Welcome

Welcome to Practicum and Field! Within these pages you will find all of the information and forms you will need to successfully register for practicum and field placements. Please browse the following pages as you work towards completing the steps for registration. Here is a helpful check list to get you on your way!

	Check list
Speak site	to your advisor and select a site either from the approved list or find a new
Sign t	p for insurance AND background checks
New s	ite supervisor form (if new supervisor)
Conta	ct site supervisor and set up interview
-	lete practicum or field registration forms with both on site supervisor and mic supervisor
0	Initial sheet
0	Goals
0	What to expect (Section C on form)

WHAT TO EXPECT REGARDING PRACTICUM, FIELD, & ADVANCED FIELD INFORMATION DEPARTMENT OF COUNSELING SHIPPENSBURG UNIVERSITY

COUNSELING 585 – PRACTICUM IN COUNSELING AND COUNSELING 586 – ADVANCED PRACTICUM IN COUNSELING

DEPARTMENT GUIDELINES

Practicum provides for practice student personnel experiences in a field placement situation for one, fifteen (15) week semester. A minimum of one hundred fifty (150) clock hours of supervised experience will be required during this practicum semester. Practicum sites must be selected from an approved list maintained by the department and must be appropriate to the career interests, skill level, and program of study of the student. Selection of the site from the approved list can be made in consultation with the student's advisor. Sites other than those listed on the Approved List may be considered if approved by the Field Coordinator at least one month prior to course registration. Final determination and selection of the site, however, is subject to approval of the department Field Coordinator and faculty of the specific concentration.

PURPOSE OF PRACTICUM

- 1. To develop the expertise of the trainee of performing practical experiences under supervision.
- 2. To provide an opportunity to perform, <u>on a limited basis and under supervision</u> some of the activities that a regularly employed staff member in the setting would perform.
- 3. To allow the student to become familiar with a variety of professional activities other than direct service work.

MAJOR RESPONSIBILITIES

- 1. Students enrolled in Practicum (CNS 585) or Advanced Practicum (CNS 586) must accumulate a <u>minimum</u> of one hundred fifty (150) clock hours at their chosen site during the academic term. Enrollment for a practicum course requires an ongoing commitment of ten (10) hours per week for the fifteen (15) weeks of the regular term.
- 2. Students are expected to spend five (5) hours per week in direct service to students through <u>supervised</u> individual or group interaction with typical agency clientele. Audio-or videotape, process notes, and logs of the direct service contacts must be made available to the course instructor as required. These may include a mix of counseling and consultation sessions or similar activities which develop individual and/or group counseling skills appropriate to the expertise and career goals of the student.
- 3. Students in Practicum are required to participate and log at least ten (10) hours of either small or large group experiences.

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- 4. All students enrolled in the Practicum course are required to have at least one (1) hour per week individual supervision by the site supervisor, one (1) hour per week individual supervision and one and one-half (1 ½) hours of group supervision by the course instructor.
- 5. The remainder of the Practicum field placement time will be spent in other activities appropriate to the setting.
- 6. A "learning contract" specifying the type and quality of the experiences and related supervision will be submitted as part of the registration process.

WHAT IS EXPECTED OF YOU

- A. Prior to beginning the Practicum:
 - 1. Obtain professional liability insurance for a minimum amount of \$500,000/\$500,000. You will be expected to show proof to the instructor at the first class meeting.
 - 2. Obtain a Practicum site:
 - a. Select a practicum site from the approved list maintained in the department. Again, sites NOT chosen from the approved list must be approved by the department Field Coordinator at least one month prior to registration.
 - b. A site, in order to be on our approved list must:
 - 1. be relevant to your career interests and declared major or program emphasis.
 - 2. be an established agency at a higher education institution with a professional staff that has staff meetings, consultation opportunities, in-service training options, etc.
 - 3. employ a site supervisor who meets department guidelines for approval. The site supervisor must hold at least a masters degree in counseling or a related area. The site supervisor must, also, have at least two (2) years relevant professional experience prior to approval by the department.
 - 4. employ a site supervisor who is willing to provide at least one (1) hour direct, individual supervision per week.
 - c. You must complete a Practicum Registration Form and submit it prior to approval for admission to the course.

- d. No hours accumulated at the site can be counted until the Practicum Registration Form is submitted and accepted by the course instructor.
- e. No hours in excess of the minimum one hundred fifty (150) required for Practicum may be "carried over" for credit in any future field placement course.
- f. Practicum is a fifteen (15) week, semester long experience.

 Responsibilities to students, to the placement site, and for attendance at all individual and group supervision sessions continue throughout the semester.

B. During the Practicum Experience:

- 1. All students will be required to maintain an ongoing log.
- 2. You site supervisor is required to sign your logs to verify experience at three (3) week intervals. Your Practicum course instructor cannot accept hours which have not been verified by the site supervisor.
- 3. Practicum students serve at the discretion of the institution and therefore need to function within the guidelines and realities of the setting. This requires that you:
 - a. consider the site placement as an employment site.
 - b. maintain a professional demeanor at all times and uphold professional ethics.
 - c. consider yourself a staff member at the agency in terms of behavior and obligations to the agency.
- 4. If problems develop the student is expected to bring them to the attention of the course instructor and if not resolved at that level, the department Field Coordinator should then be involved.
- 5. Upon completion of your Practicum experience, have your site supervisor complete the <u>Practicum Completion Form</u> and the <u>Student Evaluation Form</u> and return BOTH to the course instructor. (See Practicum Completion Packet.)
- 6. You are required to submit the <u>Site Evaluation Form</u> and <u>Supervisor Evaluation</u>
 <u>Form</u> to your course instructor at the end of your practicum experience. (See Practicum Completion Packet.)
- 7. Faculty/course instructors may assign additional course requirements beyond these general requirements.

FIELD GUIDELINES AND INFORMATION DEPARTMENT OF COUNSELING - SHIPPENSBURG UNIVERSITY REQUIREMENTS – FIELD EXPERIENCE

580 - FIELD EXP I, 589 - FIELD EXPERIENCE II, OR 590 - ADV CLINICAL FIELD

DEPARTMENT GUIDELINES

The Field Experience sequence consists of six (6) semester hours credit and is the internship requirement of the Shippensburg University Counseling programs. Students must complete a <u>minimum</u> of six hundred (600) clock hours in a professional setting appropriate to their career goals, skills, and program of study.

Clinical Field Experience is the culminating experience of the student's program. As such it is expected that the student enrolled in Clinical Field Experience will assume more professional responsibility than the student enrolled in Practicum. During the Clinical Field Experience sequence you are expected to assume all the responsibilities of a regular staff member in the setting in which you do the internship.

Clinical Field Experience sites must be selected from an approved list maintained by the department and must be appropriate to the program of study of the student. Final determination and selection of the site, however, is subject to the approval of the department Field Coordinator in consultation with the faculty in the concentration. Sites other than those listed on the departmental approved list may be considered if approved by the Field Coordinator one month prior to your registration for the Field Experience.

- I. Regulation Governing Site Selection and Registration
 - A. Most regulations governing site selection, registration, insurance verification, and learning contracts are similar to those of the preceding Practicum.
 - B. CNS 580 Field Experience I and CNS 589 Field Experience II are to be enrolled sequentially, (i.e. as a half-time internship covering both semesters of the academic year).
 - C. All students enrolled in the Clinical Field Experience are required to have at least one (1) hour per week individual supervision by the site supervisor or course instructor, and one and one-half (1 ½) hours of group supervision per week by the course instructor.
- II. The Nature of Clinical Field Experience
 - A. The purpose of Clinical Field Experience is to familiarize you with the functioning of a professional student personnel setting. You are expected to participate as a member of the staff and to engage in all the activities of a regularly employed staff member.

