During their planning meeting for the evaluation, the Campus Dean of Student Services and the Counselor will discuss the observation options that will be used: an Orientation Presentation, a College Success Workshop Session, or a Counselor Individual Session with a Student. The date of the observation will be set according to the Counselor’s assigned Orientation presentation and Workshop schedules and, for the individual session, on a date convenient for both the Campus Dean of Student Services and the Counselor.

For the individual session, at the time of the observation, the Counselor will ask permission from the student for the Campus Dean of Student Services to observe. Should the student feel uncomfortable about being observed, the Campus 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 Campus Dean of Student Services to terminate the observation.

A rating scale, prepared for each of the observation options, will be used by the Campus 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 Counselor Self-Evaluation Form.