

APPENDIX

5

Appendix 5

Wright State University

College of Education and Human Services, Department of Human Services
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Site Supervisor Evaluation of MRC-Chemical Dependency Internship Student

Student _____ Semester _____ Year _____

Internship Site _____

Site Supervisor _____ Phone _____

University Supervisor _____

Please rate the student according to the following:

CODE EXPLANATION

- | | |
|----|---|
| NA | No opportunity to demonstrate objective. |
| 1 | Unsatisfactory Progress: The student has not performed the objective at the expected level for an individual with his/her training or experience. |
| 2 | Satisfactory Progress: The student has performed the objective at the expected level for an individual with his/her training or experience. Student will accomplish this objective by the end of the internship. |
| 3 | Competency: The student can now satisfactorily perform the stated objective at the master's level of competency. |

- 4 Superior Competency:** The student has accomplished the objective on a number of occasions with a high level of performance and is capable of training and/or supervising others related to this objective.

INTERVIEWING SKILLS

- ____ 1. Quickly establishes rapport with clients/consumers and representatives from other disciplines.
- ____ 2. Creates positive and optimistic attitudes through tact rather than power or coercion.
- ____ 3. Creates a favorable impression of the agency.

KNOWLEDGE OF DISABILITIES

- ____ 4. Displays knowledge of disabilities, particularly their causes, symptoms, and resulting limitations.
- ____ 5. Accurately interprets medical and psychological reports as they relate to vocational planning.

KNOWLEDGE OF REHABILITATION PROGRAMS

- ____ 6. Knowledgeable concerning placement procedures.
- ____ 7. Demonstrates acceptable knowledge and awareness of community resources of potential benefit to clients/consumers.

BASIC KNOWLEDGE OF PSYCHOLOGY AND SOCIAL WORK

- ____ 8. Demonstrates an adequate understanding of psychological factors relevant to rehabilitation.
- ____ 9. Interacts knowledgeably with psychological and social work personnel.

COUNSELING SKILLS

- ____ 10. Demonstrates ability to gain client trust and acceptance of the rehabilitation program.
- ____ 11. Demonstrates ability in eliciting the rehabilitation goals of clients/consumers.

- ____ 12. Consistent in his/her judgments when advising clients/consumers.
- ____ 13. Uses tact and diplomacy in his/her dealings with clients/consumers.
- ____ 14. Shares information with clients/consumers in a sensitive manner.
- ____ 15. Builds client esteem and motivation toward rehabilitation.
- ____ 16. Anticipates client needs and foresees possible hidden consequences of rehabilitation recommendations.
- ____ 17. Communicates confidential information to authorized individuals with a legitimate need to know.
- ____ 18. Shows potential to see through facades presented by clients/consumers and grasp the truth of the matter.
- ____ 19. Formulates case plans that take into account the needs and wishes of the clients/consumers.
- ____ 20. Monitors one's own feelings and does not permit prejudices to interfere with one's work.
- ____ 21. Empathizes with clients/consumers while still holding the client responsible for personal behavior.
- ____ 22. Practices professional ethics in all relationships.

REPORT WRITING SKILLS

- ____ 23. Writes clear and effective memos and correspondence.
- ____ 24. Consistently records and documents decisions made on individual rehabilitation cases.
- ____ 25. Composes, writes and/or dictates quickly and consistently.

INTERPERSONAL SKILLS

- ____ 26. Understands and takes proper action with respect to oral and written communications received.
- ____ 27. Communicates information effectively to co-workers, supervisors, clients/consumers and the general public.
- ____ 28. Flexible, adjusts satisfactorily to new work surroundings, new procedures, new co-workers, and new supervisors.

- ____ 29. Is conscientious in observing office rules and procedures.
- ____ 30. Freely admits one's own mistakes rather than passing the buck (i.e. remains honest about one's failures).
- ____ 31. Participates freely in individual and staff conferences.
- ____ 32. Works harmoniously with co-workers.
- ____ 33. Neat and posed in appearance, makes a good impression on the public.
- ____ 34. Shows courtesy, respect and consideration for others encountered on the job.
- ____ 35. Follows through on promises made to consumers.