- B. A minimum of three hundred (300) of the six hundred (600) Field Experience clock hours will be earned in providing direct services to the clientele of the setting.
- C. The Field Experience should also provide for significant opportunities for inservice, professional development, and/or a variety of activities other than direct service work.
- D. Field Experience is a regularly scheduled class and as such has the same priority as other classes, work, or assistantships. Other commitments must not be permitted to interfere with your being present at your field site or supervision sessions as scheduled.
- E. Clinical Field Experience constitutes a professional experience which can be listed on your resume. Additionally, Field Experience hours are accepted as supervised clinical time when subsequently applying for many professional certificates.
- F. If it is necessary to extend beyond the semester(s) in which you are enrolled, you must have the permission of both the site supervisor and your course instructor. This is not generally agreeable and we strongly encourage you to complete all work within the time frame of the <u>University</u> term/semester.
- G. It is feasible to complete the Clinical Field Experience at your place of employment when (1) your work is relevant to your academic program AND (2) significant experiences above and beyond your normal work assignment can be verified. You must discuss this with your advisor and obtain her/his permission PRIOR to registration for the course. Certain settings can be altered to make your assignment meet the instructional goals of the course while others may not. The final decision will lie with your advisor and the appropriate curricular team.

PRACTICUM PRE-REGISTRATION FORM

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OFFICIAL USE O	<u>NLY</u>	
Ins. Ver.	_	
Act 34	_ NA	
Ch. Abuse	NA	
Change in Supervisor Info?	Yes	No
If Yes, Note:		
FBI Clearance		

_	Specialization			
Pre-R	egistration for(Semeste		(Year)	
	(Semeste	r/1erm)	(Year)	
	orm must be completed <u>prior to</u> s to Dr. Whitman – Shippen Ha a) November 1 st – for Spr b) April 1 st – for Summer	all Room 115: ring Registration		deadline as
REMI	NDER: You must apply for Car	ndidacy during y	our Practicum.	
	the course you are requesting: 585 – Practicum School Certification		condary) circle one 586 – Advanced Practicu	m
	Late forms will re	sult in registrat	ion denial for that term.	,
PART	A: TO BE COMPLETE	D BY THE PRA	ACTICUM STUDENT	
1.	Student Name:			
2.	Address:			
	City:		Zip: _	
3.	Practicum Supervisor Name:			
	Highest Degree: Degr	ee Specialization	n: E-mail: _	
4.	Placement Site:			
5.	Site Address:			
	City:		Zip: _	
6.	Site Phone: ()		tudent Home Phone: ()
	ROGRAM ADVISOR MUST been involved in the student's s	BE INVOLVE	D IN THE SELECTION	
PART 7.	(Program Advisor) B: INSURANCE & CLI Student's signature below ver		(Date)	

7. Student's signature below verifies that the student **must obtain insurance** for a minimum amount of \$500,000/\$500,000 (or higher as required by site) to be in effect on the first day of practicum. If the student is working with children and adolescents at their approved site, they **must also obtain Act 34 and Child Abuse Clearances** that are less

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than 1 year old at start of semester. The student must bring proof of insurance and clearances to be verified the first day of practicum class. These documents must show that they are in effect the ENTIRE semester. Failure to do so will result in student's suspension from the internship until such coverage is verified.

	Student's Signature								
PART	C: Please attach typed pages in response to th	e following questions.							
8.	State your LEARNING GOALS as a student at the and how you plan to accomplish it. TO BE COMPLETED WITH THE STATES	-							
9.									
10.	Briefly describe the SPECIFIC EXPERIENCES available in which the field student might have an opportunity to be a participant, provider or learner (i.e., programming, advising, administrative duties, projects to complete, etc.).								
PART		E SUPERVISOR							
11.	AGREEMENT	,							
a.	The AGENCY,	CUM experience related to items 8, 9,							
b.	The AGENCY agrees to involve the PRACTICUM time in direct service opportunities with typical cli individual or group advisement, programming, and provided clientele).	entele served by the institution (i.e.,							
c.	A minimum of one (1) clock hour <u>direct, individual</u> PRACTICUM student by the Practicum Supervisor	or name in item 3.							
d.	The PRACTICUM student, establish a working schedule at the agency for experience. (A minimum total 150 clock hours.)								
e.	The AGENCY agrees to uphold the ACA Code of students.	Ethics which includes affirming all							
f.	We have read and discussed the terms stated above correct, and binding. Changes in the PRACTICUL through consultation of all interested parties.	· · · · · ·							
	AGENCY:	Date:							
A C 11	STUDENT:	Date:							
	signatures have been affixed, make a copy for your personal n– Shippen Hall 115	file and return the original copy to Dr.							
	FIELD	OFFICIAL USE ONLY							
•	PRE-REGISTRATION	Ins. Ver							
	FORM	Act 34 NA Ch. Abuse NA FBI NA Change in Supervisor Info? Yes No							
Revise	d March 16, 2016	If Yes, Note:							

Specialization

Pre-R	Registration for,	
	(Semester/Term)	Year)
follow	form must be completed <u>prior to registration</u> and must be to Dr. Whitman – Shippen Hall Room 115: a) November 1 st – for Spring Registration b) April 1 st – for Summer and Fall Registration ck the one that applies to you: I was granted candidacy (give date) I understand I must have candidacy before I can reg	n's
Check	ck the course you are requesting: (Elementary/Seconda 580 – Field Experience I	nry) (circle one) 589 – Field Experience II School Certification
	Late forms will result in registration d	lenial for that term.
PART	RT A: TO BE COMPLETED BY THE FIELD S	STUDENT
1.	Student Name:	
2.	Address:	·
	City:	Zip:
3.	Field Supervisor Name:	
	Highest Degree: Degree Specialization:	E-mail:
4.	Placement Site:	
5.	Site Address:	
	City:	Zip:
6.	Site Phone: () Studer	nt Home Phone: ()
	PROGRAM ADVISOR MUST BE INVOLVED IN the been involved in the student's selection process and	
	(Program Advisor)	(Date)

PART B: INSURANCE & CLEARANCES

7. Student's signature below verifies that the student **must obtain insurance** for a minimum amount of \$500,000/\$500,000 (or higher as required by site) to be in effect on the first day of practicum. If the student is working with children and adolescents at their approved site, they **must also obtain Act 34 and Child Abuse Clearances** that are less than 1 year old at start of semester. The student must bring proof of insurance and

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clearances to be verified the first day of practicum class. These documents must show that they are in effect the ENTIRE semester. Failure to do so will result in student's suspension from the internship until such coverage is verified.

Student's Signature

PART C: Please attach typed pages in response to the following questions.

8. State your LEARNING GOALS as a student at this site. State what you hope to achieve and how you plan to accomplish it.

TO BE COMPLETED WITH THE SITE SUPERVISOR

- 9. Briefly describe the MISSION of the field placement site, the SERVICES generally provided, and typical CLIENTS served.
- 10. Briefly describe the SPECIFIC EXPERIENCES available in which the field student might have an opportunity to be a participant, provider or learner (i.e., programming, advising, administrative duties, projects to complete, etc.).

