectiveness in most advocacy areas. | The student advocate always demonstrated effectiveness in the advocacy areas and increased advocacy at the individual, group, and/or public levels. |  |
| **Evidence of Impact** | The student never started a program or documented the impact of the program. | The student attempted to start a program but almost never documented the impact of the program. | The student started the program but is unable to document the impact of the program. Research is appropriate but is not linked to needs. | The student started one program and documented information about the program but research was not linked to the program that was started. | The student can document positive outcomes for clients. The student can start new programs based on needs. The student can link research based on advocacy needs. The student integrated the 3 needs in a creative effective way. |  |
| **Total Score** |  |  |  |  |  |  |
| **Mean Score** |  |  |  |  |  |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Texas Tech University

College of Education | Counselor Education

**Evaluation of *Needs Assessment and Service Implementation***

**Phase 3**

| Sub-skill | Beginning  1 | Basic  2 | Proficient  3 | Advanced  4 | Exceptional  5 | Score |
| --- | --- | --- | --- | --- | --- | --- |
| Assessment of Need |  |  |  |  |  |  |
| *Utilizes sources for information about the issue* | The student used inappropriate sources for investigating the issue. | The student used some sources that are appropriate for investigating the issue, but failed to use all appropriate sources. | The student used most sources that were appropriate for investigating the issue, but failed to use some appropriate sources. | The student used all sources that were appropriate for investigating the issue. | The student used appropriate and innovative sources for investigating the issue. |  |
| *Used appropriate data-collection techniques* | The student used inappropriate techniques for data collection. | The student used some techniques that were useful for data collection, but failed to use all appropriate techniques. | The student used most techniques that were appropriate for data collection, but failed to use some appropriate techniques. | The student used all appropriate techniques for data collection such as public health records, developed an instrument that was appropriate for the issue and audience, or interviewed collaterals to refine issues. | The student used all appropriate techniques, but also used some innovative techniques not traditionally associated with needs assessment, or combined sources in an innovative manner. |  |
| *Identifies barriers to success* | The investigation by the student did not address barriers to success at any level. | The investigation by the student addressed barriers to success at two levels. | The investigation by the student addressed barriers to success at all levels, including for clients, community and socio-political systems. | The investigation by the student addressed barriers to success at all levels, but was particularly insightful in one level. | The investigation by the student addressed barriers to success at all levels, and was particularly insightful at all levels. |  |
| *Identifies needed services* | The investigation by the student did not identify appropriate services at the client level. | The investigation by the student identified services at the client level, but no realistic actions appropriate at any other level. | The investigation by the student identifies services at the client level, and realistic actions appropriate at one other level. | The investigation by the student identifies services and realistic actions at all levels. | The investigation by the student identifies services and realistic, innovative actions at most or all levels. |  |
| Implementation |  |  |  |  |  |  |
| *Implements services* | The student does not implement services that are appropriate for the client. | The student implements services at the client level, but does not take other actions appropriate at other levels. | The student implements services at the client level, and takes other actions appropriate at one other level. | The student implements services in an innovative manner, and also takes reasonable actions at both the community and socio-political level. | The student implements services in an innovative manner, and also takes innovative actions at both the community and socio-political level. |  |
| *Assesses impact* | The student is unable to assess the impact of advocacy strategies using most of the traditional metrics. | The student is able to assess the impact of advocacy strategies using some of the traditional metrics. | The student is able to assess the impact of advocacy strategies using most of the traditional metrics. | The student assesses the impact of advocacy strategies that include most of these traditional metrics: number of clients served, outcome relevant to goals, recidivism rates, dropout rates, client empowerment to self-provide, content analysis of case notes, case notes linked to outcomes. | The student assesses the impact of advocacy strategies using all traditional metrics, and at least two other innovative measures of impact. |  |
|  | **Total Score** | | | | |  |
|  | **Mean Score** | | | | |  |

Comments:

**Texas Tech University**

**College of Education/Counselor Education**

**Rubric to Rate Teaching Effectiveness**

**Directions: This form is completed by the Instructor under which the student is teaching.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to help instructors provide feedback about the performance of internship students in classroom teaching. This form will become a part of the internship student’s record for this course and may be considered in assigning grades. Please use the scale below and circle the number corresponding to your rating of each item. Space is provided for specific comments following each category group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Far Below**  **Expectations**  **1** | **Below Expectations**  **2** | **At**  **Expectations**  **3** | **Above Expectations**  **4** | **Far Above**  **Expectations**  **5** |

**1. Classroom management** (attendance check, prompt start, 1 2 3 4 5 N/A  
student decorum, physical conditions):

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Personal traits** (appearance, speech, voice): 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Subject mastery** (accuracy, depth of knowledge): 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Presentation of material:**

**a. Organization** (orderly, logical sequence of ideas): 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b. Appropriateness of level and technical language**: 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**c. Questioning technique, drill, summary**: 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**d. Encouragement of student thought** (student analysis 1 2 3 4 5 N/A  
 of information, connecting ideas, drawing conclusions):  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**e. Use of IT/visual aids**: 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Student participation** (interest and evidence of 1 2 3 4 5 N/A  
student participation in all aspects of class):  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Student/Instructor rapport** (student attitude toward 1 2 3 4 5 N/A  
instructor, instructor attitude toward students):  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Overall evaluation of lesson planning** (were teaching 1 2 3 4 5 N/A  
aims achieved?):  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Specific Recommendations:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Signature of Instructor Date*

