

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

Counselor _____

~~XXXXXXXXXX~~ Date _____

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

Check the appropriate box

	Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree	N/A
The counselor helped the student understand his/her concerns.						
The counselor helped the student achieve his/her goals today.						
The counselor showed the student courteous and respectful behavior.						

Comments

Dean _____ Date _____

See Dean Observation Procedures

Dean Observation Procedures

During their planning meeting for the evaluation, the dean of student services and the counselor will discuss the evaluation options that will be used: Counseling Session or Workshop Observation.

The date of the evaluation will be set according to the counselor's workshop schedule and for the individual counseling session, on a date/time convenient for both parties.

The counselor will ask permission from the student for the dean to observe the session. Should the student feel uncomfortable about being observed, the dean of student services will postpone the observation until a willing student presents.

At any point in the session, when the student shows signs of discomfort, the counselor may ask the dean of student services to terminate the observation. A rating scale, prepared for each of the observation options, will be used by the dean of student services.

The counselor will be provided a copy of the observation evaluation and will respond to the evaluation in the appropriate section of the portfolio.