TO BE COMPLETED WITH THE SITE SUPERVISOR PART D: **AGREEMENT** 11. The AGENCY, a. provide a minimum 300 hour supervised FIELD experience related to items 8, 9, and 10 above. The AGENCY agrees to involve the FIELD student approximately 50% of the time in b. direct service opportunities with typical clientele served by the institution (i.e., individual or group advisement, programming, and/or other direct services typically provided clientele). A minimum of one (1) clock hour direct, individual supervision will be provided to the c. FIELD student by the Field Supervisor name in item 3. The FIELD student, _____ agrees to establish a d. working schedule at the agency for ______ hours per week during the experience. (A minimum total 300 clock hours.) The AGENCY agrees to uphold the ACA Code of Ethics which includes affirming all e. students. f. We have read and discussed the terms stated above and agree that they are acceptable, correct, and binding. Changes in the FIELD experience can be made only through consultation of all interested parties. AGENCY: Date: _____

After all signatures have been affixed, make a copy for your personal file and return the original copy to Dr. Whitman – Shippen Hall 115.

STUDENT: Date:

Insurance

Note Everyone in Practicum and Field, regardless of specialization, needs insurance Places to get insurance

- ACPA- American College Personnel Association
 - Full-time Graduate Student Option 1 \$33
 Any person who is currently engaged in graduate studies in an

accredited graduate school in courses related to the student affairs profession and who is not employed full time during the membership year. The student's major professor must attest to these qualifications. Pre-doctoral internships or work experiences required for completion of a degree program are not considered full time employment for the purposes of this category. An electronic only subscription to the Journal of College Student Development (JCSD) is provided.

• Full-time Graduate Student Option 2 - \$49

Any person who is currently engaged in graduate studies in an accredited graduate school in courses related to the student affairs profession and who is not employed full time during the membership year. The student's major professor must attest to these qualifications. Pre-doctoral internships or work experiences required for completion of a degree program are not considered full time employment for the purposes of this category. A print subscription to the Journal of College Student Development (JCSD) is provided.

- NASPA-National Association of Student Personnel Administrators
 - Members receive professional liability insurance from Forest T. Jones, \$37.00 for graduate students to join.
- ACA-American Counseling Association
 - Student \$89

Individuals who are enrolled at least half-time in a college or university program. Insurance included with membership.

SAMPLE FORM

INFORMED CONSENT Counseling Center Shippensburg University of Pennsylvania

<u>Consultation:</u> Counseling Center Staff may consult with one another regarding clients. All consultations will be conducted within the professional standards of the American Psychological Association and the American Counseling Association. Information regarding your case may be

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discussed by your counselor for the purpose of diagnosing, treatment planning, or counselor supervision.

<u>Taping:</u> The staff member may request your permission to record your counseling session(s) on audio or videotape. The purpose of the taping is to help us serve you better, to review and to evaluate our services. No taping will be done without your prior knowledge and consent and only the supervisor(s) directly involved in consulting with your case will have access to these tapes. The tapes will be erased upon the completion of supervision.

In order to best serve the developmental needs of the total student population at Shippensburg University, the Counseling Center at Shippensburg University will, during the academic year, see students at no charge for ten individual sessions. After the ninth session, there will be a staffing of the cases and peer review of the progress and the concerns of the client. A recommendation of appropriate treatment (individual, group, off-campus therapy, etc.) will then be made.

I have read, understood, and agreed to the above stated conditions necessary to receive services at the Shippensburg University Counseling Center.

I have also received, read, and understood the "Rights and Responsibilities for Persons Using the Services of the Shippensburg University Counseling Center."

If you do not agree with the above stated conditions, you may discuss your concerns with the intake counselor.

(Signature)	(Date)

THE SHIPPENSBURG UNIVERSITY COUNSELING CENTER IS FULLY ACCREDITED BY THE INTERNATIONAL ASSOCIATION OF COUNSELING SERVICES AND FOLLOWS THE ETHICAL STANDARDS OF THE AMERCIAN COUNSELING ASSOCIATION AND THE AMERICAN PSYCHOLOGICAL ASSOCIATION.

COMPLETION FORMS STUDENT PERSONNEL-BASED PROGRAMS PRACTICUM

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

1.	Supervisor Interim Evaluation of Student Performance
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	This form is to be completed by your site supervisor near the <u>midpoint</u> of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.
2.	Supervisor End of Semester Evaluation of Student Performance
	This form is to be completed by your site supervisor near the <u>end</u> of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.
3.	Student Site Evaluation Form
	This form is required to be completed by YOU at the end of the semester and returned to your instructor. It will then be filed in the listing of "approved sites" for other students to peruse as they search for an appropriate site.
1.	Supervisor Rating Form
	This rating scale rates the quality, quantity and other aspects of your supervision. It should be completed at the end of the semester and returned to your instructor.
5.	Completion Form
	This is one of the most important forms in the package. It must be completed by you, certified by your site supervisor, and finally, verified by your course instructor. Complete Part A and have your site supervisor complete Part B. Return the form to you instructor. Following the instructor's verification of hours, this form will be placed in

your permanent file.

INTERIM PRACTICUM

Shippensburg University Department of Counseling and College Student Personnel

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

Name	of Pı	racticum Stu	dent						-
Name	of Pı	racticum Site	e						-
Site Su	perv	visor Name _							_
Term o	or Pe	riod Covere	d by this Eval	luation					_
Rating	Sca								ident intern. Use
E	7 xcee	6	5 E	4 Meets Expectation	3 ns	2	1 Minimally Meets Expec		0 Not Observed
Comm	uni	cation Skills	<u>s</u>						
1.	Co a.		professionall mmunication	y includir	ng:				
		7	6	5	4	3	2	1	0
	b.	Oral comm	unication.						
		7	6	5	4	3	2	1	0
	c.	Active liste others).	ening (e.g., ap	propriate	attending	behavior, 1	reflects feeling	ngs, emp	athizes with
		7	6	5	4	3	2	1	0
	d.	Responsive	e skills (seeks	clarificat	ion and pr	obes appro	priately).		
		7	6	5	4	3	2	1	0
	e.		ates well in g interaction in					read gro	up process, can
		7	6	5	4	3	2	1	0
	f.	Makes app	ropriate refer	rals.					
		7	6	5	4	3	2	1	0

	g.	Establishes rapport with students, groups, colleagues, and others.									
		7	6	5	4	3	2	1	0		
<u>Tasks</u>											
1. Stude			tooles as assign	-mad							
	a.	Completes	tasks as assig	gnea.							
		7	6	5	4	3	2	1	0		
	b.	Is dependal	ble.								
		7	6	5	4	3	2	1	0		
	c.	Is thorough	1.								
		7	6	5	4	3	2	1	0		
	d.	Initiates ap	propriate inte	rventions.							
		7	6	5	4	3	2	1	0		
Profess	sion	<u>alism</u>									
1. Stude	ent I	ntern:									
	a.	Is open to g	growth and le	arning thro	ough feedl	oack and se	lf-assessme	nt.			
		7	6	5	4	3	2	1	0		
	b.	Works effe	ectively with o	co-workers	s, administ	rators, supe	ervisors, fac	culty, and staff.			
		7	6	5	4	3	2	1	0		
	c.	Is able to co	onsult with ot	thers while	e maintain	ing confide	nces/privac	y.			
		7	6	5	4	3	2	1	0		
	d.		heories (e.g., ent, cognitive								
		7	6	5	4	3	2	1	0		
	e.	Generates	ways in whicl	h various t	heories an	d models ca	an inform d	aily practice.			
		7	6	5	4	3	2	1	0		

