

PERFORMANCE EVALUATIONS: TEACHING & SUPERVISION

Catherine Griffith

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*Please note, per UCF policy, a faculty member is listed as the instructor of record. However, the faculty member served in an advisory role and the course was taught entirely by me.

Instructor Name: Abigail Conley

Educational & Human Sciences/College of Education	MHS64010003	TECHNIQUES OF COUNSELING
Department/School	Course-Section Number	Course Name
8	4	50.00
Number of Students Enrolled	Number Responding	% of Response

Question	Excellent	Very Good	Good	Fair	Poor	N	Mean	Std Dev
Feedback concerning performance	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Instructor interest in student learning	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Use of class time	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Instructor's organization of course	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Continuity between class meetings	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Pace of Course	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Instructor's assessment of student progress	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Learning materials	75.00	25.00	0.00	0.00	0.00	4	4.7500	0.4330
Description of course objectives	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Communication of ideas and info	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Expression of expectations of performance	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Availability to assist students	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Respect and concern for students	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Stimulation of interest in the course	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Facilitation of learning	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000
Overall assessment of instructor	100.00	0.00	0.00	0.00	0.00	4	5.0000	0.0000

Statistics over all questions

N	64
Mean	4.90625
Std Dev	0.291480595409
Min	4
Max	5

Student comments for Abigail Conley, Abigail.Conley@ucf.edu

In this report of student comments, each student's comments are presented together in order in response to the following questions. If a student left no comments then nothing appears in this report from them.

- 1) The thing(s) I like the MOST about this course
- 2) The thing(s) I like the LEAST about this course
- 3) What is your reaction to the method of evaluating your mastery of the course (i.e., testing, grading, out of class assignments (term papers), instructor feedback, etc.)
- 4) Additional comments and suggestions for improvement

Instructor Name: Abigail Conley

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1) Favorite class since i've been in the program.

2)

3)

4)

1) I like that the course prepared me well for practicum.

2) Nothing.

3) Everything was graded fairly though I do feel as though the consultation assignment should be assigned in the Intro to Counseling course.

4) N/A

Teaching Observation Form

Teacher observed: Cat Griffith

Date: 9/6/12

Observer: Abigail Conley

Course: MTH 4401

Directions: Circle the number that best corresponds to each behavior.

Rating scale: 1 = Needs much improvement 2 = Poor 3 = Average 4 = Good 5 = Area of strength NA = Not applicable

<u>Organization</u>						
Begins on time, with an organized introduction	1	2	3	4	5	NA
Does not often digress from the main topic	1	2	3	4	5	NA
Appears to be well prepared for the class	1	2	3	4	5	NA
Summarizes main ideas	1	2	3	4	5	NA

Comments:

Great job summarizing & transitioning between ideas!

<u>Presentation</u>						
Shows enthusiasm for the content & course	1	2	3	4	5	NA
Humor and speech is appropriate	1	2	3	4	5	NA
Encourages student participation and involvement	1	2	3	4	5	NA
Overall rapport with students	1	2	3	4	5	NA
Able to keep students engaged during class	1	2	3	4	5	NA

Comments:

You have such a warm and natural style that is very engaging and fun! Perhaps if the students gave the quiz answers themselves there could be a bit more involvement and participation.

<u>Interaction</u>						
Actively encouraged and responded well to student questions	1	2	3	4	5	NA
Waited sufficient time for students to answer questions	1	2	3	4	5	NA
Monitored student understanding	1	2	3	4	5	NA
Maintained control of the classroom	1	2	3	4	5	NA
Treated all students with respect	1	2	3	4	5	NA

Comments:

You have such a wonderful style of interactions. I can absolutely tell that the students respect you and enjoy the class. I found it interesting that you address an all female group as "guys". It is a common thing, but subtly devalues or sends less than message.

both related to quiz

and participation

<u>Content</u>						
Presented material at an appropriate level for students	1	2	3	4	5	NA
Presented material relevant to the purpose of the course	1	2	3	4	5	NA
Demonstrated expertise with subject matter	1	2	3	4	5	NA
Inspired students interest in the material	1	2	3	4	5	NA

Comments:

Great job giving examples to answering questions!