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*Signature of Student Date*

**Texas Tech University**

**College of Education/Counselor Education**

**Rubric to Rate Supervision Component**

**Directions:** This form is completed by the Site Supervisor or Instructor under which the student is supervising.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervision Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is designed to help supervisors provide feedback about the performance of internship students in supervision. This form will become a part of the internship student’s record for this course and may be considered in assigning grades. Please use the scale below and circle the number corresponding to your rating of each item. Space is provided for specific comments following each category group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Far Below**  **Expectations**  **1** | **Below Expectations**  **2** | **At**  **Expectations**  **3** | **Above Expectations**  **4** | **Far Above**  **Expectations**  **5** |

**1. Individual Supervision**  1 2 3 4 5 N/A

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Group Supervision**  1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Consultation**  1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Relationship with colleagues** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Participation in Supervisor Training**  1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Interest in supervision** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Acceptance of Supervisee** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Understanding of supervision theory** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Understanding of supervisory techniques** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Implementation of good supervisory skills** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Overall performance** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Potential as a future supervisor** 1 2 3 4 5 N/A  
Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you were in a position to employ this person, would you employ him/her as a supervisor? Yes\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_** Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Evaluator Date

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Signature of Student Date

**Appendix D**

**Practicum/Internship Hours Forms**

**PRACTICUM/INTERNSHIP STUDENT RECORD**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student R# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Course/Section: EPCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_

University Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Site(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Practicum Record

Date Preparation Time Contact Time

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(front &back) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Use back of page if additional space is needed.)

University Supervisor Site Visits or Contacts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I certify the above to be a true record of my Practicum.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Student On-site Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date

**Note to Student**: Be sure to return one copy for your file, and keep one copy for your records.

**Practicum/Internship Log**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DATE** | **ACTIVITY DESCRIPTION** | **INDIRECT**  **HOURS** | **DIRECT**  **HOURS** |
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|  | **TOTALS FOR THIS PAGE** | **TOTAL**  **INDIRECT** | **TOTAL**  **DIRECT** |

Page # \_\_\_\_\_\_\_ Student (Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Site Supervisor (Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Cumulative Hours**

**Practicum 6360/Internship 6094**

Student Name: Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **(Due DATE)**  **# hours** | **(Due DATE)**  **# hours** | **(Due DATE)**  **# hours** | **TOTAL PER AREA** |
| **Counseling** |  |  |  |  |
| **Teaching** |  |  |  |  |
| **Supervision** |  |  |  |  |
| **Research** |  |  |  |  |
| **Consultation** |  |  |  |  |
| **Leadership** |  |  |  |  |
| **Other (Indirect)** |  |  |  |  |
| **Grand**  **TOTAL** | Minimum of 300 hours for all 6 areas plus indirect hours accumulated | | |  |

Please note: Hours listed above must contain the grand total of a minimum of 300 hours as   
 required in the course outline. Additionally, please note that your hours per   
 area should be totaled across the dates.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature Date

**Appendix E**

**Practicum/Internship Tape Forms**

**Texas Tech University**

**College of Education/Counselor Education**

**Practicum/Internship Typescript Evaluation**

**These items MUST be included in Tape Evaluation:**

\_\_\_\_\_ 1. Evaluation/Feedback Forms (Counselor-in-Training Feedback Form and Counselor- in-Training Counseling Competencies Form)

\_\_\_\_\_ 2. Release Form (signed by the Counseling student)

\_\_\_\_\_ 3. Interview Record Form

\_\_\_\_\_ 4. Typescript: the typescript represents 10 minutes of the counseling session which is 7-10 typed pages from the counseling session. Please label your counselor responses on the typescript.

\_\_\_\_\_ 5. Frequency Count: Using the frequency count sheet provided, please calculate the percentages for each response on your typescript.

**NOTE: Client names are not to be used on any forms or typescripts. Do not use the client’s name on the feedback forms, release form, Interview Record Form, or in the typescript.**

Please Note: As you review your responses on your typescript, you may correct your responses on the typescript by using a red font color or red pen to illustrate how you would correct your responses. Please rewrite your corrected responses, label your corrected responses, and make a third column on the Frequency Count to illustrate the percentages represented after you corrected your responses.

**Texas Tech University**

**College of Education/Counselor Education**

**Counselor-in-Training Feedback**

(CACREP II.G.1.bj; II.G.2.d; III; III.G.56; CMHS B.12; D. 1245689; F.123; H.123; J.12; L.12; SC A.5; B.12; D.12345;F.1234; H.12345; J.123; I.3; L.123; N.1245; P.12)

**Directions: Lines 1 and 2 of this Feedback are completed by the Counselor-in-Training (student). The remainder of the form will be completed by your University Professor. This form is to be turned in with the typescript and given to your University Professor.**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tape #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Evaluation: \_\_\_\_\_ Meets Minimum Competency Skill Levels**

**\_\_\_\_\_ Does not meet Minimum Competency Levels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Far Below***  ***Expectations***  ***1*** | ***Below***  ***Expectations***  ***2*** | ***At***  ***Expectations***  ***3*** | ***Above***  ***Expectations***  ***4*** | ***Far Above***  ***Expectations***  ***5*** |

**Note:** The above scale has been applied to the following statements. A rating below 3 does not meet minimum program standards.