Ethics

1. Student Intern:												
8	ì.	Contributes to an ethical environment.										
		7	6	5	4	3	2	1	0			
ŀ) .	Behaves ethically and professionally.										
		7	6	5	4	3	2	1	0			
C	c.	Upholds laws and professional ethical standards.										
		7	6	5	4	3	2	1	0			
C	1.	Recognizes	ethical dilen	nmas.								
		7	6	5	4	3	2	1	0			
ϵ	e.	Understand	s and follows	legal issu	es pertine	nt to profes	sional work					
Dagaamal	L / A	7	6	5	4	3	2	1	0			
		ssessment/	<u>Evaluation</u>									
1. Studer	nt Ii	ntern:										
г	ì.	Employs da	ata collection	•								
		7	6	5	4	3	2	1	0			
ŀ) .	Analyzes d	ata to enhanc	e institutio	on progran	ns.						
		7	6	5	4	3	2	1	0			
C	с.	Effectively	interprets and	d uses resu	ılts of asse	essment, eva	aluation, an	d research studies.				
		7	6	5	4	3	2	1	0			
2. Design	ns s	ound assess	ment, evalua	tion, or res	search.							
		7	6	5	4	3	2	1	0			
<u>Human</u>	Res	source Man	agement									
1. Student Intern:												
г	ì.	Is familiar v	with the basic	fundamei	ntals of tea	am work an	d team build	ding in one's work	setting			
		7	6	5	4	3	2	1	0			

b.		Demonstrates fundamental skills and knowledge bases in planning and organizing one's work in the context of institutional priorities and individual performance objectives.									
	7	6	5	4	3	2	1	0			
c.			nderstanding y, networks,			ions, more	s, and organi	zational			
	7	6	5	4	3	2	1	0			
d.	d. Makes and models active, effective contributions to the well-being of communities										
Multicult	7 <mark>ural Com</mark>	6 petence	5	4	3	2	1	0			
1. Recogni	izes and a	ppreciates r	ole of cultura	l influen	ces in self a	nd others.					
7		6 5	4	3	2	1		0			
2. Is comp	etent in w	orking with	others from	a variety	of cultural	backgroun	ds.				
7		6 5	4	3	2	1		0			
3. Student	Intern:										
a.			y to expand c sues on camp		nowledge es	pecially as	s it relates to	specific and			
	7	6	5	4	3	2	1	0			
b.	Assesse	es and addre	sses own mu	ticultura	l awareness.						
	7	6	5	4	3	2	1	0			
c.	Takes r		y to develop o	cultural s	kills by part	icipating i	n activities tl	nat challenge			
	7	6	5	4	3	2	1	0			
C4 1 42	-4 <i>(</i> 1										

Student's strengths are:

Signature of Student	Date
Signature of Supervisor	Date
Other Comments:	
Student's growth areas are:	

END OF SEMESTER PRACTICUM

Shippensburg University Department of Counseling and College Student Personnel

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

Name	of P	racticum Stu	ıdent	<u>.</u>					_
Name	of P	racticum Sit	e						_
Site Si	ıperv	visor Name							_
Term (or Pe	eriod Covere	ed by this Eva	aluation _					_
	Sca		s: Circle the						 udent intern. Use
	7 xcee pecta	6 eds ations	5	4 Meets Expectation	3 ons	2	1 Minima Meets Ex	ally pectations	0 Not Observed
Comn	nuni	cation Skill	<u>s</u>						
1.	Co a.		professional mmunication		ng:				
		7	6	5	4	3	2	1	0
	b.	Oral comm	nunication.						
		7	6	5	4	3	2	1	0
	c.	Active liste others).	ening (e.g., a	ppropriate	attendin	g behavio	r, reflects fo	eelings, emp	oathizes with
		7	6	5	4	3	2	1	0
	d.	Responsive	e skills (seek	s clarifica	tion and p	probes app	propriately)		
		7	6	5	4	3	2	1	0
	e.		cates well in interaction i						oup process, can
		7	6	5	4	3	2	1	0
	f.	Makes app	oropriate refe	rrals.					
		7	6	5	4	3	2	1	0

	g.	Establishe	s rapport with	i students,	groups, co	meagues, a	na omers.		
		7	6	5	4	3	2	1	0
<u>Tasks</u>									
1. Stud	ent l		s tasks as assi	gned.					
		7	6	5	4	3	2	1	0
	b.	Is dependa	able.						
		7	6	5	4	3	2	1	0
	c.	Is thoroug	h.						
		7	6	5	4	3	2	1	0
	d.	Initiates ap	ppropriate inte	erventions					
		7	6	5	4	3	2	1	0
Profess	<u>sion</u>	<u>alism</u>							
1. Stud	ent l	Intern:							
	a.	Is open to	growth and le	earning thr	ough feed	back and se	elf-assessme	ent.	
		7	6	5	4	3	2	1	0
	b.	Works effe	ectively with	co-worker	s, adminis	trators, sup	ervisors, fac	culty, and staff.	
		7	6	5	4	3	2	1	0
	c.	Is able to o	consult with o	thers whil	e maintair	ning confide	ences/privac	cy.	
		7	6	5	4	3	2	1	0
	d.		theories (e.g., typological,			ial and ider	ntity develo	pment, cognitive-	
		7	6	5	4	3	2	1	0
	e.	Generates	ways in whic	h various	theories ar	nd models c	an inform d	laily practice.	
		7	6	5	4	3	2	1	0

Ethics

1. Stude	ent I	ntern:							
	a.	Contributes	to an ethical	environm	ent.				
		7	6	5	4	3	2	1	0
	b.	Behaves eth	nically and pr	ofessional	lly.				
		7	6	5	4	3	2	1	0
	c.	Upholds lav	ws and profes	ssional eth	ical standa	ards.			
		7	6	5	4	3	2	1	0
	d.	Recognizes	ethical dilen	nmas.					
		7	6	5	4	3	2	1	0
	e.	Understand	s and follows	s legal issu	es pertine	nt to profes	sional work	•	
Dagaan	a h / /	7 Assessment/	6 Evoluation	5	4	3	2	1	0
			<u>Evaluation</u>						
1. Stude	ent 1								
	a.	Employs da	nta collection	•					
		7	6	5	4	3	2	1	0
	b.	Analyzes d	ata to enhanc	e institutio	on progran	ns.			
		7	6	5	4	3	2	1	0
	c.	Effectively	interprets and	d uses resu	ults of asse	essment, eva	aluation, an	d research studies.	
		7	6	5	4	3	2	1	0
2. Desig	gns s	sound assess	ment, evalua	tion, or res	search.				
	7	6	5	4	3	2	1	0	
<u>Humar</u>	ı Re	source Man	agement						
1. Stude	ent I	ntern:							
	a.	Is familiar v	with the basic	fundame	ntals of tea	am work an	d team build	ding in one's work	setting.
		7	6	5	4	3	2	1	0

b.		rates fundam						anizing one's work
	7	6	5	4	3	2	1	0
c.		rates an unde s (hierarchy,				ions, mores	, and orgar	nizational
	7	6	5	4	3	2	1	0
d.	Makes ar	nd models ac	tive, effec	tive contri	butions to t	he well-bei	ng of comi	nunities
	7	6	5	4	3	2	1	0
Multicult	ural Comp	<u>etence</u>						
1. Recogn	izes and ap	preciates role	e of cultur	al influenc	ces in self a	nd others.		
7	6	5	4	3	2	1		0
2. Is comp	etent in wo	rking with o	thers from	a variety	of cultural	background	s.	
7	6	5	4	3	2	1		0
3. Student	Intern:							
a.		sponsibility t cultural issue			owledge es	pecially as	it relates to	specific and
	7	6	5	4	3	2	1	0
b.	Assesses	and addresse	es own mu	ılticultural	awareness.			
	7	6	5	4	3	2	1	0
c.	Takes res		o develop	cultural sk	cills by part	icipating in	activities	that challenge
	7	6	5	4	3	2	1	0
Student's	strengths ar	re:						
Student's	growth area	as are:						