Overall strengths observed:

You clearly are prepared and know the material, but even more important is your natural ease and enthusiasm. Thank you so much for letting me observe, it was a real pleasure!

Overall areas for growth observed:

Encouraging everyone to contribute → folks who are quiet → step forward
Folks w/ a lot to say → step back

If this was a repeat observation, what progress did you see?

Lecturer's Signature: _____ **Date:** _____

Observer's Signature: Debra Conley **Date:** 9/6/12

Focus Group Observation – MHS 6401: Techniques in Counseling

Instructor: Cat Griffith

Observer: Abigail Conley

November 15, 2012 - 8 students present

1. What grade do you think you will “earn” for MHS 6401 this semester?

A (x 2)

A- (x 2)

- *I am hoping for an A, I find the tapings challenging, but the grading is insightful and fair so I expect with focus I can earn that A.*
- *A – so far my grades have been well and the grading has been positive and helpful.*
- *A...possible but depending on my final transcript.*
- *I think I'll get an A in this class*

2. To this point, I feel MHS 6401: *Techniques of Counseling* has been:

a. Better than expected (x 4)

b. About what I expected

c. Worse than expected

- *This class has surpassed all of my expectations. I was disappointed when I heard a doc student would be teaching it, but I have been blown away by Cat's insight and skill.*
- *WAY BETTER than I expected. I thought it would be 3 hours of PowerPoint's.*
- *This class has been a million times better than I expected.*
- *Better than I expected. I felt like I had zero skills coming into this class.*

3. To this point, I feel I am increasing my knowledge & understanding of counseling techniques and strategies?

a. Strongly agree (x 6)

b. Agree

c. Disagree

d. Strongly disagree

- *Strongly agree that I am increasing my knowledge...Cat really breaks it down us!*
- *Strongly agree, I feel more prepared for practicum.*

4. To this point, my overall feeling (opinion) about MHS 6401 and instructor is:

a. Positive (x 3)

b. Neutral

c. Negative

- *Very positive, Cat is a great instructor.*
- *Positive. Absolutely love her!*

- *Positive! Positive! Positive!*
- *Positive, she is great!*
- *Positive, she seems more prepared than some professors.*

5. For this course and the instructor, what do you feel are areas of strength?

Students stated that the instructor:

- *Normalizes their experiences*
- *Has awesome energy*
- *Empowers us to work through things on their own*
- *Is very supportive with feedback*
- *Feedback is amazing on transcripts and in class, even if not positive*
- *Always checks in, but doesn't cave or allow you to skip something because it is hard*
- *Clearly set the stage at the beginning, as a result students feel comfortable asking questions or giving feedback*
- *Is very creative, students really like the activities*
- *Has effective time management*
- *Has great practical knowledge*

In regards to the course, students stated that they:

- *Have a love/hate relationship with quizzes and transcripts. They dread the work, but like the results. For quizzes, they are motivated to read. For transcripts, they appreciate the time for reflection.*
- *Really like the extra credit*
- *Appreciate the structure*

6. For this course and instructor, what do you feel are areas that need to be changed?

Students stated that the instructor:

- *Should continue to give hard feedback, it is important to take students out of their comfort zone*
- *Should work on time management, often housekeeping took too much time and we had to cut short the good stuff*

In regards to the course, students stated that:

- *Too much time spent on beginning chapters, not enough time on more difficult skills*
- *Felt rushed in hard skills*
- *When class was cancelled, got out of sync*
- *Consultation assignment seemed unrelated to the course*

7. Have the instructor's expectations been clear?

Yes all around!

8. Did you feel as though your opinions and feedback were valued by the instructor?

Yes all around! *Definitely her strength!*

9. Additional comments &/or thoughts

- *Would like more access to counseling videos, especially longer clips*
- *It would be helpful to have an assigned partner and mandatory practice*
- *Really like the exercises from the book, maybe if they were assigned for homework we would have more time on them and would be able to discuss in class*
- *Make taping easier, incorporate more baby steps*

Counselor Education – Course Feedback

Course Number & Title: MHS 6500: Group Procedures and Theories in Counseling

Assigned course instructor from myUCF: Robinson

Doctoral student who taught the course: Catherine Griffith

Number of student responses: 5

1. On a scale from 1 to 10 (1 = low), how helpful was the overall course experience on your development as a professional counselor? 10, 9, 10, 10, 10 (9.8 avg.)

