**AUBURN UNIVERSITY**

**SYLLABUS**

**1. Course Number:** COUN 7920

**Course Title:** Internship in School Counseling

**Credit Hours:** 9 Semester hours

**Prerequisites:** COUN 7910; departmental approval

**Semester/Year:** Spring 2017

**Instructor of Record:** Malti Tuttle, PhD, LPC, NCC

2058 Haley Center

334) 844-3724

mst0022@auburn.edu

Cl**ass Time and Place:** Thursdays, 4:00-6:50PM, 2011 Haley Center

1/11/18; 1/25/18; 2/8/18; 2/22/18; 3/8/18; 3/22/18; 4/15/18; 4/19/18; 5/3/18

**2. Date Syllabus Prepared:**

September 1998; Reviewed and updated: 12/00; 3/02; 9/02; 12/04; 12/06; 12/07; 12/10; 12/12; 12/13;12/14; 12/15; 12/16

**3. Text**(s):

Required:

Alabama State Department of Education (2003). *Comprehensive Counseling and Guidance Model for Alabama Public Schools.* Montgomery, AL: Author. <file:///C:/Users/suhsuhy/Downloads/WUMpAjF3_2003_20Alabama_20m> odel%20(3).pdf

American School Counselor Association (2012*). ASCA national model: A framework for school counseling programs* (3rd ed.). Alexandria, VA: Author.

American School Counselor Association. (2016). *Ethical standards for school*

*counselors*. Alexandria, VA: Author. Retrieved from

<https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards> 2016.pdf

Recommended:

Blum, D. J., & Davis, T. E. (2010). *School counselor's book of lists* (2nd ed.). San Francisco, CA: Jossy-Bass.

Chen-Hayes, S. F., Ockerman, M. S., & Mason, E. C. M. (2014). 101 Solutions for school counselors and leaders in challenging times. Thousand Oaks, CA: Corwin.

Kerr, M. M. (2016). *School crisis prevention and intervention*. Long Grove, IL: Waveland Press, Inc.

Knapp, S. E., & Jongsma, A. E., & Dimmitt, C.L. (2015). *School counseling & school social work treatment planner, with DSM-5 updates* (2nd ed.). Hoboken, NJ: Wiley & Sons, Inc.

Knapp, S. E., & Jongsma, A. E. (2013). *School counseling & school social work homework planner* (W/CD) (2nd ed). Hoboken, NJ: Wiley & Sons, Inc.

Knapp, S. E., & Jongsma, A. E. (2015). *Parenting skills treatment planner with DSM-5 Updates (Practice Planners) (1st ed)*. Hoboken, NJ: Wiley & Sons, Inc.

Kolski, T. D., Avriette, M., & Jongsma, A. E. (2014). *Crisis counseling and*

*traumatic events treatment planner, with DSM-5 updates,* (2nd ed). Hoboken, NJ: Wiley & Sons, Inc.

**4. Course Description:**  The concept of the internship program is to the counselor candidate with an on-job-training experience performing the duties of a counselor in a school of the type in which he/she is most interested. Internships are viewed as the culminating activity in degree programs, and, as such, ordinarily follow the completion of coursework and the full complement of supervised counseling practica. Thus, by the time students enter the internship phase of their programs, they are prepared to provide valuable services to the schools in which they are placed.

**5.** **Course Objectives**:**** Interns will perform, under the supervision of a certified school counselor, the work roles and responsibilities of a fully employed school counselor. Based on the standards addressed in the 2016 CACREP Standards Section 5.G. and Alabama State Department of Education school counseling codes (290-3-3-.50), by the end of the course students will have successfully performed the following activities.

