

XI. EVALUATION PROCESS

Practicum Instructor Evaluation of Student

Faculty evaluates students both orally and in writing at the end of each semester of COUN

1. 530 A/B, 584 A/B, 590, and 591 by using the e-forms entitled **Professor Evaluation of Counselor Practicum Trainee Clinical Skills; Case Conceptualization & Treatment Planning; Diversity and Professor Evaluation of Counselor Student/Trainee Dispositions & Professionalism [See Appendix B]**. In addition, faculty conducts ongoing evaluations throughout the semester, both orally and in writing. During 530 A/B, this includes email contact with the student's site supervisor [see e-Form in Appendix B] every other week.
2. Professor Evaluation forms are completed via e-form at the end of each semester. Once completed and saved by the instructor, students will receive a link via email (to their campus email address) to the e-form for review and electronic signature. Forms are considered complete once all required signatures have been obtained. Along with email alert, students may also view completed instructor evaluations under the "Document Review" tab of the Counseling Practicum web-based application.

Supervisor Evaluation of Student

1. Site supervisors evaluate students in mid-semester in COUN 530 A/B, 584 A/B, 590, and 591. The **Site Supervisor Mid-Semester Evaluation of Student** form [See Appendix B] is sent electronically to supervisors on week-8. The supervisor will evaluate the student, both orally and in writing, and submit the e-form by clicking "Submit Evaluation." Once the evaluation has been submitted by the site supervisor, an electronic signature is added to the form and the e-form is automatically sent to the student's campus email address for review and e-signature. Once e-signed by the, by clicking "Student Confirm." Students may also review and e-sign the completed form under the "Document Review" tab of the Counseling Practicum web-based application.
2. Site supervisors will also provide an oral and written evaluation [See **Site Supervisor Final Evaluation of Trainee in Appendix B**] of students at the end of COUN 530 A/B, 584 A/B, 590, and 591. E-forms for the supervisors' final evaluations of students are sent out electronically to all site supervisors on week-11. The supervisor completes the evaluation and clicks "Submit Evaluation" which adds the supervisor's electronic signature to the e-form. An email with hyperlink to the completed evaluation is immediately sent to the student's campus email address for final review/e-signature. Once reviewed and e-signed by the student, by clicking "Student Sign," the e-form is automatically sent to the instructor and, finally, the Clinical Training director via email to their campus email addresses requiring e-signatures from each party. The evaluation is considered complete once all signatures have been obtained, and it is the responsibility of the student to ensure that all e-forms have been signed by all parties.

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

Student Evaluation of Agency

Students evaluate their clinical training site by completing the **Student Assessment of Clinical Training Site [See Appendix B]** at the end of COUN 530 A/B, 584 A/B, 590, and 591.

Students also evaluate their supervisor by using a form entitled **Student Evaluation of Site Supervisor [See Appendix B]**. The student evaluation forms for the site and site supervisor are completed via Qualtrics surveys. Links to the anonymous evaluations/surveys are sent to the student's campus email address at the end of each semester by the Fieldwork Coordinator.

These evaluations are taken seriously and are kept on file for future use; therefore, students are encouraged to give open and honest feedback. The Clinical Training Director will follow up on the information supplied on the evaluations, as appropriate. Students are expected to have completed these evaluations each semester and, due to the anonymous nature, provide verbal confirmation of completion to their practicum instructor during the student's final meeting with the instructor.