

**Counseling Session
(Student's Evaluation)**

Counselor _____

Date _____

For counselor to check:			
Type of session:	Educational Planning Financial Aid Appeal	Career Other _____	Personal

Check the appropriate box

	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree	N/A
The counselor helped me understand my concerns.						
The counselor helped me achieve my goals today.						
The counselor showed me courteous and respectful behavior.						

Comments

Student _____ Date _____

See Student Observation Procedures

Student Observation Procedures

1. During the intake process the students receive a Counseling Session-Student 's Evaluation (CSSE) form.
2. Before the session, the counselor informs the student of the purpose and procedure of the CSSE and reviews its content.
3. Upon leaving the counselor's office, the student completes the CSSE form and places it in a designated box.
4. All completed forms are collected by designated staff at the end of the evaluation period.
5. Answers and comments are tabulated for each counselor by designated staff.
6. The results are submitted to the Dean of Student Services; individual evaluations and campus summaries are distributed to each counselor.