KNOWLEDGE OF LABOR MARKET ISSUES

- ____ 36. Displays the necessary skills to provide vocational guidance, assessment and job placement.
- ____ 37. Displays the necessary skills to provide vocational guidance, assessment and homemaker training.
- ____ 38. Familiar with job market trends and the need of area employers.
- ____ 39. Demonstrates a working knowledge of vocational guidance resources such as the Dictionary of Occupational Titles (DOT), the Occupational Outlook handbook, and other resources.
- ____ 40. Has a firm understanding of the requirements for jobs that rehabilitation clients/consumers may be assuming.

COMMITMENT TO REHABILITATION WORK

- ____ 41. Displays high work standards (i.e., strives to do an excellent job).
- ____ 42. Is receptive to constructive analysis and guidance aimed at bettering competence (i.e., reacts to supervision in a positive and constructive manner).
- ____ 43. Identifies with the goals and missions of the organization.
- ____ 44. Demonstrates authentic enthusiasm and imagination in conducting rehabilitation activities

- ____45. Maintains the quality and quantity of one's work in spite of the emotional pressures encountered on the job (i.e. crisis situations, verbal abuse from clients/consumers).

CASE MANAGEMENT SKILLS

- ____46. Completes forms and performs computations correctly.
- ____47. Copes effectively with multiple, often conflicting demands on time.
- ____48. Maintains a good attendance record.
- ____49. Conforms to scheduled working hours.
- ____50. Reports absences and tardiness in advance.
- ____51. Distributes work to secretaries in a timely and orderly manner.
- ____52. Asks for help where appropriate, but not to excess.
- ____53. Establishes levels of priority and shifts priorities when necessary.

PRAGMATISM

- ____54. Copes effectively and appropriately with problems.
- ____55. Consults with higher levels of authority where appropriate before making commitments to clients/consumers.
- ____56. Recognizes and resolves real and/or anticipated barriers to achieving planned rehabilitation accomplishments.
- ____57. Understands operating efficiency and cost cutting measures (i.e. - use of similar benefits, supplies, equipment, and travel).

CREATIVE PROBLEM SOLVING

- ____58. Comprehends and applies new approaches and ideas in carrying out the job.
- ____59. Seeks out and considers pertinent data to logically reach workable solutions in new situations.
- ____60. Innovative and creative in handling new situations appropriately.
- ____61. Demonstrates the necessary insight to systematically formulate rehabilitation programs from diagnosis to placement.

INITIATIVE ON THE JOB

- _____62. Makes an effort to check one's own work.
- _____63. Demonstrates a willingness to go out of the way to help clients/consumers/consumers.
- _____64. Implements effective techniques for maintaining case records.
- _____65. Is attentive to details.
- _____66. Can be relied upon to perform assigned tasks satisfactorily and to completion.
- _____67. Completes necessary tasks successfully with minimal supervision.
- _____68. Keeps supervisor informed of important developments.
- _____69. Demonstrates a willingness to make necessary decisions.
- _____70. Seeks to attain goals and improve his/her job performance.

A. Students overall performance:

Unsatisfactory Fair Good Very Good Excellent

B. Has the student adjusted well to the internship site:

Unsatisfactory Fair Good Very Good Excellent

C. Are there any deficiencies in the student's preparation?

- a) Knowledge of disabilities

- b) Counseling skills

- c) Knowledge of careers and vocational information

d) Vocational assessment

e) Case management skills

D. What are the student's strengths?

E. What are the student's weaknesses (need to improve)?

F. Additional comments?

Discussed with student on _____ by _____

Student's comments on this evaluation _____

Student Signature and Date: _____

Site Supervisor Signature and Date: _____

**Please submit to the university supervisor.*