

INTERN PERFORMANCE PLANNING FORM

Student: _____ Date: _____		
Supervisor: _____		Site: _____
Phone #: _____		
Semester: Fall _____	Spring _____	Summer _____
Semester in Internship Sequence: First ___ Second ___ Third ___ Fourth or more ___		

Five domains of Intern competence are listed below along with specific items in each domain. At the beginning of each internship, the intern completes the Counseling Skill Development Narrative detailing specific activities from the supervisor. These activities are aimed at enhancing the intern's competence in each domain. Through this process, all concerned will have a clear, specific understanding of what the intern is doing during the term to enhance his/her level of competence in each domain. This is an optional form.

Counseling Skill Competency	Counseling Skill Development Narrative
1. Establishes a working relationship with clients	
2. Gains client confidence.	
3. Facilitates the client's expression of concern.	
4. Can articulate client problems in concrete terms.	
5. Provides appropriate information for goal clarification.	
6. Facilitates client establishing goals.	

Counseling Skill Competency	Counseling Skill Development Narrative
8. Establishes relevant counseling goals with client.	

9. Implements an intervention strategy consistent with client information and goals.	
10. Facilitates the client's resolution of concerns.	
11. Appropriately refers and terminates.	
12. Understands theoretical and conceptual principles as applied to particular client problems.	
13. Understands diverse cultural, ethnic, sexual, and social backgrounds and values.	
14. Appropriately chooses methods of assessment to determine client concerns, problems or characteristics.	
15. Appropriately interprets and uses assessment results with client and others.	
Supervision Competency	Supervision Competency Development Narrative
1. Meets with supervisor as scheduled.	
2. Forms working relationship with supervisor.	
3. Handles feedback well.	
4. Uses supervision constructively	
5. Open to growth and learning.	
Professional Skill Competency	Professional Skill Development Narrative
1. Willingly assumes responsibility.	
2. Establishes and maintains facilitative working relationship with staff.	
Professional Skill Competency	Professional Skill Development Narrative
3. Share skills, competencies and weaknesses with peers and supervisors.	

6. Behaves professionally (e.g., demeanor, dress, language, etc.)	
7. Organizes and recognizes implications of case material.	
8. Accurately evaluates own counseling session performance.	
9. Behaves ethically and responsibly with clients, colleagues and adjunct agencies.	
10. Knows legal rights of clients.	
12. Participates in staff in-service training.	
Professional Skill Competency	Professional Skill Development Narrative
14. Manages time well.	
15. Follows through on professional commitments.	
Case Management Skill Competency	Case management Skill Development Narrative
1. Knows community resources.	
2. Appropriately uses referral within and outside the site.	
3. Responsibility schedules and meets with clients.	
4. Keeps adequate and timely client records.	
5. Consults with other staff regarding client needs.	
6. Fulfills administrative responsibilities of the position.	
7. Understand components of Behaviorally Specific Treatment Plans, IEP's, YST's and SST's.	