1. Counselor greets client in friendly, warm, manner, and opens the session with the appropriate amount of structure.
2. Counselor encourages client to tell his/her own story by appearing accepting and interested. In addition, counselor allows the client to set the pace and determine the initial direction of the session.
3. Counselor timing is appropriate (e.g., does not rush the client, appropriate use of silence).
4. Counselor employs open-ended responses to encourage client participation.
5. Counselor tracks client statements accurately (e.g., does not lead or lag behind).
6. Counselor responds accurately, reflecting both the content and affect of client’s message.
7. Counselor allows client to lead through feedback and clarification of client messages, rather than sending counselors own messages.
8. Counselor uses responses effectively in controlling the direction of the counseling session. Counselor uses higher level counseling responses.
9. Counselor communicates warmth, caring, and positive regard through voice tone and body language (when applicable).
10. Counselor closes the session appropriately.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Texas Tech University**

**College of Education/Counselor Education**

**Counselor-in-Training Counseling Competencies**

**Phase 3**

(CACREP II.G.1.bj; II.G.2.d; III; III.G.56; CMHS B.12; D. 1245689; F.123; H.123; J.12; L.12; SC A.5; B.12; D.12345;F.1234; H.12345; J.123; I.3; L.123; N.1245; P.12)

**Directions: Lines 1 and 2 of this Feedback are completed by the Counselor-in-Training (student). The remainder of the form will be completed by your University Professor. This form is to be turned in with the typescript and given to your University Professor.**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tape #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Evaluation: \_\_\_\_\_\_\_ Meets Minimum Competency Skill Levels**

**\_\_\_\_\_\_\_ Does not meet Minimum Competency Levels**

| **Sub-skill** | **Beginning**  **1** | **Basic**  **2** | **Proficient**  **3** | **Advanced**  **4** | **Exceptional**  **5** | **Score** |
| --- | --- | --- | --- | --- | --- | --- |
| **Opening of session is conducted appropriately in a friendly manner** | The student never exhibits a friendly manner during the opening of the session. | The student almost never exhibits a friendly manner during the opening of the session. | The student sometimes exhibits a friendly manner during the opening of the session. | The student almost always exhibits a friendly manner during the opening of the session. | the student always exhibits a friendly manner during the opening of the session. |  |
| **Opening of session is conducted appropriately providing structure for the session** | The student never provides structure during the opening of the session. | The student almost never provides structure during the opening of the session. | The student sometimes provides structure during the opening of the session. | The student almost always provides structure during the opening of the session. | The student always provides structure during the opening of the session. |  |
| **Exhibits encouraging behavior to the client** | The student never encourages the client to tell his/her own story and direct the session. | The student almost never encourages the client to tell his/her own story and direct the session | The student sometime encourages the client to tell his/her own story and direct the session | The student almost always encourages the client to tell his/her own story and direct the session | The student always encourages the client to tell his/her own story and direct the session |  |
| **Exhibits appropriate timing in responding to the client** | The student never uses appropriate timing; always rushes the client; never uses silence | The student almost never uses appropriate timing; almost always rushes the client; almost never uses silence | The student sometimes uses appropriate timing; sometimes rushes the client; sometimes utilizes silence | The student almost always uses appropriate timing; almost never rushes the client; almost alwaysutilizes silence appropriately | The student always uses appropriate **timing**; never rushes the client; always **uses silence** appropriately |  |
| **Asks open-ended questions** | The student never employs open-ended responses to encourage client participation. | The student almost never employs open-ended responses; however almost always uses close-ended responses. | The student sometimes employs open-ended responses to encourage client participation. | The student almost alwaysemploys open-ended responses to encourage client participation. | The student always employs **open-ended responses** to encourage client participation. |  |
| **Accurately tracks client’s statements** | The student never tracks client’s statements accurately. | The student almost never tracks client’s statements accurately. | The student sometimes tracks client’s statements accurately. | The student almost always tracks the client’s statements accurately. | The student always tracks the client’s statements accurately. |  |
| **Accurately reflects client’s content and affect** | The student never responds accurately to client by reflecting the content or affect of the client’s message. | The student almost never responds accurately to client by reflecting the content or affect of the client’s message. | The student sometimes responds accurately to client by reflecting the content or affect of the client’s message. | The student almost always responds accurately to client by reflecting the content or affect of the client’s message. | The student always responds accurately to client by reflecting the content or affect of the client’s message in a way that enhances the counseling relationship and client’s insight into self. |  |
| **Clarifies client’s message** | The student never allows the client to lead through feedback and clarification of client’s message; always sends his/her own messages. | The student almost never allows the client to lead through feedback and clarification of client’s message; almost always sends his/her own messages. | The student sometimes allows the client to lead often through feedback and clarification of client’s message; sometimes sends her/his own messages. | The student almost always allows the client to lead through feedback and clarification of client’s message; almost never sends her/his own messages. | The student always allows the client to lead through feedback and clarification of client’s message; never sends his/her own messages. |  |
| **Uses responses to control the direction of the session** | The student never uses responses effectively in controlling the direction of the counseling session. | The student almost never uses responses effectively in controlling the direction of the counseling session. | The student sometimes uses responses effectively in controlling the direction of the counseling session; sometimes uses higher level counseling responses. | The student almost always uses responses effectively in controlling the direction of the counseling session; almost always uses higher level counseling responses. | The student always uses responses effectively in controlling the direction of the counseling session; always uses higher level counseling responses. |  |
| **Exhibits empathy, Congruence, and Unconditional Positive Regard** | The student never communications warmth, caring, and positive regard through voice tone and body language. | The student almost never communications warmth, caring, and positive regard through voice tone and body language. | The student sometimes communications warmth, caring, and positive regard through voice tone and body language. | The student almost always communications warmth, caring, and positive regard through voice tone and body language. | The student always communicates warmth, caring, and positive regard to client through voice tone and body language. |  |
| **Closing of session is conducted appropriately in a friendly manner** | The student never exhibits a friendly manner during the closing of the session. | The student almost never exhibits a friendly manner during the closing of the session. | The student sometimes exhibits a friendly manner during the closing of the session. | The student almost always exhibits a friendly manner during the closing of the session. | The student always exhibits a friendly manner during the closing of the session. |  |
| **Closing of session is conducted appropriately providing structure for the session** | The student never provides structure during the closing of the session. | The student almost never provides structure during the closing of the session. | The student sometimes provides structure during the closing of the session. | The student almost always provides structure during the closing of the session. | The student always provides structure during the closing of the session. |  |
| **Total Score** |  |  |  |  |  |  |
| **Mean Score** |  |  |  |  |  |  |