r Comments:	
ture of Supervisor	Date
ture of Student	Date

Site Evaluation Form Shippensburg University Department of Counseling & CSP

			Date	e Completed:
This	Site Se	rved as a (check one)	Practicum	Field Site
Site/	/Agency			
Scho	ool Dist	rict (if applicable):		
Add	ress:			
Nam				
On a	a scale o	f "1" - Very Poor to "5" - Supe	erior, please rate	and comment on the above name site:
1	0.		Rating	Comments
1.	a.	ntation to site: Adequacy of orientation		
	b.	Immediate involvement		
	c.	Orientation continued as needed		
2.	Profe a.	essional Treatment Given professional expectations		
	b.	Included in programs and services of office		
	c.	Treated with respect, as a peer		
	d.	Was consulted for ideas		
	e.	Professionalism was modeled		
3.	Qual a.	lity of Supervision Supervision was scheduled regularly		
Revi	b. ised Ma	Supervision was helpful rch 16, 2016		

	c.	Supervision was geared to appropriate level of training		
	d.	Supervision was supportive		
4.	Expe	riences		
	a.	Work-related interaction with students was plentiful		
	b.	Given insight to the big picture		
	c.	Had appropriately challenging duties		
	d.	Was able to contribute to mission and goals of office		
	e.	Rarely felt lost, bored, or left out		
5.	Over a.	all Evaluation Learned a great deal at this site		
	b.	Felt well prepared for assignments at this site		
	c.	Recommend this site for future assignments		
6.	Majo	or activities at this site:		
7.	Reco	mmended supervisor(s) at this s	site:	
8.	The t		site? (de	mographics, nature of programs and
9.	Othe	r comments/recommendations/o	cautions	

----- EVALUATION OF SUPERVISOR FORM (Student Personnel Program) ------ (To be completed by student at end of Semester)

	Stude	nt's Name Supe	rvisor	's Na	ame			
The S	uperviso	or Served as a Supervisor for the (check one)	Pract	icum	l	Fi	eld	Level
USE ' A.	Gener	ATING SCALE 1=Poor 2=Fair 3=Average al Characteristics of Supervision	4=V	ery (Good	5=	Exce	ellent
		SUPERVISOR: was available for discussion, questions, etc.	1	2	3	4	5	n/a
	2.	kept sufficiently informed of my activities	1	2	3	4	5	n/a
	3.	adequately observed my work	1	2	3	4	5	n/a
	4.	allotted sufficient time for supervision	1	2	3	4	5	n/a
	5.	was interested in and committed to individual supervision	l 1	2	3	4	5	n/a
	6.	set clear objectives and responsibilities for supervision	1	2	3	4	5	n/a
	7.	presented a positive role model	1	2	3	4	5	n/a
	8.	provided regular feedback on performance	1	2	3	4	5	n/a
	9.	encouraged appropriate interdependence	1	2	3	4	5	n/a
	10.	demonstrated concern and interest in my progress, problems, ideas	1	2	3	4	5	n/a
	12.	maintained reasonable expectations	1	2	3	4	5	n/a
	13.	treated me in a professional manner	1	2	3	4	5	n/a
	14	Added Comments:						

B.	<u>Development of Professional Skills</u> (treatment, evaluation and consultation skills)							
THE S	UPERV	/ISOR:						
	1.	assisted me in coherent conceptualization of issues	1	2	3	4	5	n/a
	2.	assisted me in translation of specific ways to proceed	1	2	3	4	5	n/a
	3.	was effective in helping to develop both short and long-range goals	1	2	3	4	5	n/a
	4.	was effective in facilitating me in other relationships with other professionals in the institution	1	2	3	4	5	n/a
	5.	was sensitive and knowledgeable to ethical concerns or issues	1	2	3	4	5	n/a
	6.	Added Comments:						
C.	Summ	ary:						
	1.	Describe something specific that your supervisor die significantly to your learning during this experience		ich c	ontril	outed		

Describe specific changes you would suggest this supervisor incorporate to improve student learning in future supervision experiences.

2.

Student Personnel Completion Form

The Completion Form is to be signed by your Site Supervisor and returned to your Course Instructor for verification. This form will then be placed in your permanent file.

PART A:	TO BE CON	1PLETED BY THE STUI	<u>DENT</u>	
Name		Pro	ogram	
Address			Zip	
Home Phone	()	Work Ph	one ()	
Course Comp CNS 580 - Fi	oleted (circle): eld I	CNS 585 - Practicum CNS 589 - Field II	CNS 586 - Adv. Practice CNS 590 - Adv. Field	um
PART B:	TO BE CON	1PLETED BY THE SITE	SUPERVISOR	
has complete	d	total hours experience	(enter date) the above nar e under my supervision at:	
			Zip	
Site Phone ()	E-r	nail:	
Signature of S	Site Supervisor			
Please Print/7	Гуре Site Supe	visor's Name		
PART C:	TO BE CON	1PLETED BY THE COU	RSE INSTRUCTOR	
2. Stude	Individual su Group meetir Individual su nt contact hour Individual co	nis experience has been propervision hours provided by ag supervision hours provided by pervision hours provided by s verified: Intact hours with student served thours with student served.	y Site Supervisor ed by CNS Faculty y CNS Faculty rved on site	
The accuracy	of the reported		fied through student contact a	and an
Course Instru	ctor		Date	

COMPLETION FORMS

STUDENT PERSONNEL-BASED PROGRAMS FIELD I & FIELD II

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

1.	Supervisor Interim Evaluation of Student Performance
	This form is to be completed by your site supervisor near the <u>midpoint</u> of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.
2.	Supervisor End of Semester Evaluation of Student Performance
	This form is to be completed by your site supervisor near the <u>end</u> of the semester. Your course instructor will advise you whether or not your supervisor needs to mail it directly to him or her or if your supervisor should return it via you.
3.	Student Site Evaluation Form
	This form is required to be completed by YOU at the end of the semester and returned to your instructor. It will then be filed in the listing of "approved sites" for other students to peruse as they search for an appropriate site.
4.	Supervisor Rating Form
	This rating scale rates the quality, quantity and other aspects of your supervision. It should be completed at the end of the semester and returned to your instructor.
5.	Completion Form
	This is one of the most important forms in the package. It must be completed by you, certified by your site supervisor, and finally, verified by your course instructor. Complete Part A and have your site supervisor complete Part B. Return the form to your instructor. Following the instructor's verification of hours, this form will be placed in your permanent file.

INTERIM FIELD I & FIELD II CSP

Shippensburg University

Department of Counseling and College Student Personnel

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

Name of Field II	Student	·					
Name of Field II	Site						-
Site Supervisor N	Jame						
Term or Period C	Covered	by this Ev	aluation _				
	ections:					ur evaluation of the	
7		5	4	3	2	1	0
Exceeds			Meets		_	Minimally	Not
Expectations				ons		Meets Expectations	
Professionalism							
1. Demonstrates	leadersl	hip as a co	llective er	ndeavor to	meet instit	utional and organiz	ational goals.
7	6	5	4	3	2	1	0
2. Recognizes va seamless learning		the profes	sion in the	e work setti	ing (i.e., w	hole student, indivi	dual student,
7	6	5	4	3	2	1	0
3. Considers the i	influenc	e of the m	ission and	type of the	e institutio	n in professional wo	ork.
7	6	5	4	3	2	1	0
4. Completes ass skills.	signmen	ts demons	trating co	mpetent ad	vising, tea	ching, management	, and administrative
7	6	5	4	3	2	1	0
5. Contributes to	an ethic	al environ	ment.				
7	6	5	4	3	2	1	0
6. Upholds laws a	and prof	fessional e	thical stan	ıdards.			
7	6	5	4	3	2	1	0

