This form is to be completed by the site supervisor, returned to the student intern and is due each semester at the end of the internship experience.

Student/Intern’s Name ____________________________ Date ____________________________

Site Supervisor's Name ____________________________ Placement/Site ____________________________

YES NO

1. ☐ ☐ Did you receive a copy of the Internship Handbook?

2. ☐ ☐ Was it helpful?

3. ☐ ☐ Did you have a pre-internship meeting with your intern?

4. ☐ ☐ If yes, did you discuss mutual expectations and responsibilities?

5. ☐ ☐ If no, did you have such a meeting early in the internship?

6. ☐ ☐ Did you attend an internship orientation prior to the student placement?

7. ☐ ☐ If you did, was the orientation helpful?

8. How often did you have contact by phone, by memo, or in person with the UVM supervising faculty?
   ☐ Once during the semester
   ☐ other __________

9. ☐ ☐ Would you have preferred more contact from them?
YES  NO

10. □  □  Is the organization of the internship helpful to you and/or the student? Comments:

________________________________________________________________________

11. Are you interested in attending training sessions, workshops or summer classes sponsored by the Counseling Program for site supervisors?
□ Yes, if recertification credit is offered  □ Yes, unconditionally
If yes, what time would be best? ____________________________________________
Suggested topics which might be of interest to you? __________________________

12. What other support could the Counseling Program offer to you? _________________
________________________________________________________________________

13. Based on your knowledge of the UVM program, and your experience with your UVM student, what aspects of our counselor training program need improvement?
________________________________________________________________________
________________________________________________________________________

14. Additional comments or requests? (Please use the back of this form if you need more space.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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