**Note: A rating below 3 does not meet minimum program standards.**

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Texas Tech University**

**College of Education/Counselor Education**

**Interview Record**

**Directions: This form is to be completed by the Counselor-in-Training. It is to be placed with the typescript of the counseling session and given to the University Professor.**

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session Length (e.g., 30 minutes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Session Goals:  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Course of Interview   
   1. Brief notes on: what transpired behaviorally, what client and counselor said, and how client acted.   
      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Interpretations of session content, what counselor thought, and how this might affect client progress.  
      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Record

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2

1. Counselor’s Reaction to Session:  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Plans for Ensuing Sessions (e.g., homework).  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What Counselor Would have Done Differently:  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EPCE 5094/6094: Counseling Internship**

**Skill Hierarchy Frequency Sheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tape #: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| ***Skill*** | ***Occurrence of Skill (Frequency)*** | ***Percentage***  ***(frequency of individual skill divided by total frequency of all skills combined)*** |
| Influencing |  |  |
| Reflection of Feeling |  |  |
| Reflection of Meaning |  |  |
| Self Disclosure |  |  |
| Focusing |  |  |
| Confrontation |  |  |
| Summarization |  |  |
| Paraphrase |  |  |
| Restatement |  |  |
| Encouraging |  |  |
| Open Question |  |  |
| Closed Question |  |  |
| Attending Behaviors |  |  |
| *Total* |  | *100%* |

**Sample:**

|  |  |  |
| --- | --- | --- |
| ***Skill*** | ***Occurrence of Skill*** | ***Percentage*** |
| Influencing | 1111 | .40 (4/10) |
| Reflection of Feeling | 11 | .20 (2/10) |
| Reflection of Meaning | 111 | .30 (3/10) |
| Self Disclosure | 1 | .10 (1/10) |
| *Total* | *10* | *100 %* |

**Release Statement**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed consent form giving me permission to counsel and record counseling sessions is in the client’s counseling file/record at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a secured location.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print Name Signature

Counseling Intern  
Texas Tech University

**Counseling Hierarchy**

Counseling Practicum/Internship

Deriving Personal Style and Personal counseling Theory

Skill Integration

Influencing Skills

Reflection of Feeling

Reflection of Meaning

Focusing

Confrontation

Summarization

(Depending on Developmental Level)

(Depending on Developmental Level)

..

Structured use of Basic Attending Skills

Basic Attending Skills

Paraphrase and Restatement

Encourager

Client Observation Skills

Open Question

Closed Question

Attending Behavior

Adapted from: Ivey; Cormier & Hackney; Shertzer & Stone

**Appendix F**

**Additional Helpful Information**

**Counseling Skills©**

**by Loretta Bradley, PhD**

Personal qualities of effective counselors:

* Self-awareness and understanding
* Good psychological health
* Open-mindedness
* Objectivity
* Ability to promote the welfare of the client
* Sensitivity to and understanding of racial, ethnic, and cultural factors in oneself and others.
* Genuineness
* Unconditional Positive Regard
* Ability to handle ambiguity

Skills necessary to be an effective counselor:

* **Interpersonal skills**: an array of characteristics that contribute to the counselor’s ability to put clients at ease, elicit trust, form a collaborative and respectful relationship, and help clients work through difficult moments, tasks, and problems*.* Included are:

1. Empathy, respect, genuineness
2. Client empowerment and self-responsibility
3. Ability to listen and accurately communicate

* **Conceptualization Skills**: As the counseling relationship evolves, the counselor becomes more a part of the client’s world; this challenges the counselor to be in the relationship and yet remain apart and objective.

1. Ability to exhibit congruence, honesty, and professional responsibility
2. Ability to listen, comprehend, relate, think through, recognize connections and contradictions, and conceptualize within a theoretical framework
3. Ability to react, instigate, support, challenge, empathize, and have a spirit of inquiry
4. Ability of the counselor to be reflective about his/her work and about clients and their issues

* **Intervention Skills**: Must be able to implement conceptualizations of what would facilitate client growth and success with presenting problems.