1. Use assessments specific to P-12 education (CACREP5.G.1.e; SED 290-3-3-.50(3)(d)1(iii))

* Act as leaders, advocates, and systems change agents in P-12 schools (CACREP5.G.2.a; SED 290-3-3-.50(3) (o)1(iii))
* Consult with families, P-12 and postsecondary school personnel, and community agencies (CACREP5.G.2.b; SED 290-3-3-.50(3)(a)2(i); );(k)2(iv); (n)2(i))
* Plan and implement college and career readiness activities (CACREP5.G.2.c; SED 290-3-3-.50(3)(d)1(ii); (m)2(ii))
* Participate in school leadership and multidisciplinary teams (CACREP5.G.2.d; SED 290-3-3-.50(3)(a)2(i))

1. Participate in the school emergency management plans, and crises, disasters, and trauma (CACREP5.G.2.e; SDE 290-3-3-.50(3)(e)2(iii))

* Advocate for school counseling roles (CACREP5.G.2.f; SDE 290-3-3.50(3)(i)2(ii); (k)2(iii))
* Develop qualities and styles of effective leadership in schools (CACREP5.G.2.j; SDE 290-3-3.50(3)(n)1(i)-(iv))
* Identify community resources and referral sources (CACREP5.G.2.k; SDE 290-3-3.50(3)(c)2(ii); (n)2(ii))
* Understand legislation and government policy relevant to school counseling (CACREP5.G.2.m)
* Apply and adhere to legal and ethical standards specific to school counseling (CACREP5.G.2.n; SDE 290-3-3.50(3)(i)2(i))
* Examine school counseling program mission statements and objectives (CACREP5.G.3.a; SDE 290-3-3-.50(3)(o)2(i))
* Evaluate school counseling programs (CACREP5.G.3.b; SDE 290-3-3-.50(3)(o)2(i))

1. Design core curriculum and develop lesson plans; Identify classroom management strategies and differentiated instructional strategies (CACREP5.G.3.c; SDE 290-3-3-.50(3)(m)2(iii))

* Develop interventions to promote academic development (CACREP5.G.3.d; SDE 290-3-3-.50(3)(m)2(i))
* Use developmentally appropriate career counseling interventions and assessments (CACREP5.G.3.e; SDE 290-3-3-.50(3)(m)2(ii))
* Identify strategies to facilitate school and postsecondary transition (CACREP5.G.3.g; SDE 290-3-3.50(3)(a)13; 14; SDE 290-3-3.50(2)(b)1))
* Identify approaches to increase promotion and graduation rates (CACREP5.G.3.i; SDE 290-3-3.50(3)(m)2(iii))
* Identify interventions to promote college and career readiness (CACREP5.G.3.j; SDE 290-3-3-.50(3)(m)2(ii))

1. Identify strategies to promote equity in student achievement and college access (CACREP5.G.3.k; SDE 290-3-3-.50(3)(k)2(iii))
2. Identify techniques to foster collaboration and teamwork within schools (CACREP5.G.3.l; SDE 290-3-3.50(3)(n)2(i))

* Identify strategies for implementing and coordinating peer intervention programs (CACREP5.G.3.m; SDE 290-3-3.50(3)(n)2(iii))
* Use accountability data to inform decision making (CACREP5.G.3.n; SDE 290-3-3.50(3)(g)2; (l)2(iii))

1. Use data to advocate for programs and students (CACREP5.G.3.o; SDE 290-3-3-.50(3)(l)2(ii))
2. Advocate for school policies, programs, and services that enhance a positive school climate and are equitable and responsive to multicultural student populations. (SDE 290-3-3-.50(3)(k)2(iii))
3. Understand the school counseling programs’ integral relationship to the total educational program. **(**SDE 290-3-3-.50(3)(i)1(iii))