gniz	zes ethical d	ilemmas.							
7	6	5	4	3	2	1		0	
sta	ınds legal iss	sues pertinen	t to profes	sional wor	k.				
7	6	5	4	3	2	1		0	
ies 7	knowledge	of issues (suc	ch as trend 4	s, current	events, con	texts)		0	
nt] a.		tasks as assig	gned.						
	7	6	5	4	3	2	1		0
b.	Is dependa	ble.							
	7	6	5	4	3	2	1		0
c.	Is thorough	1.							
	7	6	5	4	3	2	1		0
d.	Initiates ap	propriate inte	erventions						
	7	6	5	4	3	2	1		0
ltu	ral Compet	<u>tence</u>							
gniz	zes and appr	eciates role o	of cultural	influences	in self and	others.			
7	6	5	4	3	2	1		0	
2. Is competent in working with others from a variety of cultural backgrounds.									
7	6	5	4	3	2	1		0	
nt l	Intern:								
 Takes responsibility to expand cultural knowledge especially as it relates to specific and relevant cultural issues on campuses. 									
	7	6	5	4	3	2	1		0
As	sesses and a	ddresses own	multicult	ural aware	ness				
	7	6	5	4	3	2	1		0
	7 rsta 7 des 7 nt] a.	rstands legal is: 7 6 restands legal is: 7 7 restance knowledge 7 7 restance Completes 7 restance List thorough 7 restance List t	restands legal issues pertinent 7 6 5 res knowledge of issues (suct 7 6 5 restands legal issues pertinent 7 6 5 restands legal issues pertinent 8 c. Is thorough and the second se	rstands legal issues pertinent to profes 7 6 5 4 les knowledge of issues (such as trend 7 6 5 4 Int Intern: a. Completes tasks as assigned. 7 6 5 b. Is dependable. 7 6 5 c. Is thorough. 7 6 5 Itural Competence Initiates appropriate interventions 7 6 5 Itural Competence Initiates and appreciates role of cultural 7 6 5 4 Intern: Takes responsibility to expand cultural cultural issues on campuses. 7 6 5 Assesses and addresses own multicult	stands legal issues pertinent to professional work of the stands legal issues pertinent to professional work of the stands legal issues pertinent to professional work of the stands legal issues (such as trends, current of the stands of the	rstands legal issues pertinent to professional work. 7 6 5 4 3 2 res knowledge of issues (such as trends, current events, composition of the standard of the	stands legal issues pertinent to professional work. 7 6 5 4 3 2 1 les knowledge of issues (such as trends, current events, contexts) 7 6 5 4 3 2 1 Int Intern: a. Completes tasks as assigned. 7 6 5 4 3 2 b. Is dependable. 7 6 5 4 3 2 c. Is thorough. 7 6 5 4 3 2 d. Initiates appropriate interventions. 7 6 5 4 3 2 d. Initiates appropriate interventions. 7 6 5 4 3 2 Intural Competence Initiates and appreciates role of cultural influences in self and others. 7 6 5 4 3 2 1 Intern: Takes responsibility to expand cultural knowledge especially as it relaticultural issues on campuses. 7 6 5 4 3 2 Assesses and addresses own multicultural awareness	1	7 6 5 4 3 2 1 0 stands legal issues pertinent to professional work. 7 6 5 4 3 2 1 0 ses knowledge of issues (such as trends, current events, contexts) 7 6 5 4 3 2 1 0 ant Intern: a. Completes tasks as assigned. 7 6 5 4 3 2 1 b. Is dependable. 7 6 5 4 3 2 1 c. Is thorough. 7 6 5 4 3 2 1 d. Initiates appropriate interventions. 7 6 5 4 3 2 1 d. Initiates appropriate interventions. 7 6 5 4 3 2 1 d. Initiates appropriate interventions. 7 6 5 4 3 2 1 d. Internity of the properties

c.	Takes r beliefs.		ility to de	velop cult	ural skills	by participa	ating in acti	vities tha	t challeng	e one's
	7		6	5	4	3	2	1		0
Comm	unicatio	n Skills								
1. Writ	tes clearly	y using A	APA style	manual.						
	7	6	5	4	3	2	1		0	
2. Spea	aks so tha	at meanin	g is cohe	rently com	nmunicated	d.				
	7	6	5	4	3	2	1		0	
	ens active ers).	ely to oth	ers (e.g.,	appropriat	e attendin	g behavior,	reflects fee	lings, em	pathizes v	vith
	7	6	5	4	3	2	1		0	
4. Inter	rsects opi	nion witl	n professi	onal litera	ture.					
	7	6	5	4	3	2	1		0	
5. Res	ponsive	skills (see	eks clarifi	cation and	l probes ap	propriately	·).			
	7	6	5	4	3	2	1		0	
6. Cor				(questions opriate clo		tely, learnir	ng to read g	roup proc	cess, can l	ead group
	7		6	5	4	3	2	1		0
7. Mal	kes appro	opriate re	ferrals.							
	7	6	5	4	3	2	1		0	
8. Est	tablishes	rapport v	vith stude	nts, group	s, colleagu	ies, and oth	ers.			
	7		6	5	4	3	2	1		0
Intros	pection/l	Reflectio	<u>n</u>							
1. Seek	ks and is	not threa	tened by o	on-going f	eedback fo	or improved	l practice.			
	7	6	5	4	3	2	1		0	
2. Prov	vides exa	mples of	reflecting	on feedba	ack.					
	7	6	5	4	3	2	1		0	
3. Asse	esses self	consiste	nt with ot	hers' perc	eption.					
	7	6	5	4	3	2	1		0	

Individual, Group, and Organizational Interventions

		skills (empatl skills to enha						arifying) and
7	6	5	4	3	2	1		0
2. Impleme	ents interven	ations and/or	proactive	education	al opportu	nities.		
7	6	5	4	3	2	1		0
Research/A	Assessment	/Evaluation						
1. Distingu	ishes betwe	en good and	poor resea	arch, asses	ssment, and	l evaluatio	n.	
7	6	5	4	3	2	1		0
2. Designs	sound asses	sment, evalua	ation, or re	esearch.				
7 3. Student	6 Intern:	5	4	3	2	1		0
a.	Employs d	lata collection	1.					
	7	6	5	4	3	2	1	0
b.	Analyzes	data to enhan	ce institut	ional prog	grams.			
	7	6	5	4	3	2	1	0
c.	Effectively	y interprets ar	nd uses res	sults of as	sessment,	evaluation,	, and resea	rch studies.
Resource 1	7 Manageme i	6 <u>nt</u>	5	4	3	2	1	0
1. Student	Intern:							
a.		ates basic abil					agement p	rocedures as
	7	6	5	4	3	2	1	0
b.	Demonstra	ates basic ski	lls related	to approp	oriate use o	f fiscal res	ources.	
	7	6	5	4	3	2	1	0
c.	Has the ab		e technolo	gical reso	ources to m	aximize th	e efficienc	y and effectiveness
	7	6	5	4	3	2	1	0
d.	Understan	ds best practi	ces regard	ding envir	onmentally	sensitive	issues and	sustainability.
	7	6	5	4	3	2	1	0

	e.	Performs	tne basic runda	amentais c	or team wo	ork and tear	n building.		
		7	6	5	4	3	2	1	0
	f.		rates familiarit on techniques.		tenets of s	supervision	and possib	le application o	f these
Huma	n Re	7 esource Ma	6 anagement	5	4	3	2	1	0
1. Stud	lent I	Intern:							
	a.	Is familia	with the basic	fundame	ntals of te	am work ar	nd team bui	lding in one's v	vork setting.
		7	6	5	4	3	2	1	0
	b.		ates fundamen text of instituti					and organizing objectives.	g one's work
		7	6	5	4	3	2	1	0
	c.		ates an underst (hierarchy, ne				ns, mores, a	nd organizatior	nal
		7	6	5	4	3	2	1	0
	d.	Makes and	d models activ	e, effective	e contribu	tions to the	well-being	of communitie	es
		7	6	5	4	3	2	1	0
Conter	nt K	nowledge a	and Theory B	ased Prac	<u>etice</u>				
			(e.g., learning, cal, environme		cial and id	lentity deve	elopment, co	ognitive-	
	7	6	5	4	3	2	1	0	
2. Gene	erate	s ways in v	which various t	theories ar	nd models	can inform	daily pract	ice.	
	7	6	5	4	3	2	1	0	
3. Kno	ows i	nformation	important to t	this site.					
	7	6	5	4	3	2	1	0	