1. Interventions may address client’s feelings and attitudes, thought processes and assessment of life situations, behaviors, efforts to change, and interpersonal relationships
2. Some interventions are common sense; others are unique to therapeutic relationships and formed from theoretical concepts
3. These “tool” form the repertoire of skills counselors need in working with diverse clients and the flexibility to delivery various

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Examples:

**Attending Behaviors:**

* nods
* eye contact
* “umhm”

**Closed Question:**

This is any question that has only one answer (often yes or no).

* “What’s your name?”
* “Where are you from?”
* “Do you like school?”
* “Are you comfortable with your friends?”

**Open Question:**

This is a question that has no single answer, although the client may only give you one answer.

* “What do you think makes a person an effective counselor?”
* “How do you think a good mother acts?”

**Encouraging:**

This is an expansion of attending behaviors, and involves short encouraging statements.

* “Wonderful plans.”
* “Wow!”
* “That’s exciting.”
* “Great news.”
* “Perfect idea.”
* “Uh-huh”

**Restatement:**

This is literally that…restating all or part of what the client said.

* “That makes you angry.”

**Paraphrase:**

This is similar to restatement, but involves using words different from those the client used in describing the thought or feeling.

* Client says: “My boss pays no attention to my suggestions or ideas unless he can use them as his. It’s infuriating.”
* Paraphrase: “Your boss ignores you unless he is claiming your ideas as his own, and this makes you angry.”

**Summarization:**

Repeating in several sentences the essence of what the client has said in a previous part of the session or in a previous session.

* “Last week, you told me how frustrated you were by your family’s behavior toward you and your husband. You also discussed your feelings of depression and unhappiness. You spoke of being unfocused and needing to make decisions. We can’t work on all of this in one week, so I’m asking you to decide what you would like to concentrate on first.”

**Confrontation:**

Addressing any incongruity in the client’s words or behavior. It does not have to be harsh or punitive.

* “You’re talking about the loss of your son, yet you’re smiling. I’m confused.”
* “I hear you saying that you want to change, yet you avoid doing anything that might help you change.”
* “What were you thinking?”

**Focusing:**

This is keeping the client on track when they begin to wander off. It may also be used for clarification when you (counselor) don’t understand the client’s point.

* “I understand that you are concerned about your father’s impression of you, but let’s talk about you right now.”
* “It’s important to consider other’s feelings, but what are your feelings”
* “I don’t understand what you mean when you say that you’re not the person everyone thinks you are.”
* “Explain for me …”
* “Help me understand …”
* “Describe for me …”
* “Tell me about …”

**Self-Disclosure:**

This is using your experiences that may be similar to the client’s to form a bond of understanding.”

* “I understand your feelings of loss at your father’s death. My father died when I was 10.”

**Reflection of Meaning:**

This is taking the client’s comments/statements and expanding on the meaning behind them.

* “Your mother tells you over and over that you don’t care about her or understand her feelings of loss…that must be difficult for you to hear when you had such a close relationship with your father.”

**Reflection of Feeling:**

This is adding feelings to a client’s statement.

* “Hearing your mother talk like that must really hurt since you feel the loss of your father so deeply.”
* “It sounds like you are frustrated with …”

**Influencing:**

This is convincing the client to recognize something or do something.

* “If I were you, I’d …”
* “Sometimes, we have to …”
* “You need to …”
* “It’s time to …”
* “I agree that your decision is a good one.”
* “I think you made a good choice.”

**Counseling Stem/Hierarchy Description**

Closed Question Answer Yes or No

Open Question Requires more than Yes or No

Summary Summary of counseling issue(s)

Usually 3 or more sentences

Reflection Often uses on of the senses (hearing, seeing, tasting)

F eeling (adjective)

Meaning (noun)

Stems: “Sounds like …”

“Looks as if …”

Reflection of Feeling “It sounds as if you are angry.”

Reflection of Meaning “It sounds like you think he is sick.”

Focus Focus on the counseling issue

“Tell me …”

“Help me understand what you mean by …”

“Describe for me what you meant by …”

Influencing Influence by the counselor.

“That is a good plan.”

“Yes, that seems better.”

Confrontation Use gentle confrontation to highlight incongruities

“You said \_\_\_\_\_, but your actions indicate \_\_\_\_\_”

“You agreed to \_\_\_\_\_, but your actions were \_\_\_\_”

“Help me understand why you didn’t follow

through.”

**Counseling Stems**

* Let me summarize what I heard you say …
* It seems to me that you concluded that …
* If I understood your comment, you said …
* Based on the expression on your face, you are …
* As I look at your eyes, I see …
* Your verbal statement says \_\_\_\_\_\_\_\_\_\_, but your behavior indicates …
* It sounds like you have anger that is directed towards …
* It sounds like you are feeling …
* It sounds like you are …
* It sounds like you regret …
* Based on your comments of \_\_\_\_\_\_\_\_\_\_, it sounds like you are feeling …
* Tell me more about …
* Describe for me …
* Give me examples to help me understand …
* As I listen to your concerns, it seems there are more than we can work on today. Help me understand which areas you want to work on today.
* As I observe you crying, I can feel your pain about …
* I am sensing lots of \_\_\_\_\_\_\_\_\_\_ *(label the client’s feelings)* on this issue
* If you could change \_\_\_\_\_\_\_\_\_\_, describe for me how things would be.
* As you think about your situation, describe for me the options *(2 or 3 options)* that you have.
* As you review your actions on this conflict, describe for me how it feels, and how you would like it to feel.