|  |  |  |
| --- | --- | --- |
| **Learning Objectives** | **Class Requirement** | **Artifact** |
| Completion of 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. Internship students complete at least 240 clock hours of direct service. CACREP 3 J and K | All students will maintain their CPS approved placement. | Students will maintain a counseling log documenting all indirect and direct hours completed. |
| Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, performed by the onsite supervisor. CACREP 3L | Site supervisors will provide one hour of supervision each week. | Student will maintain a counseling log documenting all supervision hours received. |
| Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship.  Group supervision must be provided by a counselor education program faculty member CACREP 3M | Students will meet for a three hour course bi-weekly for group supervision. | Attendance will be verified by the instructor. |
| The opportunity for the student to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings). CACREP 3D | Students will participate in professional development opportunities at their site as though they were a professional counselor. | During their site visit conducted by the instructor of record, professional development will be discussed and reviewed. |
| Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients. CACREP 3B | Sites will provide opportunities for recording sessions, live supervision or co-led counseling services. | Information will be documented through counseling log. |
| Formative and summative evaluations of the student’s counseling performance and ability to integrate and apply knowledge are conducted as part of the student’s practicum and internship. CACREP 3C | Student will receive passing grades in the midterm and final evaluation to continue matriculation. | Evaluations will be submitted and reviewed by instructor of record. |

**6. Course Content Outline:** Group supervision will occur during class time. Students will bring the cases which are deemed to be of concern or effective for the benefits of their clients and the learning of supervisees. Students will also take turns presenting cases for review in class. Case presentation will involve a write-up of the case as well as a verbal presentation. The presentations will be approximately 45 minutes in length. Course content will include topics relevant to intern’s clinical experiences and professional development. The content of the course will be largely determined by the expressed needs of the individuals enrolled as they work full time in a public school setting. For pre-assigned and emerging topics, students will interview site supervisors and be able to describe how relevant programs/skills/behaviors/strategies are actualized in their schools, and students *will read at least one professional article and book chapter* related to the topic prior to the class discussion.

**Class Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Topic** | **Readings/Assignments** |
| 1/11 | Introduction  Course Overview & Orientation to Internship  Discussion Topics will be determined |  |
| 1/25 | Addressing Concerns and Questions Related to Internship Requirements  Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Identified Topics  *Case Conceptualization* |
| 2/8 | School Counselor Advocacy  Curriculum Development  Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Student Needs  *Case Conceptualization* |
| 2/22 | School Counselor and Principal Partnerships  Preparing to Interview for Jobs  Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Student Needs  *Case Conceptualization* |
| 3/8 | Data  Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Student Needs  *Case Conceptualization* |
| 3/22 | College and Career Readiness  Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Identified Topics  *Case Conceptualization* |
| 4/5 | Case Consultation  Case Conceptualization | ASCA National Model Book  Article Based on Identified Topics  *Case Conceptualization* |
| 4/19 | Debriefing and Course Evaluation |  |
| 5/3 |  | **Turn all Internship Materials in by 5pm on this date…** |

**7. Course Requirements/Evaluation:**

**A. Accrual of Hours:**

Field experience hours in this course are linked to certification standards. You must complete a minimum of 600 field experience hours to receive credit for this course. A minimum of 600 clock hours (9 semester credit hours) begin after completion of required practica (3 semester credit hours). Interns should provide all of the services that a regularly employed staff member in the setting would be expected to perform. **A minimum of 240 hours providing direct service to the student is required.** (A regularly employed staff member is defined as a person occupying the professional role to which the student is aspiring.) CACREP 3 J-L; SDE 290-3-3.50(4)(e)

**B. Direct/Indirect Student Services:**

Typically include those that are associated with delivery of interventions that include but are not limited to individual and small group counseling, classroom guidance/core curriculum, consultation (including service on school based teams), appraisal, and peer facilitation training. Interns are expected to spend 80% or more of their time in direct and indirect services to students (ASCA National Model, 2012). System Support Services include such things as preparation for the aforementioned direct services, program planning, management, and evaluation activities, and coordination.

