**Intake Assessment (100 pts):**

Students will utilize both listening skills and their ability to interview or gain information in order to complete a typical intake form/initial assessment. The process for the appropriate use of this form will be discussed, reviewed and practiced in class.

In addition to the through completion of the intake assessment form, students will also provide a transcript of the session from which the information was obtained. If there were any areas that they wished they would have done differently or in which the student would have liked to have asked an additional or different question, such will be noted within the transcript (see example below).

In conclusion, the student will provide a brief review of the session and their impressions of it and of their client (i.e. emotional labeling).

**Grading Rubric**

50 % - Content: Appropriate use of active listening skills and effective inquiries to produce a thorough intake assessment.

25 % – Organization and Presentation aka Writing skills

25 % – Analysis: Interpretation of the interview, their own behaviors and the behaviors or responses of the client.

Transcript example:

Interviewer: *Can you tell me more about that?*

Interviewee: Sure. When she tells me that I need to exercise it gets me upset.

Interviewer: *What do you think she means when she says that you need to exercise?*