**Counseling Session Scenario**

***Directions: Label the following Counselor Responses***

*Speaker Responses Label*

Counselor: “So … you’re thinking about divorce again.” 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client: “Yeah, this divorce has really thrown me for a loop, I can tell  
 you. I really care a lot about my partner and … well … we get  
 along well together. But there’s something missing.”

Counselor: “Uh-huh … Something missing?” 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client: “Yeah, we just never really share anything meaningful. You  
 Know … it’s as if the relationship doesn’t have enough depth to  
 go anywhere. We like each other, we amuse each other, but   
 beyond that … I don’t know.”

Counselor: “I think I can understand that. As I listen, there seems to be many 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

different things going on. What sense do you make of it?” 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client: “Well, in a way, I guess it seems like the relationship is shallow.  
 When we got married, there just wasn’t much … ah … depth there  
 that I’d hoped for in a meaningful relationship”

Counselor: “MM-mmmm … You seem to be talking in terms of meaningful 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 versus shallow relationship. Sounds like for you, the two are 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 different.” 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client: “Yes, I guess they are different. I guess, for me, in order to be  
 married, there has to be some real … you know … real caring   
 beyond just a daily basis. It has to be something that goes right  
 to the soul. I guess like you are really connected to your partner  
 in a powerful way.”

Counselor: “So, connections, soul. Deeper aspects strike you as really 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 important.”

Client: “That’s right. If I’m married to somebody, I have to have more   
 than a roommate. There has to be some reason for me to want to  
 stay married, and I think with her … (silence). Well, those   
 connections and that depth were missing, and when we were apart,  
 we didn’t miss each other that much. We liked each other, you   
 know, but when one of us was gone, it just didn’t seem to matter  
 if one of us was here or not.”

Counselor: “So there are some really good feelings about a relationship that is 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 meaningful even when the other person is gone. This relationship  
 doesn’t have that. It doesn’t have those values for you.” 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client: “Uh-huh.”

**Counselor Effectiveness Rating Form**

Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sessions Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: Use the scale below to rate the counselor. Circle the number that most closely describes the counselor. If an item does not apply (non-applicable), circle NA.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Very Typical or Characteristic of the Counselor***  ***1*** | ***Quite Typical or Characteristic of the Counselor***  ***2*** | ***Somewhat Typical or Characteristic of the Counselor***  ***3*** | ***Somewhat Atypical or Characteristic of the Counselor***  ***4*** | ***Quite Atypical or Characteristic of the Counselor***  ***5*** | ***Very Atypical or Characteristic of the Counselor***  ***6*** |

The Counselor/Therapist:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Conveyed empathic understanding, genuineness, acceptance | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **2** | Lacked credibility (trustworthiness, knowledge, poise) | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **3** | Was attentive (made eye contact, used head nods, etc.) | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **4** | Lacked being animated about/engaged in the counseling process | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **5** | Showed support without rescuing | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **6** | Provided too much or too little structure/direction | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **7** | Extended trust as appropriate | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **8** | Conveyed humor in a timely, appropriate way | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **9** | Failed to acknowledge fallibility when appropriate | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **10** | Conveyed firm sense of self-identity | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **11** | Failed to identify relevant issues as they emerged | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **12** | Interpreted meaning for greater insight/understanding | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **13** | Was genuine | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **14** | Provided information when appropriate | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **15** | Remained hidden in her/his feelings, ideas, or views | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **16** | Facilitated/evoked awareness and expression of feelings | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **17** | Established and maintained a therapeutic focus | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **18** | Was unhelpful as a role model | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **19** | Asked appropriate, meaningful open-ended questions | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **20** | Accurately paraphrased and reflected client’s ideas/feelings | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **21** | Failed to clarify communication that was unclear | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **22** | Was concrete and specific in his/her communications | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **23** | Addressed resistance/flight to allow therapy to advance | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **24** | Promoted reality testing (e.g., addressed distortions) | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **25** | Helped instill hope | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **26** | Failed to create an alliance with the client | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **27** | Changed topics or focus inappropriately | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **28** | Helped client identify and address unresolved issues | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **29** | Synchronized/joined with the client in meaningful ways | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **30** | Used summarization effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **31** | Used confrontation in appropriate, timely, and caring ways | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **32** | Failed to create a climate of safety and trust | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **33** | Used immediacy to advance the therapy | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **34** | Expressed her/his own feelings in appropriate and effective ways | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ***Very Typical or Characteristic of the Counselor***  ***1*** | ***Quite Typical or Characteristic of the Counselor***  ***2*** | ***Somewhat Typical or Characteristic of the Counselor***  ***3*** | ***Somewhat Atypical or Characteristic of the Counselor***  ***4*** | ***Quite Atypical or Characteristic of the Counselor***  ***5*** | ***Very Atypical or Characteristic of the Counselor***  ***6*** | | | | | | | | | |
| **35** | Used self-disclosure in effective, timely, and relevant ways | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **36** | Prepared the client for the session ending | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **37** | Structured for change effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **38** | Protected the client’s rights (e.g., to privacy and to disagree) | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **39** | Neither over or understated in response to the client’s experiences | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **40** | Helped clarify the client’s goals | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **41** | Used role-playing effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **42** | Used specific interventions (e.g., guided imagery) effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **43** | Suggested and utilized homework effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **44** | Identified and utilized the client’s strengths | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **45** | Reinforced/supported meaningful client self-disclosure | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **46** | Utilized questions effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **47** | Conveyed effective non-verbal behaviors (e.g., head nods) | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **48** | Recognized and helped the client address his/her maladaptive roles, ploys, and interpersonal styles | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **49** | Helped the client see what her/his behavior is like | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **50** | Was unable to help the client understand how his/her behavior influences the way others feel toward him/her | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **51** | Helped the client recognize and address her/his maladaptive actions, thoughts and behaviors | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **52** | Used interpretation effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **53** | Was unable to help the client understand how his/her behavior influences the opinion of him/her by others | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **54** | Helped the client understand how her/his behavior influences their opinion of her/him | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **55** | Helped the client see which of his/her behaviors are self-defeating | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **56** | Was unable to help the client see and accept that he/she is responsible for and in control of his/her behavior | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **57** | Helped the client evaluate whether they are satisfied with the worlds they have created | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **58** | Failed to help the client reach a decision to change a dissatisfying way of being or relating to others | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **59** | Helped the client engage in the act of change | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **60** | Helped the client realize that they can change the worlds they have created | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **61** | Was unable to help the client see that they exaggerate the danger in their changing | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **62** | Helped the client see that to attain what they really want, they must change | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **63** | Failed to help the client believe in their power to change | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **64** | Used silence effectively | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **65** | Made good transitions from one topic or issue to another | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **66** | Was able to help the client understand the underlying meaning of their behaviors | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **67** | Was unable to demonstrate cultural sensitivity and competence | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **68** | Was able to establish, shift, or deepen focus when appropriate | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **69** | Overloaded the client | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |
| **70** | Was, overall, effective | **1** | **2** | **3** | **4** | **5** | **6** | **NA** |

