

**Texas Tech University**  
**College of Education/Counselor Education**  
**Student Intern Evaluation**

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

Internship Student Name: \_\_\_\_\_ Student SS#: \_\_\_\_\_

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.

<i>Unacceptable</i>	<i>Below</i>	<i>Meets</i>	<i>Above</i>	<i>Not Observed</i>
	<i>Expectations</i>	<i>Expectations</i>	<i>Expectations</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>NO</i>

**I. Basic Work Requirements**

a. Arrives on time consistently	1	2	3	4	NO
b. Uses time effectively	1	2	3	4	NO
c. Informs supervisor and makes arrangements for absences	1	2	3	4	NO
d. Completes requested or assigned tasks on time	1	2	3	4	NO
e. Completes required total number of hours or days on site	1	2	3	4	NO
f. Is responsive to norms about clothing, language, etc., on site	1	2	3	4	NO

Comments:

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**II. Ethical Awareness and Conduct**

a. Exhibits knowledge of general ethical guidelines	1	2	3	4	NO
b. Exhibits knowledge of ethical guidelines of internship/practicum	1	2	3	4	NO
c. Demonstrates awareness and sensitivity to ethical issues	1	2	3	4	NO
d. Exhibits personal behavior consistent with ethical guidelines	1	2	3	4	NO
e. Consults with others about ethical issues if necessary	1	2	3	4	NO

Comments:

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Student Name: \_\_\_\_\_  
Student SS#: \_\_\_\_\_

<i>Unacceptable</i>	<i>Below</i>	<i>Meets</i>	<i>Above</i>	<i>Not Observed</i>
<i>1</i>	<i>Expectations</i>	<i>Expectations</i>	<i>Expectations</i>	<i>NO</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>NO</i>

**III. Knowledge and Learning**

a. Exhibits knowledge about the client population	1	2	3	4	NO
b. Exhibits knowledge of treatment setting and approach	1	2	3	4	NO
c. Is receptive to learning new information	1	2	3	4	NO
d. Actively seeks new information from staff or supervisor	1	2	3	4	NO
e. Exhibits ability to learn and understand new information	1	2	3	4	NO
f. Exhibits understanding of counseling concepts, theories, and skills	1	2	3	4	NO
g. Exhibits ability to apply new information in clinical/school setting	1	2	3	4	NO

Comments:

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**IV. Response to Supervision**

a. Actively seeks supervision when necessary	1	2	3	4	NO
b. Is receptive to feedback and suggestions from supervisor	1	2	3	4	NO
c. Understands information communicated in supervision	1	2	3	4	NO
d. Successfully implements suggestions from supervisor	1	2	3	4	NO
e. Is aware of areas that need improvement	1	2	3	4	NO
f. Is willing to explore personal strengths and weaknesses	1	2	3	4	NO

Comments:

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**V. Work Products**

a. Records are accurately kept and are completed on time	1	2	3	4	NO
b. Written or verbal reports are accurate and factually correct	1	2	3	4	NO
c. Written or verbal reports are presented in a professional manner	1	2	3	4	NO
d. Reports are clinically and/or administratively useful	1	2	3	4	NO

Comments:

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Student Name: \_\_\_\_\_  
Student SS#: \_\_\_\_\_

<i>Unacceptable</i>	<i>Below</i>	<i>Meets</i>	<i>Above</i>	<i>Not Observed</i>
<i>1</i>	<i>Expectations</i>	<i>Expectations</i>	<i>Expectations</i>	<i>NO</i>

**VI. Interactions with Clients**

a. Appears comfortable interacting with clients	1	2	3	4	NO
b. Initiates interactions with clients	1	2	3	4	NO
c. Communicates effectively with clients	1	2	3	4	NO
d. Builds rapport and respect with clients	1	2	3	4	NO
e. Is sensitive and responsive to client's needs	1	2	3	4	NO
f. Is sensitive to issues of multicultural counseling	1	2	3	4	NO
g. Is sensitive to issues of diversity including but not limited to race/ethnic group, age, gender, physical challenges, SES	1	2	3	4	NO

Comments:

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**VII. Interactions with Coworkers**

a. Appears comfortable interacting with other staff members	1	2	3	4	NO
b. Initiates interactions with staff	1	2	3	4	NO
c. Communicates effectively with staff	1	2	3	4	NO
d. Effectively conveys information and expresses own opinions	1	2	3	4	NO
e. Effectively receives information and opinions from others	1	2	3	4	NO

Comments:

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**Overall, what would you identify as this student's strengths?**

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

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

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