

Marin Community College District

COUNSELOR PERFORMANCE OBSERVATION FORM

Counseling Session concerned (circle all relevant topics):

Note: No single counselor is expected to perform all of these tasks in any single observation period and it is understood that some Counselors specialize in services that they provide.

- a. Scheduling of classes
- b. College of Marin Graduation requirements
- c. Degree or certificate requirements
- d. State College or University transfer requirements
- e. Other transfer requirements
- f. Personal problems
- g. Vocational decisions (e.g., test interpretation)
- h. Information on other College services/resources
- i. New student information
- j. Financial aid information
- k. Other (explain): _____

Evaluator will indicate which items appeared during the observation by checking the appropriate line.

**Check if
Observed**

Notes and Comments

COUNSELING KNOWLEDGE/SERVICES

_____	The Counselor provides course requirements and prerequisites related to the student's interests, abilities, and goals.	_____ _____ _____
_____	The Counselor helped the student develop educational goals and provided the student with alternatives such as, but not limited to, various educational programs leading to a 2-year degree or transfer, etc.	_____ _____ _____
_____	The Counselor did not make decisions for the student, but instead, placed the responsibility of decision making onto the student by introducing options for consideration.	_____ _____ _____
_____	The Counselor helped the student understand unclear information and/or told the student how to find further resources such as, but not limited to, financial aid, graduation, or transfer requirements.	_____ _____ _____
_____	The Counselor assisted the student in defining his/her needs.	_____ _____

Counselor Performance Observation Form Continued

_____ The Counselor maintains student records as required by Education Code/Title V. _____

_____ The Counselor appeared attentive. _____

_____ The Counselor protects the privacy of the student as appropriate. _____

_____ The Counselor provides the opportunity for the student to express his/her concerns and opportunities for follow-up meetings as needed. _____

_____ The Counselor provides information and access to information regarding long-term personal counseling. _____

Evaluee: _____ **Date and time visited:** _____

Signature of evaluator: _____

This form is to be attached to the "Evaluation Report" that is signed by the evaluee and the faculty advisor.