Student's growth areas are:	
Other Comments:	
Signature of Supervisor	Date
Signature of Student	Date

END OF SEMESTER FIELD I & FIELD II CSP

Shippensburg University

Department of Counseling and College Student Personnel

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

Name of Field II	Student	t					
Name of Field II	Site						
Site Supervisor N	lame						
	ections: le:	Circle the	number th	nat best des	scribes you	r evaluation of the s	
7 Exceeds Expectations		5	Meets			1 Minimally Meets Expectations	0 Not Observed
Professionalism							
1. Demonstrates	leaders	hip as a co	llective en	deavor to	meet institu	itional and organiza	itional goals.
7	6	5	4	3	2	1	0
2. Recognizes va seamless learning		the profess	sion in the	work sett	ing (i.e., wh	nole student, individ	lual student,
7	6	5	4	3	2	1	0
3. Considers the i	nfluenc	e of the m	ission and	type of the	e institutior	n in professional wo	ork.
7	6	5	4	3	2	1	0
4. Completes ass skills.	ignmen	its demons	trating cor	npetent ad	vising, teac	ching, management,	and administrative
7	6	5	4	3	2	1	0
5. Contributes to	an ethic	cal environ	ment.				
7	6	5	4	3	2	1	0
6. Upholds laws a	and prof	fessional e	thical stan	dards.			
7	6	5	4	3	2	1	0
7. Recognizes eth	ical dil	emmas.					
7	6	5	4	3	2	1	0

8. Understa	ands legal iss	ues pertiner	t to profe	ssional wo	rk.			
7	6	5	4	3	2	1		0
9. Applies	knowledge o	of issues (su	ch as tren	ds, current	events, con	itexts)		
7 <u>Tasks</u>	6	5	4	3	2	1		0
1. Student a.	Intern: Completes	tasks as assi	gned.					
	7	6	5	4	3	2	1	0
b.	Is dependab	ole.						
	7	6	5	4	3	2	1	0
c.	Is thorough							
	7	6	5	4	3	2	1	0
d.	Initiates app	propriate int	erventions	S.				
	7	6	5	4	3	2	1	0
Multicultu	ıral Compet	<u>ence</u>						
1. Recogni	zes and appre	eciates role	of cultural	influence	s in self and	l others.		
7	6	5	4	3	2	1		0
2. Is compe	etent in work	ing with oth	ers from a	a variety of	f cultural ba	ckgrounds.		
7 3. Student	6 Intern:	5	4	3	2	1		0
a.	Takes respo				wledge espe	ecially as it	relates to s	specific and
	7	6	5	4	3	2	1	0
b.	Assesses an	d addresses	own mult	ticultural a	wareness.			
	7	6	5	4	3	2	1	0
c.	Takes respo		develop c	ultural ski	lls by partic	ipating in a	ctivities th	at challenge
	7	6	5	4	3	2	1	0

Communication Skills

1. W	rites clearly u	using APA	A style n	nanual.					
	7	6	5	4	3	2	1	0	
2. Sp	eaks so that	meaning i	s cohere	ently com	municated				
	7	6	5	4	3	2	1	0	
	stens actively hers).	y to others	s (e.g., a)	ppropriate	e attending	g behavior, re	eflects feel	lings, empathizes w	vith
	7	6	5	4	3	2	1	0	
4. In	tersects opini	on with p	rofessio	nal literat	ure.				
	7	6	5	4	3	2	1	0	
5. R	esponsive sk	ills (seeks	clarific	ation and	probes ap	propriately).			
	7	6	5	4	3	2	1	0	
6. C	Communicates interactio					ely, learning	to read gr	oup process, can le	ead group
	7	6	5	4	3	2	1	0	
7. N	lakes appropr	riate refer	rals.						
	7	6	5	4	3	2	1	0	
8. E	stablishes rap	port with	student	s, groups,	colleague	es, and others	S.		
	7	6		5	4	3	2	1	0
Intr	ospection/Re	eflection							
1. Se	eeks and is no	ot threaten	ed by or	n-going fe	edback fo	r improved p	practice.		
	7	6	5	4	3	2	1	0	
2. Pr	ovides examp	ples of ref	flecting	on feedba	ck.				
	7	6	5	4	3	2	1	0	
3. A	ssesses self co	onsistent	with oth	ers' perce	ption.				
	7	6	5	4	3	2	1	0	

Individual, Group, and Organizational Interventions

						sing, explo d institutio			clarifying) and	1
7		6	5	4	3	2	1		0	
2. Implem	ents inte	rventio	ns and/o	r proactive	education	nal opportu	nities.			
7		6	5	4	3	2	1		0	
Research/	'Assessn	nent/Ev	<u>aluatio</u>	<u>n</u>						
1. Disting	guishes t	etween	good ar	nd poor res	earch, ass	essment, aı	nd evaluati	on.		
7		6	5	4	3	2	1		0	
2. Designs	sound a	ssessm	ent, eval	uation, or	research.					
7 3. Student	Intern:	6	5	4	3	2	1		0	
a.	Emplo	ys data	collecti	on.						
	7	6	j	5	4	3	2	1	()
b.	Analy	zes data	a to enha	ince institu	tional pro	grams.				
	7	(6	5	4	3	2	1	()
c.	Effect	ively in	terprets	and uses re	esults of a	ssessment,	evaluation	, and resea	arch studies.	
	7	(6	5	4	3	2	1	()
Resource	Manage	<u>ement</u>								
1. Student	Intern:									
a.						y utilize fac n a facility.		agement _l	procedures as	
	7	(6	5	4	3	2	1	()
b.	Demo	nstrates	basic sl	kills related	d to approp	priate use o	of fiscal res	ources.		
	7		6	5	4	3	2	1	()
c.		e abilit 's work		ze technol	ogical reso	ources to m	aximize th	e efficien	cy and effecti	veness
	7	6		5	4	3	2	1	()

d	. Under	stands best p	ractices rega	rding envi	ronmental	ly sensitive	issues and su	ıstainability.
	7	6	5	4	3	2	1	0
e		onstrates fam vision techni	iliarity in bas ques.	sic tenets o	of supervisi	ion and pos	sible applica	tion of these
	7	6	5	4	3	2	1	0
Human l	Resource	Manageme	<u>nt</u>					
1. Studen	t Intern:							
a	. Is fam	iliar with the	basic fundar	nentals of	team work	and team b	ouilding in o	ne's work setting.
	7	6	5	4	3	2	1	0
b			amental skill stitutional pri					nizing one's work s.
	7	6	5	4	3	2	1	0
c			nderstanding archy, netwo				s, and organiz	zational
	7	6	5	4	3	2	1	0
d	. Makes	and models	active, effect	tive contri	butions to	the well-bei	ing of comm	unities
	7	6	5	4	3	2	1	0
Content	Knowled	ge and Theo	ory Based Pr	<u>actice</u>				
		ies (e.g., lear vironmental).	ning, psycho	social and	identity de	evelopment,	cognitive-st	ructural,
7		6 5	4	3	2	1		0
2. Genera	ites ways	in which var	ious theories	and mode	els can info	rm daily pr	actice.	
7		6 5	4	3	2	1		0
3. Know	s informa	tion importa	nt to this site					
7		6 5	4	3	2	1		0