Please explain:

Group work is integral to counseling. This course experience highlighted that and really made me excited about group counseling.

We did a lot of modeling and activities in class, which helped me develop my skills as a future counselor.

I learned a great deal in this class, and I felt the instructor helped me grow as a counselor.

The material was presented in an experiential way, and I really absorbed all of the information.

Cat has such a passion for teaching and it showed in how much preparation and effort she put into her lessons. I feel as though she is a very effective and motivating teacher. I couldn't have asked for a better instructor for this course.

2. Please comment on the instructor's use of class time and the overall organization of the course:

Cat made the most of every minute of our class. Since we were expected to read the required chapters each week, it allowed her to focus on activities and practice that really helped to elaborate on what we'd read. She made it all practical and interesting. I feel like I learned so much in this class even beyond group counseling. I loved it.

Cat always did a great job using class time wisely. She was always on time to class and prepared with all of the necessary materials.

The instructor used the class time wisely and the syllabus was very organized and helpful.

She was very professional and always organized. I knew she had a plan for the class, but it still felt relaxed and experiential. There was a lot of participation and discussion opposed to lecture.

This class felt as though it went by so quickly because we were constantly active and engaged. Cat was also aware of the time and knew how to make the best use out of our class time.

3. Please comment on the pace of the course and the continuity between class meetings:

The pace of the course was good. We spent enough time on each topic. The continuity was good as well.

Great pace.

I think the pace of the course worked well with the timing of the semester

It was great. I felt very prepared for every project and test. Everything we learned built on each other.

The class was seamless, and although it was difficult I felt prepared for each assignment.

4. Please comment on the feedback you received during the course and the instructor's expectations of you during this course:

Cat's feedback was always so great and encouraging. It was also honest. It's the best combination because you know if you did something right, you really did it right. If something was a little off, she'd let you know in a very respectful and helpful way. She strikes a great balance. I really felt like Cat expected us to learn and care. I think she created a comfortable environment for that to happen in too. It felt like she was rooting for us.

Cat graded our assignments in a timely manner and took her time writing down a lot of feedback, which was extremely beneficial.

The instructor always provided extremely helpful and thorough feedback for each assignment. I would say that I have received the most feedback in this class, over other classes I have taken so far.

She was very thorough in her feedback which was very helpful. She was clear about what she expected before she asked you to do it.

Cat was very thorough in the feedback she gave. I felt like her comments were constructive and not simply criticisms. She offered lots of great feedback.

5. Please comment on the textbook and supplemental learning materials for the course:

The textbook is often dense and dry, but it is a textbook. I do think it served its purpose.

The textbook was helpful for the quizzes each week.

The textbook was informative but extremely dry. It made it very laborious to read.

The book was pretty boring, but it did reference a lot of good information.

The textbook is very boring, but the ways in which it was applied in class were very beneficial.

6. Please comment on the instructor's availability to, as well as his/her respect and concern

Cat was very respectful of us. I felt that I could go to her with any issue or concern and she would have absolutely been available. I emailed her a couple of times and she was very prompt and helpful. It was very obvious that she was passionate about educating and helping. Her passion is really contagious too. Her regard for counseling and her students helped to make us all truly engaged and eager to learn every week.

I never needed assistance outside of class, but I am sure she was available for the other students.

Cat was a great instructor who really cared for and respected her students.

She was always open to talking with us or answering emails. I feel like I can contact her in the future if I ever need anything; she really cared about her students.

Cat was always available to email and would respond quickly. She is very respectful of the students and concerned about their success in the course.

7. Please comment on the effectiveness of the post-class interpersonal growth group experience (if applicable):

The interpersonal growth group experience was really great. Again, I learned a lot about group counseling as well as individual counseling. Neffisatu was a great group leader. It was so helpful to have this group in conjunction with the course because you actually saw the processes that you read about happening. So it not only functioned as an interpersonal group should, it also functioned as a great learning tool.

