APPENDIX 7 D

GUIDE FOR EVALUATION OF STUDENTS' CPE EXPERIENCE
ACPE Standard 308.8

I. Purpose

The ACPE Standards require an evaluation of the student's CPE experience by the supervisor and by the student. Evaluation is a part of process education and may take various forms, be conducted with a variety of persons, occur at many and varied times, and serve several purposes.

II. The foci of the evaluation experience are:

-the student's individualized contract and learning goals.
-learning issues that have emerged in the CPE experience.
-the objectives and/or outcomes of the CPE program -- CPE (Level I/Level II) or Supervisory CPE.

III. The supervisor's final written evaluation of the student's CPE experience should:

identify the student, supervisor, center, program of CPE, date of unit, and preparer of the document.

be of professional quality both in clarity of thought and style of preparation and presentation.

be timely in respect to the evaluation experiences being summarized and also to the availability of the document for future use; made available to the student within 45 calendar days of the end of the unit.

respect the confidentiality of the student, peers and persons to whom the student ministered.

never be given to anyone without the written permission and direction of the student, except as noted in Appendix 7B *Guide for Student Records*.

be signed and dated by the supervisor and the student.

Students may attach an addendum to the supervisor's evaluation.

IV. The student's evaluation of the unit of CPE

-may be completed using the form *Sample CPE Program Evaluation*, Appendix 6 A (p. 77) However, students may use a form designated by the supervisor or center.*

Note: Students in supervisory education are required to have students complete the *CPE Program Evaluation* form found in the ACPE *Certification Manual 2010*, Appendix 5.