

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

17. effectively communicates and uses correct spelling, grammar & punctuation in written communication	1	2	3	4	5
18. demonstrates genuineness and honesty	1	2	3	4	5
19. works effectively as a member of a team	1	2	3	4	5
20. professionally represents the agency	1	2	3	4	5
21. plans, organizes, and sets priorities	1	2	3	4	5
22. takes initiative in the learning and helping process	1	2	3	4	5
23. arrives on time and is reliable	1	2	3	4	5
24. meets deadlines	1	2	3	4	5
25. appears neat, appropriately dressed, and well-groomed	1	2	3	4	5
26. demonstrates flexibility and positive attitude	1	2	3	4	5
27. recognizes the need for and seeks supervision or consultation	1	2	3	4	5
28. attends and participates in required meetings.	1	2	3	4	5
29. demonstrates familiarity with forms and documents required in performance of tasks	1	2	3	4	5
30. demonstrates knowledge and application of agency procedures and services	1	2	3	4	5

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