

EDIMS INSTRUCTIONS

For Counseling Students

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LOGGING-IN

1. GO TO:
<http://www.hunter.cuny.edu/edims>
2. Enter your Student ID (Social Security Number)
3. Click Submit

HUNTER EdIMS (Education Information Management System)

School of Education
Departments
NCATE
Help

Semester: Fall 2007

Student ID (123456789):

Submit

Important Note
This application works best in "Internet Explorer".
Please be sure to [click here](#) and read the instruction and FAQs.
Instructors and administrators are to use a different form. Please contact the department for further information.

ENTERING EXPERIENCE

1. Click link for Experience Submission Form

HUNTER EdIMS (Education Information Management System)

School of Education
Departments
NCATE
Help

[Experience Submission Form](#)
[Student/Candidate Self Evaluation Report](#)
[Evaluation of Cooperating Teacher by the Student Teacher](#)
[Evaluation of Field Site by the Student Teacher](#)
[Help](#)
[Log Off](#)

2. Click on the link for your course code

HUNTER EdIMS (Education Information Management System)

[Back to Menu] [Log Off]

Course List for Athena @

Term: Fall 2007

Note: Please Click on the Course Code Link to enter experience

Course Code	Course Number	Section	Description
9999	ABC 100.00	001	Test Course

■ For general questions: [please click here](#) ■ For technical questions: [please click here](#)

3. Select your experience type from the counseling options

HUNTER EdIMS (Education Information Management System)

[Read Guidelines] [Back to Menu] [Log Off]

Please Choose experience type:
Note: You can enter more than one experience for a single course.

ADSUP

Internship in Administration District/Region Based Field Experience

COUNSELING

Individual Supervision Application of theoretical knowledge and integration of skills under individual supervision during clinical practice

Internship in Counseling Supervised field experience in counseling of at least 300 hours of fieldwork per semester. Two semesters of internship are required. Complete the Counseling Evaluation Report.

Practicum in Counseling Supervised field experience in counseling of at least 100 hours of fieldwork for a single semester. Complete the Counseling Evaluation Report.

TEACHER EDUCATION

Pre-student Teaching Field Work Credited Field Experience of 50 hours or more that precedes student teaching.

Student Teaching Supervised field experience in which student is placed in a classroom with a cooperating teacher. Complete online self-evaluation, evaluation of cooperating teacher, and evaluation of field site.

Practicum in Teaching Supervised field experience in which student is employed or assigned as head/assistant teacher in a classroom. Complete online self-evaluation.

Clinical Teaching Supervised teaching one-to-one or with a small group in a Hunter College "lab" setting.

■ For general questions: [please click here](#) ■ For technical questions: [please click here](#)

4. Complete the Student Experience Input Form

- a. **Program Level:** Select your program level from the drop-down menu
- b. **Time Measure:** Select Hours
- c. **Experience Quantity:** Enter number hours of practice
- d. **Supervised Hours:** Enter number of hours per week you received supervision at your site
- e. **Client load:** Enter number of clients with whom you worked at the site
- f. **Site:** Click Search Site to select your site. If your site is NOT in the system, then you will be directed to enter your site information (See 4f below)
- g. **Supervisor:** Click List All to select your supervisor. If your supervisor is NOT in the system, then enter his/her information in the fields provided on the bottom of the form (See 4g below)

Click Submit

After completing the Student Experience Input Form, you will be directed to the Experience Report

HUNTER EdIMS (Education Information Management System)

Student Experience Input Form

EXPERIENCE

Student Name: Athena @
 Course Code: 9999
 Course Description: Test Course
 Program Level: -Select One-
 Time Measure: Day Hours
 Experience Quantity: [] The number of days/hours practiced
 Supervised Hours: [] The number of hours per week you received supervision
 Client Load: [] The number of clients with whom you worked at the site
 Site: [] Search Site (Please click here)
 Experience Type: Practicum in Counseling

SUPERVISOR

Supervisor: Choose a teacher/supervisor from the list List All
 *Please leave the following fields blank if you find the person in the list.
 First Name: []
 Last Name: []
 Title: []
 Telephone: []
 Email: []

Submit Reset

■ For general questions: [please click here](#) ■ For technical questions: [please click here](#)

4f. Select Site

In the search box, type a few characters of the site name.

