

**EVALUATION COMPLETION CHART**  
**For Counseling Practicum, Internship, and Individual Supervision**

Person Completing Form	Data Collection
Course Instructor	<input checked="" type="checkbox"/> Inform students in individualized supervision, practicum and internship about forms to be filled out on EDIMS. (See below.)  <input checked="" type="checkbox"/> Give paper evaluation forms to practicum and internship students to distribute to their supervisors and collect completed evaluations from the student interns.  <input checked="" type="checkbox"/> Submit supervisors' completed evaluation forms to Michelle Lask in W1148.  <input checked="" type="checkbox"/> Verify student field hours/days in EDIMS NOTE: It is important that you check the student information. If a student enters wrong information, the student will not be able to access the correct set of evaluation forms.
Counseling Students in Internship and Practicum	<input checked="" type="checkbox"/> Fill out Experience Submission Form in EDIMS, <b><u>only once per semester.</u></b>  <input checked="" type="checkbox"/> Fill out Student/Candidate Self Evaluation Report in EDIMS, once, at end of semester.  <input checked="" type="checkbox"/> Give paper evaluation form to supervisor. Collect supervisor's completed form and return it to course instructor in a sealed, signed envelope by supervisor.
Counseling Students in Individualized Supervision	<input checked="" type="checkbox"/> Fill out Experience Submission Form in EDIMS, <b><u>only once per semester.</u></b>
Supervisors of Internship and Practicum Candidates	<input checked="" type="checkbox"/> Fill out paper evaluation of counseling student and give to student in a sealed, signed envelope, for delivery to course instructor.