Student's strengths are:

Student's growth areas are:	
Other Comments:	
Signature of Supervisor	Date
Signature of Student	Date

Site Evaluation Form Shippensburg University Department of Counseling & CSP

			Date	e Completed:
This	Site Se	rved as a (check one)	Practicum	Field Site
Site/	Agency	Name:		
Scho	ol Disti	rict (if applicable):		·
Addı	ress:			
On a	scale o	f "1" - Very Poor to "5" - Supe	erior, please rate	and comment on the above name site:
			Rating	Comments
1.	Oriei a.	ntation to site: Adequacy of orientation		
	b.	Immediate involvement		
	c.	Orientation continued as needed		
2.	Profe	essional Treatment		
	a.	Given professional expectations		
	b.	Included in programs and services of office		
	c.	Treated with respect, as a peer		
	d.	Was consulted for ideas		
	e.	Professionalism was modeled		
3.	Qual a.	ity of Supervision Supervision was scheduled regularly		
	b.	Supervision was helpful		(over)

	c.	Supervision was geared to appropriate level of training		
	d.	Supervision was supportive		
4.	Expe	riences		
	a.	Work-related interaction with students was plentiful		
	c.	Given insight to the big picture		
	c.	Had appropriately challenging duties		
	d.	Was able to contribute to mission and goals of office		
	e.	Rarely felt lost, bored, or left out		
5.	Overa	all Evaluation		
	a.	Learned a great deal at this site		
	b.	Felt well prepared for assignments at this site		
	c.	Recommend this site for future assignments		
6.	Majo	r activities at this site:		
7.	Reco	mmended supervisor(s) at this s	site:	
8.	The t		site? (de	mographics, nature of programs and

9.

Other comments/recommendations/cautions

----- EVALUATION OF SUPERVISOR FORM (Student Personnel Program) -----(To be completed by student at end of Semester)

	Studer	nt's Name Super	Supervisor's Name					
The S	uperviso	or Served as a Supervisor for the (check one)	Pract	icum	<u> </u>	Field Lev		
USE T A.	Genera	al Characteristics of Supervision	4=V	ery C	Good	5=	Exc	ellent
	THE S	SUPERVISOR: was available for discussion, questions, etc.	1	2	3	4	5	n/a
	2.	kept sufficiently informed of my activities	1	2	3	4	5	n/a
	3.	adequately observed my work	1	2	3	4	5	n/a
	4.	allotted sufficient time for supervision	1	2	3	4	5	n/a
	5.	was interested in and committed to individual supervision	1	2	3	4	5	n/a
	6.	set clear objectives and responsibilities for supervision	1	2	3	4	5	n/a
	7.	presented a positive role model	1	2	3	4	5	n/a
	8.	provided regular feedback on performance	1	2	3	4	5	n/a
	9.	encouraged appropriate interdependence	1	2	3	4	5	n/a
	10.	demonstrated concern and interest in my progress, problems, ideas	1	2	3	4	5	n/a
	12.	maintained reasonable expectations	1	2	3	4	5	n/a
	13.	treated me in a professional manner	1	2	3	4	5	n/a
	14.	Added Comments:						

THE S	UPERV	VISOR:						
	1.	assisted me in coherent conceptualization of issues	1	2	3	4	5	n/a
	2.	assisted me in translation of specific ways to proceed	1	2	3	4	5	n/a
	3.	was effective in helping to develop both short and long-range goals	1	2	3	4	5	n/a
	4.	was effective in facilitating me in other relationships with other professionals in the institution	1	2	3	4	5	n/a
	5.	was sensitive and knowledgeable to ethical concerns or issues	1	2	3	4	5	n/a
	6.	Added Comments:						
C.	Summa	arv:						
			مارىد لە	ا ماما	4 : 1	4		
	1.	Describe something specific that your supervisor dissignificantly to your learning during this experience		ich co	ontrit	outed		

Describe specific changes you would suggest this supervisor incorporate to improve student learning in future supervision experiences.

<u>Development of Professional Skills</u> (treatment, evaluation and consultation skills)

B.

2.

Student Personnel Completion Form

The Completion Form is to be signed by your Site Supervisor and returned to your Course Instructor for verification. This form will then be placed in your permanent file. TO BE COMPLETED BY THE STUDENT Name _____ Program ____ Address _____ Zip ____ Home Phone () Work Phone () Course Completed (circle): CNS 585 - Practicum CNS 580 - Field I CNS 589 - Field II CNS 590 - Adv. Field PART B: TO BE COMPLETED BY THE SITE SUPERVISOR This is to certify that as of ______ (enter date) the above named student has completed _____ total hours experience under my supervision at: Site Name Address _____ Zip _____ Site Phone () _____ E-mail: ____ Signature of Site Supervisor_____ Please Print/Type Site Supervisor's Name PART C: TO BE COMPLETED BY THE COURSE INSTRUCTOR 1. Supervision during this experience has been provided as follows: _____ Individual supervision hours provided by Site Supervisor _____ Group meeting supervision hours provided by CNS Faculty _____ Individual supervision hours provided by CNS Faculty 2. Student contact hours verified: Individual contact hours with student served on site _____ Group contact hours with student served on site The accuracy of the reported information has been verified through student contact and an examination of the student's experience log. Course Instructor _____ Date _____

NEW SITE SUPERVISOR INFORMATION

Shippensburg University

Department of Counseling and College Student Personnel

Salutation and full name:				
Current employer and/or school district:				
Site, building, or school where you are cur	rrently placed:			
Job title:				
Work address: City: State: Zip Code: Work phone with area code & extension: Work email:				
Clinical experiences available at your site	(circle one or bot	h): Practicum	Field/Inte	ernship
Highest Earned Degree (circle one): Institution: Year: Major: Was your program CACREP accredited at t	Associate's	Bachelor's uation? (circle one	Master's): Yes	Doctoral No Unsure
Do you hold a <i>license</i> for a helping service Examples of licenses include LPC, If yes, in what area/field? In which state(s):			Yes No	
Do you hold any professional certification Examples of certifications include If yes, please list:		Yes No AC, Pupil Services, k	K-12 School Cn	ıslg, Health Svcs. etc.
Years in the counseling or helping services	s profession:			
Area of Specialty: Examples include College Cnslg, St	tudent Personnel,	Community Cnslg,	Mental Healt	h Cnslg, School Cnslg
Do you have a specific area of expertise w Examples include Groups, Marriag If yes, please list:	-	• •	Yes No ancial Aid, Car	eer, etc.
Supervisory Experience and Training: How many years have you actively supervisors Have you received any formal training in silf yes, where? Type of training (class/webinar/workshop Approximate date(s) of training? Approach or model used in your Clinical Silving you be interested in attending a broad of the standard of the standard your be interested in attending a broad your broad y	supervision? (circ o, etc.)? upervision (if kno	ele one): Yes wn/applicable):	No supervision o	of trainees? Yes No

Today's date:

Insurance
Note Everyone in Practicum and Field, regardless of specialization, needs insurance
Revised January 18, 2017