Additionally, all students are required to provide at least ONE in-service activity designed to support the instructional mission of the school in which he or she is placed. SDE 290-3-3.50(3)(n)1(ii)-(iii)

Implement activities in each of the four program components identified by the American School Counselors Association and approved by the Alabama State Dept. of Education as a model plan for School Counseling Programs. These service delivery modalities include Guidance Curriculum (classroom guidance/core curriculum), Responsive Services (individual and group counseling, consultation), Individual Planning (career and academic planning) and System Support (professional development, public relations, program management). The amount of time spent in each program component must be consistent with the allotment suggested in the Alabama State Plan for the grade level(s) to which the intern is assigned. The intern will understand the school counseling programs’ integral relationship to the total educational program.CACREP III. A. 5; CACREP III. P. 1.; SED 290-3-3-.50(3) (j)1; SED 290-3-3-.50(3) (j)2; SED 290-3-3-.50(3) (k)2

|  |  |  |  |
| --- | --- | --- | --- |
|  | Elementary | Middle/Jr. High | Secondary |
| Guidance Curriculum | 35-45% | 25-35% | 15-25% |
| Individual Planning | 5-10% | 15-25% | 25-35% |
| Responsive Services | 30-40% | 30-40% | 25-35% |
| System Support | 10-15% | 10-15% | 15-20% |

3. A minimum of 1 hour per week of live individual supervision by the site supervisor is required along with a minimum of one visit by the university supervisor. Group supervision will occur bi-weekly in the form of on-campus seminars averaging 3 hours per meeting. CACREP 3 M

4. The student must be provided appropriate office space for meeting with clients.

5. Site supervisors have (1) a minimum of a master’s degree, preferably in counseling, or a

related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years

of pertinent professional experience in the specialty area in which the student is enrolled;

(4) knowledge of the program’s expectations, requirements, and evaluation procedures for

students; and (5) relevant training in counseling supervision. CACREP 3 P

Grading and Evaluation Procedures:

1. By the 2nd week, students should submit their internship information and goal statement. Internship goals and objectives should be specifically stated.
2. At the midterm and conclusion of the internship period, the on-site supervisor completes a formal evaluation of the intern’s performance**.** Also, interns formally evaluate their sites and their site supervisors. In addition, University faculty supervisors work with on-site supervisors and interns throughout the internship period to: (a) establish appropriate internship agreements; (b) provide consultation and supervision for interns and site supervisors; (c) provide on-campus group supervision for interns; and (d) assign formal grades for internships, and, when appropriate, recommend interns for counselor licensure, certification, and/or employment
3. University faculty supervisors observe intern’s performance in classroom guidance and provide feedback. In the event of unsatisfactory performance, a follow-up observation must be scheduled.
4. Students submit papers via Canvas on each of the pre-assigned topics.
5. *Minimally*, each intern must provide evidence of
6. leading 12 classroom guidance/core curriculum sessions based on assessment of needs
7. leading 4 small groups for four or more sessions based on assessment of needs
8. providing individual services for at least 15 students with four or more of these students receiving more than two sessions
9. implementing 2 consultation plans for teachers (one academic and one behavioral)
10. implementing 1 consultation plan for parents
11. conducting 1 professional development seminar for either parents or teachers based on assessment of needs (e.g. using assessment results for career and educational planning)
12. participating in planning and/or delivering 1 school-wide activity (e.g., career day, honors day, etc.)
13. participating in 1 professional development activity
14. systematic evaluation of all interventions delivered during the internship
15. attending school based support team meetings, regularly scheduled faculty meetings, IEP meetings if appropriate
16. disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrollment in more challenging courses (secondary)
17. disaggregating and analyzing data (discipline, attendance, grades) to discover groups of students at risk for academic failure and to develop a plan for improving grades.

\* Students are encouraged to turn each of the above in when they terminate the activities (e.g., terminate with students or conclude their groups) for feedback.

\*The evidences need not all come in at the end of the term.

