



College of Education
Progress Report: School Counseling Internship

Name: _____ Semester/Year: _____
ID number: _____ E-Mail: _____
Mentor Counselor: _____
School and Grade level: _____
College Supervisor: _____

Please check each competency area according to the counselor's performance. Rating scale:
NA = No Opportunity to Observe
1 = Inadequate (Please comment)
2 = Below Average (Please comment)
3 = Above Average
4 = Outstanding

RAPPOR

- ____ 1. Establishes an open, caring atmosphere for the student.
- ____ 2. Is acceptant of the student and makes an honest attempt to understand the problem.
- ____ 3. Is able to put the student at ease and make her/her feel free to cooperate.
- ____ 4. Is sensitive to the needs and feelings of the student.
- ____ 5. Does not exhibit censure or value judgment of the student.

INTERVIEWING TECHNIQUES

- ____ 1. Is effective in directing interview into problem areas by picking up cues and leads.
- ____ 2. Gives student plenty of time to talk. (Does not monopolize the conversation).
- ____ 3. Is effective in reflecting attitudes and feelings back to student.
- ____ 4. Employs effective uses of rephrasing to point out faulty logic.
- ____ 5. Guides student to summarize session.
- ____ 6. Is effective in meeting and discussing student's problems with practice.

TEST AND MEASURES

- ____ 1. Administers tests with skill and accuracy.
- ____ 2. Is effective in interpreting test results.
- ____ 3. Is able to integrate test results and arrive at a test summary.
- ____ 4. Uses test results with proper cautions and with good judgment.
- ____ 5. Is able to put testing into the proper perspective and make it subordinate to the total counseling situation.
- ____ 6. Keeps appropriate records of appraisal.

OCCUPATIONAL AND EDUCATIONAL INFORMATION

- _____ 1. Is effective in locating appropriate occupational and educational information.
- _____ 2. Is competent in utilizing and presenting occupational information.
- _____ 3. Integrates occupational and educational information into the student's educational & vocational plans.
- _____ 4. Is able to make curriculum and course plans and to assist students in effective course planning.
- _____ 5. Has effective working knowledge of prerequisite course requirement for various colleges.
- _____ 6. Knows the main resources in the community which might be of assistance to the student.

REFERRAL

- _____ 1. Is aware of referral sources.
- _____ 2. Makes effective use of referral services.
- _____ 3. Maintains effective communication with referral sources.

GROUP WORK

- _____ 1. Has a good reason for the formation of groups.
- _____ 2. Is able to initiate group work with students.
- _____ 3. Maintains effective role in the groups.

ORGANIZATION

- _____ 1. Has a basic philosophy of working with students.
- _____ 2. Aware of the goals of the guidance program.
- _____ 3. Can plan a guidance testing program.
- _____ 4. Respects and maintains a good relationship with the administration.
- _____ 5. Respects and maintains a good relationship with the staff.
- _____ 6. Respects and maintains a good community relationship.

PROFESSIONAL AND ETHICAL QUALITIES

- _____ 1. Limits discussion of counseling cases to appropriate times and places.
- _____ 2. Treats student problems confidentially.
- _____ 3. Recognizes his/her competencies and limitations.
- _____ 4. Conducts self in a professional manner.
- _____ 5. Continues to take part in those activities that perpetuate professional growth.

GENERAL PERSONALITY FACTORS

- _____ 1. Is emotionally stable in the counseling situation.
- _____ 2. Communicates a genuine acceptance of students and associates.
- _____ 3. Is socially competent and effective in meeting and dealing with people. (Poise)
- _____ 4. Is able to take advice and constructive criticism.
- _____ 5. Utilizes correct and effective oral and written expression.
- _____ 6. Effectively communicates sincerity.
- _____ 7. Exhibits dependability and responsibility.
- _____ 8. Is able to integrate personality into school setting and to work effectively with faculty members and administrators.
- _____ 9. Exhibits general competency in organization and record keeping skill.
- _____ 10. Is appropriately dressed and groomed.