If your site is not found, Re-read "Step 1" instructions for tips on finding your site name.

ONLY if you cannot find your site through the search, then "click here" to open the screen with the new site entry form.

Site Information

Please read the instruction carefully

Step 1

- * First enter the first few characters of your site name and click search. (Do NOT use periods in the name and do NOT start the name with 'THE')
- * For example: to see all site names start with "PS", please enter "PS" and click on the search button.
- * If the site does not show up under its school number, try the school's name. For example, if the school does not show up under IS 145, try typing Joseph Pulitzer (IS 145 Joseph Pulitzer Intermediate School).
- * For site name that starts with PS, IS, MS, enter a space before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.
- * If the site shows up, choose the site by clicking on the site name link.
- * You can also check the site address by hovering the mouse over the site name.

Step 2

- * If the site does not show up, please click the request site information link.
- * Before requesting a site, please make sure your site does NOT exist in the system.

Please enter a few characters of the site name:
 [] Search Show all sites

If the site is not in the system and you wish to list your site, please [click here](#) to request a new site.

4f continued: ONLY if your site is not in the search.

Complete the New Site Entry Form
 -Do NOT begin the site name with "The." For example: for site name such as "The Dalton School", please enter only "Dalton School".
 -Do NOT use periods in the school name. For example, report a school name as PS, IS, or St--without periods.
 - For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.

New Site Entry Form

Please read the instruction carefully

Step 1

- * Before requesting a site, please make sure your site does NOT exist in the system.
- * Remember, to check for the school under both its number and name. For example, if the school does not show up under IS 145, try typing Joseph Pulitzer (IS 145 Joseph Pulitzer Intermediate School) or typing just IS to see all of the schools that start with IS.
- * Do NOT begin the site name with "The." For example: for site name such as "The Dalton School", please enter only "Dalton School".
- * Do NOT use periods in the school name. For example, report a school name as PS, IS, or St--without periods.
- * For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name. For example, PS 100, PS 28 Q, or IS 145 Joseph Pulitzer Intermediate School have spaces between the PS and number and/or name.

Step 2

- * For site name that starts with PS, IS, MS, etc., ENTER a SPACE before the school number and name.

Name: []
 Address 1: []
 Address 2: []
 City: []
 State: []
 ZipCode: []
 District: []
 Telephone: []
 Fax: []
 Email: []
 Site Type: []
 Website: []

4g. Select Supervisor

-Click "List All"

-A new window will open with a list of supervisors.

-If your supervisor is in the system, then click on his/her name.

-If your supervisor is NOT on the list, then click the "Click here" link.

-After you "click here," you will see an option to "Add Supervisor." Click on the "Add Supervisor" button.

-Next, type your supervisor's information in the blank boxes:

First Name
Last Name
Title
Telephone
Email

Click Submit.

After completing the Student Experience Input Form, you will be directed to the Experience Report

Supervised Hours: The number of hours per week you received supervision
Client Load: The number of clients with whom you worked at the site
Site: (Please click here)
Experience Type: Practicum in Counseling
SUPERVISOR
Supervisor:
***Create a new Supervisor record only if you can't find the person in the list.**

List of all coordinating instructors
for:
ABC EARLY LEARNING CENTER

Cassandra	Guerrier	Ms.	718-225-8044
Coop Teacher	Testperson		

If you cannot find the cooperating teacher, please [click here](#) to enter the information.