6. Students will submit the following materials at the conclusion of the internship

(Portfolio):

1. A log detailing their activities and the time spent in each (Form 2).
2. An individual counseling plan for a long-term student (defined as one seen 3 or more times) and description of evaluation of outcomes (Form 3).
3. A group counseling plan and description of evaluation of outcomes (Form 4).
4. A classroom guidance/core curriculum plan and description of evaluation of outcomes (Form 5 & 6).
5. A consultation plan and description of evaluation of outcomes (Form 7).
6. Reflection on the application of a decision-making model/ASCA Ethical Standards to an ethical dilemma encountered during the internship period. A description of the problem, the model, the dilemma, and the resolution should be included.
7. Outline of in-service activities.
8. Reflection on internship experience.
9. On-site supervisor mid-term and final evaluations of the intern’s performance (Form 8)**.**
10. Intern’s formal evaluation of their sites (Form 11).
11. Mid-term and final self-evaluations (Form 10)
12. **Class Policy Statements:**

Students are expected to participate in all supervisory class discussions and participate in all exercises and activities. It is the student’s responsibility to contact the instructor if deadlines are not met. Students are responsible for initiating arrangements for missed work. Additionally, students are expected to attend work at their internship site. Attendance is **required** at each class meeting and at the internship site. Students who miss class or internship hours on site because of illness need a doctor’s statement for verification of sickness and should clear the absence with the instructor or site supervisor. Other unavoidable absences from campus must be documented and cleared with the instructor or site supervisor *in advance.*

Students are also expected to demonstrate an understanding of ethical and professional issues related to competent practice with diverse populations.

Please *turn off* or turn all electronic devices to vibrate before entering class. Cell phones are not to be answered in class. If you receive a call, please exit the classroom or wait until a scheduled break before answering the call.

Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the [*Office of Accessibility*at https://fp.auburn.edu/disability/](http://www.auburn.edu/academic/disabilities/) at 1228 Haley Center, 844-2096 (V/TT) at 1228 Haley Center, 844-2096 (V/TT).

The University Academic Honesty Code and the *Student EPolicy Handbook* at [www.auburn.edu/studentpolicies](https://cas.auburn.edu/owa/redir.aspx?C=ef2eb0b81d90495098a27dc4053361aa&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies). Rules and Regulations pertaining to Cheating will apply to this class.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

**Justification for Graduate Credit (for Graduate Credit Only)**

Graduate courses “should be progressively more advanced in academic content than undergraduate programs” and should “foster independent learning” ([**SACS**](http://www.sacs.org/)guidelines 3.6.1 and 3.6.2). Further, the guidelines presented in the Statement of Clarification of the Definition and Use of 6000-level courses as approved by the Graduate Council, May 21 1997 apply.

