



Department of Counselor Education & Family Therapy
Central Connecticut State University
1615 Stanley St.
New Britain, CT 06050
(860) 832-2154

Dear Site Supervisor:

An important component of counselor training is the ability to observe, listen, and provide clinical feedback to counseling students who conduct actual sessions with clients. Although we request that students be allowed to either audio or video record sessions with clients (with signed consent and in alignment with legal, ethical, and agency guidelines), we understand it is the policy of some organizations to not allow the recording of live counseling sessions.

For sites who are not able to consent to this practice, live supervision and evaluation of a student's performance while conducting counseling sessions with actual clients need to be completed by the site supervisor. Please see the **attached evaluation form** (pp. 2-4) that needs to be completed during and after your live observation of a student conducting a session with a client. It is important for the site supervisor to spend at least 45 minutes with the counselor-in-training and client during this live counseling session. We encourage the site supervisor to review the completed form with the counseling student after the observed session to facilitate feedback and development of their clinical skills, which is a necessary part of the training, supervision, and evaluation of students involved in their practicum or internship field experience. Please know that the student will be personally responsible for providing the completed form to their professor/faculty instructor.

On behalf of Central Connecticut State University and the Department of Counselor Education and Family Therapy, we thank you for your role in training future generations of competent and ethical professional counselors.

Sincerely,

Dr. Reginald W. Holt

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SITE SUPERVISOR EVALUATION OF LIVE CONSELING SESSION

Practicum / Internship Site: _____

Counselor-in-Training: _____

Supervisor: _____

Client's Identified Gender: _____ Client's Age: _____

Client's *DSM* Diagnoses: _____

Date of Session: _____ Session # (conducted by the counseling student): _____

What is the student's, client's and/or clinical supervisor's goals or objectives with this session (e.g. intake interview, biopsychosocial assessment, individual/family issues, psychoeducation, vocational, career, or rehabilitation counseling, relapse prevention, treatment planning, etc.)?

Please use the following rating scale when evaluating the student's performance:

RATING SCALE		
SCORE	IDENTIFIER	DESCRIPTION
4	Exemplary	The student consistently demonstrates an advanced ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
3	Proficient	The student consistently demonstrates a competent ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
2	Developing	The student demonstrates a restricted but emerging ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
1	Unacceptable	The student demonstrates an inadequate ability (and possibly harmful) to meet this standard, skill and/or disposition expected of a counselor-in-training.
N/A N/O	Not Applicable Not Observed	Does not apply/unable to evaluate/not observed.

COUNSELOR-IN-TRAINING FACILITATIVE AND CLINICAL SKILLS

1. Attending behaviors (eye contact, vocal quality, verbal tracking, body language, etc.):

1	2	3	4	N/A – N/O
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2. Appropriate use of questions (open and/or closed):

1	2	3	4	N/A – N/O
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3. Observation skills of client’s verbal/non-verbal behaviors (including discrepancies):

1	2	3	4	N/A – N/O
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4. Appropriate use of encouraging statements:

1	2	3	4	N/A – N/O
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5. Appropriate use of paraphrasing:

1	2	3	4	N/A – N/O
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6. Appropriate use of summarizing:

1	2	3	4	N/A – N/O
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7. Appropriate reflection of client’s feelings/emotions:

1	2	3	4	N/A – N/O
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8. Ability to develop and facilitate a therapeutic alliance and rapport with client:

1	2	3	4	N/A – N/O
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9. Appropriate use of support, humor, and self-disclosure:

1	2	3	4	N/A – N/O
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10. Ability to reflect meaning and/or content when responding to client’s statements:

1	2	3	4	N/A – N/O
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11. Ability to constructively confront defenses, distortions, and discrepancies:

1	2	3	4	N/A – N/O
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