

### On-Site Supervisor Evaluation of a Field Placement Student

Dear On-Site Supervisor:

This evaluation form was designed for the On-Site Supervisor to make an evaluation of the field placement student who has been working in your organization during the past semester. Please complete this form and share the results with the field placement student prior to his/her final meeting with the university supervisor.

When completing the evaluation, please make use of the following scale:

- A     Very Satisfactory
- B     Moderately Satisfactory
- C     Moderately Unsatisfactory
- D     Very Unsatisfactory

Guidelines for each of the evaluation ratings are provided. Place a single X in the appropriate box for each of the fifteen behavioral ratings. There is space for comments for each of the ratings as well as provision for making final considerations of the students.

We understand that you have a very busy and demanding job and we thank you and appreciate your cooperation, time and experience. If you have further questions, please feel free to contact me at 278-0355.

Sincerely,

Coordinator, Pupil Personnel Services Program  
California State University, Fresno

EVALUATION OF A FIELD PLACEMENT STUDENT (updated Jan. 2004)

School level of field placement: Elementary  Middle  High

Field Placement Site: \_\_\_\_\_  
On-Site Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

STUDENT:	SEMESTER:	DATE:
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**OBJECTIVE EVALUATION BY THE ON-SITE SUPERVISOR:**

*Please consider the position of a school counselor this student might be expected to fill at the school level of this field placement. Evaluate the student's performance during this rating period.*

A. As an on-site supervisor, I see this student functioning as a school counselor at one of the following levels: *(check one of the following)*:

Unacceptable:	An acceptable counselor:	A fine counselor, of great value to the profession:	One of the few very outstanding counselors I have known:
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B. Indicate areas of particular strengths or weaknesses you have observed with the student:

C. Would you consider this student if a position were available?

\_\_\_\_\_Yes \_\_\_\_\_No

Signature, On-Site Supervisor:	Date:
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Signature, Student:	Date:
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**EVALUATION OF A FIELD PLACEMENT STUDENT**

**DIRECTIONS:** In the following evaluation, place “X” under the appropriate letter:

- |   |                         |   |                           |
|---|-------------------------|---|---------------------------|
| A | Very Satisfactory       | C | Moderately Unsatisfactory |
| B | Moderately Satisfactory | D | Very Unsatisfactory       |

Personal Characteristics:	A	B	C	D	Comments
<b>1. Professional Knowledge: Counseling</b> Demonstrates ability to counsel with individual and small groups of students with a variety of problems. Relates practice with an understanding of human behavior.					
<b>2. Interpersonal Relationships and Consultation:</b> Demonstrates ability to consult with teachers, parents, and staff regarding meeting development needs of students.					
<b>3. Referral Procedures:</b>					

Understands the school's procedures in referring a school child with a problem to their parents or to a specialist.					
4. <b>Responsibility:</b> Knows how to plan, organize & develop appropriate work hours to meet needs of children: commits time wisely.					
5. <b>Interpersonal Relationships:</b> Cooperates with administrators, staff & teachers in working with students. Acquainted self with nurse, psychologist, etc.					
6. <b>Ethical and Legal Procedures:</b> Places welfare of child above personal values; high regard for ethics; inquired about legal rights of children.					
7. <b>Needs and interest of children:</b> Shows consideration for needs of children; tried to meet developmental needs; used confidentiality with issues.					
8. <b>Physical Health:</b> High energy level; seldom absent or not at all due to health.					
9. <b>Mental Health:</b> Set a good emotional tone around others; patient with children; secure; very little complaining on the job.					
10. <b>Self Concept:</b> Perceives one's own qualities in a positive manner; develops insights with respect to self-motives & behavior.					
11. <b>Flexibility</b> Able to work with other persons at the school; open to space assignment; cooperative with time & change issues.					
12. <b>Pursued Professional Growth:</b> Demonstrated a willingness to learn: requested help when needed; listened to others.					
13. <b>Comprehensive Guidance Program:</b> Understands concepts central to a comprehensive guidance program; personal, social and educational development trends.					
14. <b>Risk Taking and Self Control:</b> Was able to get along well with others; willing to take a chance in a situation; reacts well in stressful situations.					
15. <b>Job Mastery:</b> Was able to learn about the duties that a school counselor will perform; adapted well to conditions.					

Job Mastery must include both counseling skills and skills in using current technology in the delivery of services.					
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