

APPENDIX C-5c: PEER OBSERVATION FORM FOR COUNSELING FACULTY



Modesto Junior College

Columbia College

**YCCD Faculty Evaluation
Peer Observation Form for Counseling Faculty**

Counselor's Name	Peer Evaluator's Name
Session Type	Date

Instructions: Record your observations of each of the four major categories listed below. Use the comment box to note both areas of commendation and suggestions for improvement. Be specific and descriptive. **The bullets are *suggested* items for consideration within each category, and therefore should not be construed as a checklist.** Use a separate form for each observation visit. (This form is available electronically at <http://www.yosemite.edu/hr/documents.htm>)

ORGANIZATION	COMMENTS
<ul style="list-style-type: none"> • Begins session on time • Begins session by clarifying the tasks at hand • Appears well-prepared for the session • Covers an appropriate amount of material for time allowed • Has appropriate resources and materials on hand to serve the student • Arranges office environment in order to involve the student in the process • Allows sufficient time for questions • Summarizes the next steps the student should take 	
COMMUNICATION & PRESENTATION	COMMENTS
<ul style="list-style-type: none"> • Speaks audibly and clearly • Presented material is clearly legible • Presentation style facilitates student comprehension • Establishes and maintains eye contact with the student • Communicates a sense of enthusiasm and excitement • Uses appropriate counseling tools • Responds to changes in student attentiveness • Use of humor is positive and appropriate • Addresses different learning styles 	

COUNSELOR-STUDENT INTERACTION	COMMENTS
<ul style="list-style-type: none"> • Solicits student's input and listens attentively • Responds constructively to student questions, opinions, and other input • Uses the student's name in conversation • Treats the student respectfully • Recognizes and responds when the student doesn't understand • Responds appropriately to distractions • Adjusts the goals of the session to meet the needs of the student • Uses authority appropriately to promote a positive counseling environment 	
COUNSELING ABILITY AND KNOWLEDGE	COMMENTS
<ul style="list-style-type: none"> • Demonstrates appropriate depth of knowledge in: <ul style="list-style-type: none"> ○ College curriculum ○ Degree requirements ○ Transfer requirements ○ Admissions and registration procedures ○ Career information and resources ○ Interest and ability inventories ○ Current developments in the field 	

In addition, please answer the following questions:

- 1. What do you believe the counselor did especially well during this session?**

- 2. What might the counselor have done to enhance the counseling session?**

- 3. Is there anything else you would like to add?**