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:

<table>
<thead>
<tr>
<th>CODE</th>
<th>EXPLANATION</th>
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<td>NA</td>
<td>No opportunity to demonstrate objective.</td>
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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


_____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.

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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

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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.

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