Please keep a copy of this evaluation and give one to your student for his/her files. The original (yellow) is for the college instructor.

ALLEGANY COLLEGE OF MARYLAND
HUMAN SERVICE ASSOCIATE CURRICULUM
FIELD PRACTICUM EVALUATION

Student: ___________________________________ Date: __________________

Evaluator: ___________________________________

Practicum: __________________________________

I. INSTRUCTIONS

1. You are to first circle a numerical rating from 1-5 for each applicable competency:

   1 = Poor (unacceptable performance level)
   2 = Fair (below minimally acceptable student performance level but some effort being made)
   3 = Adequate (minimally acceptable student performance level)
   4 = Very Good (exceeds minimal student performance level)
   5 = Exceptional (student performance is significantly beyond that of most students)
## II. ASSESSMENT OF COMPETENCIES

1. establishes rapport | 1 | 2 | 3 | 4 | 5
2. identifies and builds on personal strengths of others | 1 | 2 | 3 | 4 | 5
3. demonstrates effective listening skills | 1 | 2 | 3 | 4 | 5
4. demonstrates the attitude and characteristics required to do counseling, e.g., sensitivity, tolerance | 1 | 2 | 3 | 4 | 5
5. demonstrates appropriate non-verbal communication skills | 1 | 2 | 3 | 4 | 5
6. plans and carries out assignments/projects | 1 | 2 | 3 | 4 | 5
7. identifies and respects civil and human rights | 1 | 2 | 3 | 4 | 5
8. fosters independence | 1 | 2 | 3 | 4 | 5
9. maintains confidentiality according to agency, local state, and federal guidelines | 1 | 2 | 3 | 4 | 5
10. leaves out personal beliefs and values from helping relationship | 1 | 2 | 3 | 4 | 5
11. acceptance of student by others | 1 | 2 | 3 | 4 | 5
12. accepts differences in others | 1 | 2 | 3 | 4 | 5
13. reaches out to others | 1 | 2 | 3 | 4 | 5
14. demonstrates sensitivity to others | 1 | 2 | 3 | 4 | 5
15. demonstrates assertiveness | 1 | 2 | 3 | 4 | 5
16. demonstrates objectivity | 1 | 2 | 3 | 4 | 5
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<tbody>
<tr>
<td>17. effectively communicates and uses correct spelling, grammar &amp; punctuation in written communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>18. demonstrates genuineness and honesty</td>
<td>1</td>
<td>2</td>
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<td>19. works effectively as a member of a team</td>
<td>1</td>
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<td>20. professionally represents the agency</td>
<td>1</td>
<td>2</td>
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<td>21. plans, organizes, and sets priorities</td>
<td>1</td>
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<td>22. takes initiative in the learning and helping process</td>
<td>1</td>
<td>2</td>
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<td>23. arrives on time and is reliable</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>24. meets deadlines</td>
<td>1</td>
<td>2</td>
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<td>25. appears neat, appropriately dressed, and well-groomed</td>
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<td>2</td>
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<td>26. demonstrates flexibility and positive attitude</td>
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<td>27. recognizes the need for and seeks supervision or consultation</td>
<td>1</td>
<td>2</td>
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<td>28. attends and participates in required meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>29. demonstrates familiarity with forms and documents required in performance of tasks</td>
<td>1</td>
<td>2</td>
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<td>30. demonstrates knowledge and application of agency procedures and services</td>
<td>1</td>
<td>2</td>
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Total Points: ________________
SUMMARY

Please summarize or list the student’s performance in terms of his/her strengths and weakness.

Please summarize or list the areas needing improvement (i.e. a “1” or “2”) rating) and identify what specific expectations you have for the student for the rest of the semester.

________________________________  ________________________
Student Signature     Date

__________________________________  ________________________
Supervisors Signature     Date