We definitely grew as a class. We opened up to each other and felt extremely comfortable thanks to Cat who set the tone for the environment. It was great being able to see myself, as well as my classmates grow and progress through the course.

I thoroughly enjoyed the interpersonal group, and I really think it helped me personally and professionally.

My leader was not a good example of what we were learning in class. It kind of showed me what not to do.

I enjoyed the group experience and felt as though learning about running groups and being in a group at the same time made it much easier to point out some of the things we have learned and see them in action.

8. Please comment on the effectiveness of the techniques taping activities (if applicable):

N/A.

No response

N/A

No response

No response

9. Please describe one major experience that you are “taking away” from this course that will have a positive impact on your future work as a counselor:

That is so hard with this class because I think I'm taking away so much! I loved every second of it not just because I enjoyed it on a basic educational level, but also because I think I learned things in here that I'll keep with me forever. Cat and Neffisatu were great models for us. I think the major thing I'll take away is the importance of processing. It was so great when we would circle up and break down various aspects of the text or an activity that we had done. I see how critical that is in group work.

I am taking away how to always be positive and open to other peoples feedback and suggestions.

I am really taking away the overall growth I have experienced because of this course. The instructor was very helpful and all of her feedback was helpful also

The interview assignment is something I definitely won't forgot. I gained a lot of insight by talking to someone who is where I want to be in 5 years.

To be a kind-hearted counselor and to make an impact on others. Cat is a special person and she has motivated me even more to be the counselor I have always aspired to be. You could not ask for a better professor.

10. Please add any additional comments here that you believe *would be helpful* in the development of the course and/or in the instructor's development:

I just have to say that I was somewhat ambivalent about group work before this course and now I am so excited to, hopefully, use my group curriculum and run groups in general. I really developed an interest in it and in new populations. I don't know that anything really needs to be changed about this course. Cat, from a student's

perspective, obviously, doesn't need any more help in her teaching development. She's so, so good. I only wish I could take more classes with her!

She did a great job teaching this class!

I think Cat is a GREAT instructor and this was one of my favorite classes so far in the program.

The book could be better and the growth group leaders could be given more specific direction on how they are to lead our group. But the instructor was amazing!! :)

I feel that the groups course taught by Cat could not have been done any better. I felt as though she made the course very hands on and experiential. The course was difficult, but we were so well prepared that when it came time to complete each assignment I was confident in my ability to do so.

Practicum/Internship Course Feedback

Your candid feedback regarding the classroom/supervision experiences you had as a practicum student or intern this semester is important to the Counselor Education Program. Please **type your answers** onto this document anonymously (do not place your name on this form) and submit it electronically (via email) to Joyce Goodman (Joyce.Goodman@ucf.edu). Your answers will be collated and presented in a Word document to your instructor(s) at the beginning of next semester to aid in course and instructor development.

Course Number & Title: MHS 6803 Practicum in Counselor Education

Assigned course instructor from myUCF: Dr. Sejal Barden

Actual instructor who taught the course (if applicable):

Supervisor(s) during triadic supervision (if applicable): Catherine Lamb

1. This semester I was enrolled in:

- Practicum 1 Internship 1 Other (explain):
 Practicum 2 Internship 2

2. On a scale from 1 to 10 (1 = low), how helpful was the overall practicum/internship experience on your development as a professional counselor? 8

Please explain:

Both supervisors were very present to our needs and focused on our needs and reminded us of our strengths, which was very helpful. This process and their guidance helped me feel more sure of my abilities as a counselor.

The only reason I am not giving a 10 is because I would have liked more feedback with my skills and with my specific clients.

I had a very positive practicum experience. Barden both challenged and supported her students in a way that allowed us to feel discomfort and grow in a nurturing environment. She was able to see when our own problems got in the way of working with clients and helped us discover it on our own, and supported us in the process. She was very comfortable with sharing her expectations of us, but stated them in a respectful manner that was met with pure respect in return. Her care for her students is evident in everything she does. I could not have asked for a better Practicum 1 experience. I grew so much, sometimes overwhelmingly so, but Barden was a great support along the way.