***Treatment Plan***

**Presenting Problem:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions of Problem:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Long Term Goals:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Short Term Goals:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objectives and Interventions/Techniques:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Diagnosis:**

* **Primary** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Secondary** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Co-morbid Conditions:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinician’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix G**

**Forms for EPCE 6366, Counselor Supervision**

Texas Tech University

College of Education/Counselor Education

**Agreement Between**

**Supervisor and Student in Supervision**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Supervisor (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has permission to begin

Supervision of counseling students under my supervision. This student is enrolled in EPCE 6366 for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fall, Spring, Summer) semester.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address/Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

**Bret Hendricks, EdD**

Professor & Coordinator

Counselor Education

Texas Tech University

COE Box 41071

Lubbock, TX 79409-1071

(O) 806/834-1744

Fax: 806/742-2179

**Supervision Contract**

The following constitutes an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisee) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor).

It is my (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) intention to receive all the assigned supervision hours for EPCE 6366 (Counselor Supervision) through supervising clients/students under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The following is a contract to outline the duties of all parties involved.

**Rights of the Supervisee**

1. To give or revoke informed consent throughout the supervision process.
2. To have confidentiality be protected, except when legal exceptions apply, or when written release of information is authorized.
3. To be informed of the way in which my theoretical orientation, cultural influences, and personal biases may directly affect supervision services provided.
4. To have any dual relationships be clarified and discussed, including those inherent in agency, work, educational, or social settings.
5. To be informed of the procedures for negotiating disagreements and provide supervisor with direct feedback about the supervision experiences, without penalty.
6. To receive timely feedback on clinical, professional, and logistical questions.
7. To be informed of any evaluations, and to collaborate with supervisor on procedures for reporting to licensing boards or site managers.
8. To be reminded that the gate-keeping function of the supervisor at times requires me to direct a supervisee to seek additional training, supervision, or therapy before being recommended to an educational or licensing body for approval.

**Duties of the Supervisor**

1. To adhere to professional codes of ethics and conduct at all times.
2. To review the supervisee’s overall caseload on an ongoing basis, and provide timely feedback on ethical and professional standards.
3. To assist the supervisee in becoming competent in the following Core Categories: Client Engagement (admission to treatment), Clinical Assessment and Diagnosis (including systemic), Treatment Planning/Case Management, Interventions, Legal/Ethical Issues and Standards, and Research and Program Evaluations (exposure to relevant literature and how to evaluate treatment effectiveness).
4. To maintain supervisee confidentiality except as required by law in mandatory reporting issues, or by written release of information authorized by the supervisee.
5. To recommend readings, trainings, consultations, personal therapy, or other referrals to the supervisee to assist in performing clinical duties effectively.
6. To evaluate the progress of the supervisee as well as the effectiveness of the supervision in a format clearly discussed and agreed upon with the supervisee.
7. To submit timely and accurate reports to licensing boards, agency managers, educational institutions, or other ruling entities, as requested by the supervisee, or required by law.
8. To be available to the supervisee during work hours, and at scheduled meeting times; to provide emergency procedural information for after-hours needs, and to provide emergency/substitute supervisor’s contact information if not available.

