

2008 - 2011 FACULTY CONTRACT

H.2.d: STUDENT - COUN

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation – Counseling Session ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Please evaluate the Counselor in each of the following areas by checking the appropriate rating:

- Rating: **1** Performance exceeds the standard
2 Performance meets the standard
3 Improvement recommended
4 Performance does not meet the standard
5 Not applicable/Insufficient data

Rating: **1 2 3 4 5**

Counseling Interview

- | | | | | | | |
|--|---|--|--|--|--|--|
| 1. The counselor was on time for my appointment. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 2. The counselor seemed genuinely interested in my situation/concerns. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 3. The counselor presented options to assist me with my concerns. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 4. The counselor informed me about other campus services. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| 5. The counselor's explanation of assessment results was clear. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 6. The counselor answered my questions. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 7. The counselor was professional (approachable, courteous, ethical & knowledgeable.) | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 8. The counselor communicated clearly and effectively. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 9. The counselor helped me make appropriate educational/vocational/career plans. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 10. The counselor demonstrated sensitivity to gender, disability, and multi-cultural concerns. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 11. The counselor recommended and helped coordinate appropriate accommodations for me. (when applicable) | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 12. The counselor explained my disability and how my limitations impact me in school. (when applicable) | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 13. Your overall rating of the counselor. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
| | | | | | | |

Please answer Yes or No:

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 14. Do you feel that the counselor met your expectations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Would you recommend this counselor to a friend? | <input type="checkbox"/> | <input type="checkbox"/> |

Please continue on the back side of this form for additional questions →

In this part, please include specific examples and suggestions:

16. What did the counselor do especially well in this counseling session?

17. How might the counselor improve future counseling sessions?

Distribution:

Faculty Member - Summary
Division Office
Human Resources- Summary
8/06; 7/08

2008 - 2011 FACULTY CONTRACT

H.4.b: COUNSELOR

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Counseling Visitation Evaluation ■
■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Observer: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

Counselor:

	Rating:	1	2	3	4	5
A. Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.						
B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.						
C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.						
D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.						
E. Presents a positive, professional image.						
F. Develops and utilizes effective techniques in educational, career and personal counseling.						
G. Is honest and fair with students.						
H. Presents information that is accurate and relevant.						
I. Assists students in clarifying goals and decision making.						
J. Uses technology as an aid in counseling.						
K. Demonstrates knowledge of academic policies and current career information.						
L. Overall Summary of Counseling Visitation.						

M. Narrative Summary of Counseling Events During the Session

N. Comments by Professor (Optional)

O. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member - Summary

Division Office

Human Resources - Summary

7/06; 7/08