3. Please comment on the supervisor's use of class time and the overall organization of the clinical experience:

Sometimes during supervision, I felt as though the time wasn't divided equally amongst the students. However, the time that was allotted was still very helpful and substantial

Our use of class time was used appropriately. We had group supervision which was such a safe place that I felt comfortable crying and opening up to my classmates. It was definitely more of a mini counseling group session and then it would transition into a lesson as well. I loved the balance of personal and professional learning experiences that happened throughout our prac.

Barden was great at time management! She used our group supervision time wisely and tried to squeeze in as much quality supervision as was possible during the 1 hour triadic supervision time.

4. Please comment on the pace of the course and the continuity between meetings:

Since we were Thursday day prac, we had two days off, which disrupted our schedules. Regardless, we were able to continue our meetings from where we left off and use the time wisely

The pace was appropriate. Most additional work was done on our own so I worked at my own pace. The continuity between meetings was appropriate.

Everything flowed well during the semester. The beginning of the semester was full of personal and professional growth that was sometimes overwhelming, but our practicum was a great environment that supported any difficulties we faced.

5. Please comment on the feedback you received during the course and the supervisor's expectations of you during this course:

I received great feedback about both my strengths and my weak points that I needed to work on. I would have preferred more feedback after midterm because there were times where I wasn't sure how I was doing.

This is the area that I would of liked more of. I felt that I didn't get any feedback from my sessions. In triadic supervision it was up to me to bring up what I wanted to talk about and there was such little time to actually dig in to our sessions. We mostly talked about our personal issues that were causing transference or general questions about working with specific clients. We did a lot of general discussion versus specific feedback on clients. I do think we lacked time for more feedback, but I also think triadic supervision is very beneficial versus individual. Somehow it would be nice to get immediate feedback after our sessions during our "closure" group of the day.

Barden was very clear in her expectations of us. She delivers them in a respectful and thoughtful way and thinks before she provides feedback. Her feedback was meaningful. She allowed for students to be thoughtful of the feedback she provided and allowed us to recommend something different if we thought something else might be better for the client. She always thought about what was best for the client and then about our growth. It was a wonderful learning experience.

6. Please comment on any supplemental learning materials used for the course:

Our own research on particular topics was used

The articles we read in the beginning of the semester were appropriate. I would have liked some articles or information about theory and incorporating different theories into counseling, specifically related to the skills required of us. I'm not sure if these articles exist, but it was difficult for me to incorporate my theory without direct instruction or discussion about it. I read my own book about CBT and it helped me understand the theory but it was not clear on how to incorporate it. Also I received feedback that I needed to use CBT language more but I am still not sure what that means.

Barden provided great articles. I believe it would be beneficial for all students to have to read the book about the stages of change before practicum. Only students who take

addictions read it, and I had not, and it proved invaluable to me once I got my hands on it during practicum. It allowed me to have greater empathy for the stage my clients were in.

7. Please comment on the supervisor's availability to, as well as his/her respect and concern for, students in the course:

Supervisor was very respectful and showed tremendous care and concern for us. She was always available when needed.

Dr. Barden has a high respect for her students and it shows.

Barden was available to us whenever we needed additional support. She shows great respect for her students and creates a safe learning environment.

8. Please comment on the feedback you received during the course and the supervisor's expectations of you during this course:

See Question 5.

9. Please comment on the effectiveness of the group supervision:

Group supervision was a great time to not only discuss house-keeping issues, but also for all of us to come together and connect. We have grown into a family of our own because group supervision

Group supervision was great. That was when we actually got to know our classmates and we all got close very quickly. It was an amazing group and we all learned a lot from each other, supported each other, and grew from each other. We also have a high respect for each other. I wouldn't have changed anything from our group supervision.

Group supervision was an enlightening experience. We had a close and supportive group of individuals. The environment was so great because of Barden and Cat (the Doc student). They created an environment that was full of support and care for each other.

10. Please comment on the effectiveness of the individual/triadic supervision (if applicable):

Individual supervision was very helpful because it really helped me feel more prepared for the upcoming session. My questions were answered effectively and I was directed to helpful resources by my supervisor

I wish we had more time in triadic supervision. Also, some days we would spend more time on one person than the other. Even though we would work it out the next week, it was tough sometimes to not have anymore time.