**Duties of Supervisee**

1. To be aware of and adhere to laws, professional codes of ethics, and standards of conduct at all times.
2. To contact 9-1-1 in immediate life-threatening situations; to report suspected child abuse to the authorities within 24 hours of disclosure and maintain confidential number for records.
3. To keep the supervisor informed of all active clients by updating written client log maintained in the supervisor’s file at each supervision session, as well as inform the supervisor of safety, legal, or ethical risks as they occur and to consult the supervisor regarding any clinical issues of safety, ethics, reporting, or potential breaches of confidentiality, risk of harm to client or others, suspected abuse, potential ethical dilemmas, and/or potential legal proceeding.
4. To provide supervisor written documentation of cumulative hours to date to be signed by supervisor at each supervision session.
5. To consult alternate supervisors (fully licensed, approved supervisors) if not able to reach this supervisor in a reasonable time frame (i.e., 24 hours).
6. To maintain up-to-date documentation of clinical work per professional standards of care and provide when requested by supervisor:

* A signed informed consent form for each client, including parent/guardian signature if client is a minor.
* A case note documenting each contact with client or other involved party.
* A list of clients with open cases.
* A case not documenting reports to authorities within 24 hours of disclosures necessitating mandatory reporting, including confidential number and name of screener.
* Signed releases of information whenever clinical information is to be shared, signed by client(s) and/or parent/guardian if client is a minor.

1. To protect client confidentiality except where mandated by law or ethics or when provided written authorization by client and/or parent/guardian if client is a minor.
2. To attend individual/triadic and group supervision, and to participate actively; to prepare for supervision as requested.
3. To obtain written permission from clients, and parent/guardian if client is a minor, to audio/videotape if appropriate and requested.
4. To approach clients and supervision from a position of expecting and aiming for positive outcomes.
5. To work within the boundaries of one’s skill and training level, and notify supervisor of any client presentation or clinical needs/work outside the scope of prior training.
6. To demonstrate openness to clinical and professional direction from the supervisor.
7. To provide direct feedback to supervisor on the supervision experience, and negotiate disagreements per agreed upon procedures.

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 Supervisor Signature Supervisee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Texas Tech University**

**College of Education/Counselor Education**

**Site Supervisor Information Collection Form**

The purpose of this form is to gather information required for CACREP accreditation. Please complete the information as accurately and completely as possible.

**Name of Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Based on the clinical guidelines, your site would be considered (mark all that apply):**

\_\_\_\_\_Practicum Site **Number of student practicum(s) available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_Internship Site **Number of student internship(s) available:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Clients Served**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licenses/Certifications Held by Site Supervisor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degrees Held (please list your earned degrees):**

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| --- | --- | --- | --- |
| ***Degree*** | ***Institution*** | ***Major*** | ***Date Earned*** |

**Professional Experience(s) (show at least two years of pertinent counseling experience):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Read and Sign Below:** I have received a copy of the “Supervision Guidelines for Site Supervisors’ from the TTU Counselor Education Program and have knowledge of the Program’s expectations, requirements, and procedures. Additionally, I agree to watch the Counselor Education training videos for supervisors and notify the program after viewing them. Further, I agree to abide by and endorse the most current versions of the ACA Code of Ethics, the Texas LPC Ethics Code, and the ethical codes for all ACA Division in supervision. I also agree to abide by and endorse the most current versions of the ACA Multicultural and Social Justice Competencies and the ACA Advocacy Principles and discuss these in supervision. I hereby attest that I adhere to and endorse the above mentioned ethical codes, competencies, and principles in my practice as a counselor.

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\_

**Supervision Project Rubric**

(CACREP II.G.1.ehj; II.G.2.d; II.G.3.ad; II.G.5.abcde; CMHC A.25; B.1)

Student(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Level of Performance** | **Beginning**  **1** | **Developing**  **2** | **Proficient**  **3** | **Accomplished**  **4** | **Exemplary 5** | **Score** |
| **Relevance** | Project did not address supervision in relevant ways | Project was slightly relevant to supervision | Project was adequately relevant to supervision | Project was very relevant to supervision | Project was superior in relevance to supervision |  |
| **Originality** | Project lacked creativity | Project was slightly creative | Project was adequately creative | Project was very creative | Project was superior in being creative |  |
| **Depth** | Project lacked depth and complexity as relates to supervision theory | Project slightly reflected the depth and complexity of supervision theory | Project adequately reflected the depth and complexity of supervision theory | Project strongly reflected the complexity and depth of supervision theory | Project was superior in reflecting the complexity and depth of supervision theory |  |
| **Conceptualization** | Project was ill- conceived | Project was only slightly well-conceived | Project was adequately well-conceived | Project was very well- conceived | Project was superior in being well- conceived |  |
| **Total Score/Grade** |  |  |  |  |  |  |

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervision Hours Log**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **DATE** | **ACTIVITY DESCRIPTION** | **Non-Contact**  **HOURS** | **Contact**  **HOURS** |
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|  | **TOTALS FOR THIS PAGE** |  |  |

Page # \_\_\_\_\_\_\_ Student (Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor (Signed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certify that I have read

(*Print name)*

and that I understand the information presented in this *Handbook*.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature) (Date)*