Clinical Practicum Evaluation Form Instructions

Please review the comments on the first “example” worksheet. The example is of the On-Site evaluation form, of which two worksheets are provided; also included are two worksheets for Off-Site and for Aphasia Group.

Key things to note:

All cells colored light beige should be typed into.
All cells colored light blue will be autofilled … do not type in them!
Remember to check ☑ boxes as appropriate.
To type text directly into the rows on page 2 (the MIDQUARTER EVALUATION OF CLINICAL PRACTICUM section at the bottom), DOUBLE-click.

To change the name of a worksheet, right-click on the worksheet tab label at the bottom. A little screen will pop up as shown below … select “Rename”. Once done, you can just regularly click on the next tab to exit this function.

Ex: You can change On-Site Self Eval to WolffTL (Your last name and client initials)

You can also add worksheets by using “Move or Copy …”, also at the popup as shown.

If you have questions, please call the Department ASC, Marianna Wolff, at 510.885.3233.