Course Description:
Program Level:
Time Measure: Hours
Experience Quantity: The number of hours of direct clinical contact
Supervised Hours: The number of hours per week you received supervision
Client Load: The number of clients with whom you worked at the site
Site: (Please click here)
Experience Type: Practicum in Counseling
SUPERVISOR
Supervisor:
***Create a new Supervisor record only if you can't find the person in the list.**

First Name:
Last Name:
Title:
Telephone:
Email:

COMPLETING SELF EVALUATION

On the Experience Report (or Student/Candidate Self Evaluation Report)

1. Find the entry for your current experience
2. For that row, click on the Eval by Stdnt link on the right side of the screen

Term	Crs Code	Course	Site	Experience Qty	Experience Type	Prog Level	Update	Delete	Guideline	Evaluator
Fall 2007	9999	ABC 100.00	Hunter Child Care Center	150 Hour(s)	Practicum in Counseling	Counseling-School	Update	Delete	Guideline	Eval by Stdnt
Fall 2007	9999	ABC 100.00	Abc Early Learning Center	25 Day(s)	Student Teaching	SpEd Deaf, Birth-Grade 6	Update	Delete	Guideline	Eval by Stdnt/Tch/Pract Cand

3. Respond to the questions about your experience by using the arrow next to "Select one" to choose answers from the drop-down menu

Candidate's Name Athena @ **Rater** Athena @
Hunter College Clinical Faculty (Supervisor): Michael Instructor, Teacher Testperson **Date** 11/08/2007
Site Based Clinical Faculty-Cooperating Teacher/Supervisor NANCY BALKINDE **School Agency** HUNTER CHILD CARE CENTER
Subject Area/Program: Not Available

1. Evaluation of Field Placement Site

1. Did you receive an orientation at your site?

1a. If you answered 'yes' to Question 1, was the orientation at the site beneficial?

1b. Were the actual tasks you performed at this site consistent with what was described to you during the orientation?

2. Counseling Student Responsibilities
 Answer yes or no to indicate the tasks that you performed at the site.
 Did you perform the following tasks?

4. At the end of the survey, enter your comments
5. Click submit to lock your entry

NOTE: You will NOT be able to change your responses, after you click submit

6. You will receive a confirmation of your submission (See below)

6i. My supervisor enabled me to express opinions, questions and concerns about my counseling.

6j. My supervisor could accept my feedback.

6k. Supervision with my supervisor was a beneficial experience for me.

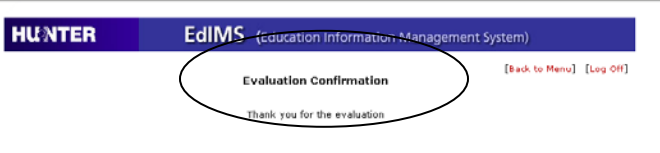
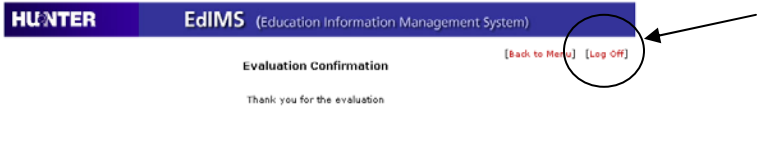
7. Overall Evaluation of Supervisor

7. Indicate the degree to which you agree with the following statement: I would recommend this supervisor to other counseling students.

COMMENTS
 Indicate
 a) the positive aspects of your experience at this site,
 b) the negative aspects of your experience at this site,
 c) your expectations for the supervisor and whether the expectations were met,
 d) the supervisor's strengths,
 e) the supervisor's weaknesses and
 f) why you would or would not recommend the supervisor. (Maximum 2500)

Comments

submit

<p>7. Confirmation of submission</p>	
<p>LOGGING-OUT</p> <p>1. Click Log-Off to exit the system</p>	

If you have additional questions, email edims@hunter.cuny.edu
(Include your first name, last name, course/section number, and describe your concern.)