

Name: _____

ID# _____

Email: _____

Date _____

INTERNSHIP PERFORMANCE EVALUATION FORM

To be completed in conjunction with the supervisor and student at the completion of each contracted Internship and submitted to the MA-CPSY office by the student.

Semester: Fall Spring Summer

Intern's Final Term at Site? Yes No

Five domains of competence are listed below along with specific items in each domain. Circle the number to the right of each item that best describes your perceptions of the student's skills compared to other people at the same level of professional development.

1 = Unsatisfactory - Demonstrating unacceptable level of competence. Requires remediation.

2 = Satisfactory - Demonstrating acceptable level of competence. Requires frequent supervision and feedback.

3 = Good - Demonstrating acceptable level of competence expected for interns stage of counsellor development. Requires regularly scheduled supervision.

4 = Very good - Demonstrating a high level of performance frequently. Requires a minimum amount of supervision.

5 = Excellent - Demonstrating a high level of performance consistently. Ability to teach or supervise others.

IO = Inadequate Opportunity to Observe

NR = Not Relevant to the Setting

COUNSELLING SKILLS COMPETENCY	Comments
1. Gains client trust and confidence.	1 2 3 4 5 IO NR
2. Gathers relevant client historical information.	1 2 3 4 5 IO NR
3. Specifies client's problems in concrete terms.	1 2 3 4 5 IO NR
4. Helps client explore personal alternatives.	1 2 3 4 5 IO NR
5. Establishes relevant counselling goals with client.	1 2 3 4 5 IO NR
6. Implements an intervention strategy consistent with client goals.	1 2 3 4 5 IO NR
7. Evaluates client progress with respect to goals.	1 2 3 4 5 IO NR

SUPERVISOR COMMENTS & RECOMMENDATIONS:

SUPERVISION COMPETENCY		Comments						
6. Meets with supervisor as scheduled.	1 2 3 4 5 IO NR							
7. Forms working relationship with supervisor.	1 2 3 4 5 IO NR							
8. Handles feedback well.	1 2 3 4 5 IO NR							
9. Prepares for supervision sessions.	1 2 3 4 5 IO NR							
10. Open to growth and learning.	1 2 3 4 5 IO NR							

SUPERVISION COMPETENCY		Comments						
1. Behaves professionally (e.g. demeanor, dress, language, etc.).	1 2 3 4 5 IO NR							
2. Organizes and recognizes implications of case material	1 2 3 4 5 IO NR							
3. Accurately evaluates own counselling session performance.	1 2 3 4 5 IO NR							
4. Behaves ethically and responsibly with clients, colleagues and adjunct agencies.	1 2 3 4 5 IO NR							
5. Knows legal rights of clients.	1 2 3 4 5 IO NR							
6. Knows legal aspects of counselling	1 2 3 4 5 IO NR							

CASE MANAGEMENT SKILL COMPETENCY		Comments						
1. Knows community resources.	1 2 3 4 5 IO NR							
2. Appropriately uses referral within and outside the site.	1 2 3 4 5 IO NR							
3. Responsibly schedules and meets with clients.	1 2 3 4 5 IO NR							
4. Keeps adequate and timely client records.	1 2 3 4 5 IO NR							
5. Consults with other staff regarding client needs.	1 2 3 4 5 IO NR							
6. Fulfills administrative responsibilities of the position.	1 2 3 4 5 IO NR							

	(Print Name)	(Sign Name)	(Date)
Internship Supervisor:	_____	_____	_____
Internship Student:	_____	_____	_____
FRC Director:	_____	_____	_____