It was difficult to get used to the idea of having only an hour a week with someone else for supervision. It did not seem like enough time. After a couple of weeks we learned what was important to discuss in supervision and got the hang of things. Barden was equally challenging and supportive during individual supervision. It was often a time of looking inward and understanding ourselves in relation to our clients and provided a great deal of personal growth.

11. Please describe one major experience that you are "taking away" from this course that will have a positive impact on your future work as a counselor:

What I'm taking away from this practicum is that it's always about the client and their wellbeing, but in order to fully focus on them, I have to learn more about myself and my values

I have many, but my take away message was that as a counselor, I am not there to fix the client, I am there to support them and to give them a positive experience to make them want to continue counseling as needed and to see the benefit of it.

The biggest thing that I learned from Practicum is to have flexibility. Whenever I had an agenda or an expectation of how a session should go, it harmed the process because I wasn't meeting the client where they were...I was working on my own personal agenda. When I learned to let go and just be present with the client, the sessions began to feel almost magical to me. I was a true facilitator of the client moving themselves in a forward direction. The difference between wanting to push the client and standing by the client as they explore themselves is vast and it was a great learning experience for me that I will always carry with me.

12. Please add any additional comments here that you believe *would be helpful* in the development of the course and/or in the instructor's development.

I think it would be beneficial for students to have a thorough understanding of Motivational Interviewing and the Stages of Change before going into Practicum.

Student-Supervisor Evaluation

(to be completed by both the Practicum and MHS 7808 Instructors)

Student's Name: Catherine Lamb

Date: 11/27/12

The information requested here will be used as feedback to this student-supervisor on his/her performance and learning. This evaluation will serve as both (a) input into the determination of the student's grade (it is worth 15% of their total grade in the MHS 7808 course) and (b) feedback to the student and both supervisors as to what areas warrant additional attention during the student's remaining time in becoming a supervisor.

Please assign the student-supervisor a rating in each performance component according to these definitions:

- 3 - Student-supervisor's performance exceeds expectations.
- 2 - Student-supervisor's performance meets expectations.
- 1 - Student-supervisor's performance does not meet expectations. (Please offer specific comments/suggestions for these items.)
- 0 - Does not apply.

3 Worked toward becoming actively involved in group supervision (the 1½ hour in-class meetings).

3 Worked toward becoming actively involved in live supervision (i.e. working "the board").

3 Worked toward becoming actively involved in triadac supervision (i.e. direct work with his/her one/two assigned practicum students).

3 Worked toward using learning resources (e.g., suggested readings) and opportunities made available by the instructor.

3 Demonstrated punctuality/dependability in meeting schedules and fulfilling time commitments.

3 Demonstrated ability to be prepared for all facets of the supervision process.

3 Demonstrated willingness to meet with supervisor for feedback/consultation.

3 Demonstrated ability to use feedback for professional development.

3 Demonstrated usage of professional ethical standards pertaining to supervision.

3 Demonstrated genuineness/congruence in supervisee relationships.

3 Demonstrated ability to attend/listen to supervisees.

3 Demonstrated ability to elicit relevant information from/about supervisees and their clients.

3 Demonstrated ability to use appropriate supervision interventions/problem solving strategies.

3 Demonstrated flexibility/adaptiveness when faced with unfamiliar/unexpected situations.

3 Demonstrated general capability for establishing positive, helpful relationships with supervisees.

Please comment on the Student-supervisor's general performance at the conclusion of his/her supervision experiences (use back, if needed):

Cat has been a pleasure to work with. She is very open to the process of becoming a supervisor and has a nice balance between taking risks on her own and asking for feedback. Cat is continuing her growth of learning how to be supportive of her supervisee's while also learning to challenge them appropriately. Cat is passionate about her work and development and is a very valuable asset to our practicum.

Instructor's Name: Sejal M. Barden

Date: 11/27/12

Return discuss the results of this form with the Student-supervisor and return it via email to me at Bryce.Hagedorn@ucf.edu