**CACREP Standards Matrix**

|  |  |  |
| --- | --- | --- |
| **CACREP Standard-As a result of this course student learn/gain the following:** | **Curriculum Experience** | **Outcome Assessment** |
| CACREP Standard 5.G.1.e. Use assessments specific to P-12 education | * Students will utilize needs assessments and school data to inform interventions, such as classroom guidance/core curriculum, small group and individual counseling, programs and services | * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs * Leading 4 small groups for four or more sessions based on assessment of needs * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and analyzing data (discipline, attendance, grades) to discover groups of students at risk for academic failure and to develop a plan for improving grades |
| CACREP Standard 5.G.2.a Act as leaders, advocates, and systems change agents in P-12 schools  CACREP Standard 5.G.2.b Consults with families, P-12 and postsecondary school personnel, and community agencies | * Students will collaborate and consult with teachers to create a plan to provide appropriate interventions Students will collaborate and consult with parents to create a plan to provide appropriate interventions * Students will attend support team meetings * Students will utilize data to provide to inform advocacy and systemic change | * Implementing 2 consultation plans for teachers (one academic and one behavioral) * Implementing 1 consultation plan for parents * Attending school based support team meetings, regularly scheduled faculty meetings, IEP meetings if appropriate * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and analyzing data (discipline, attendance, grades) to discover groups of students at risk for academic failure and to develop a plan for improving grades |
| CACREP 5.G.2.b Consult with families, P-12 and postsecondary school personnel, and community agencies | * Students will consult with stakeholders to provide appropriate interventions for students | * Implementing 2 consultation plans for teachers (one academic and one behavioral) * Implementing 1 consultation plan for parents * Attending school based support team meetings, regularly scheduled faculty meetings, IEP meetings if appropriate |
| CACREP5.G.2.c Plan and implement college and career readiness activities | * Students will provide activities for all students that aligning with college and career readiness | * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs * Participating in planning and/or delivering 1 school-wide activity (e.g., career day, honors day, etc) |
| CACREP 5.G.2.d Participate in school leadership and multidisciplinary teams  CACREP 5.G.2.e Participate in school emergency management plans, and crises, disasters, and trauma | * Students will attend meetings and advocate for students | * Attending school based support team meeting, regularly scheduled faculty meetings, IEP meetings if appropriate |
| CACREP5.G.2.f Advocate for school counseling roles | * Students will provide 1 in-service activity addressing the role of school counseling services and programs | * Conducting 1 professional development seminar for either parents or teachers based on assessment of needs (e.g. using assessment results for career and educational planning) * Participate in 1 professional development activity |
| CACREP5.G.2.n Apply and adhere to legal and ethical standards specific to school counseling | * Students will utilize a decision-making model/ASCA Ethical Standards | * Reflection on the application of a decision-making model/ASCA Ethical Standards to an ethical dilemma encountered during the internship period. A description of the problem, the model, the dilemma, and the resolution should be included. |
| CACREP5.G.3.b Evaluate school counseling programs | * Students will examine outcomes to evaluate school counseling programs | * An individual counseling plan for a long-term students (defined as one seen 3 or more times) and description of evaluation of outcomes * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs |
| CACREP5.G.3.c Design core curriculum and develop lesson plans; Identify classroom management strategies and differentiated instructional strategies | * Students will provide classroom guidance/core curriculum lessons | * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs |
| CACREP5.G.3.d Develop interventions to promote academic development | * Students will provide interventions and services to support student academic development | * Implementing 2 consultation plans for teachers (one academic and one behavioral) * Conducting 1 professional development seminar for either parents or teachers based on assessment of needs (e.g. using assessment results for career and educational planning) * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs * Providing individual services for at least 15 students with four or more of these students receiving more than two sessions |
| CACREP5.G.3.e Use developmentally appropriate career counseling interventions and assessments | * Students will implement appropriate career counseling interventions based on the needs to the school | * Participating in planning and/or delivering 1 school-wide activity (e.g., career day, honors day, etc) * Leading 12 classroom guidance/core curriculum sessions based on assessment of needs |
| CACREP5.G.3.g Identify strategies to facilitate school and postsecondary transition | * Students will attend meetings, collaborate, and examine data to identify strategies to facilitate school and postsecondary transition | * Attending school based support team meetings, regularly scheduled faculty meetings, IEP meetings if appropriate * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and   analyzing data  (discipline,  attendance, grades)  to discover groups  of students at risk  for academic  failure and  to develop a plan  for improving  grades   * Providing individual services for at least 15 students with four or more of these students receiving more than two sessions |
| CACREP5.G.3.i Identify approaches to increase promotion and graduation rates | * Students will examine data to identify approaches to increase promotion and graduate rates | * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and   analyzing data  (discipline,  attendance, grades)  to discover groups  of students at risk  for academic  failure and  to develop a plan  for improving  grades |
| CACREP 5.G.3.j Identify interventions to promote college and career readiness  CACREP 5.G.3.e Use developmentally appropriate career counseling interventions and assessments | * Students will implement appropriate college and career readiness counseling interventions based on the needs of the school | * Participating in planning and/or delivering 1 school-wide activity (e.g., career day, honors day, etc) * Leading 12   classroom  guidance/core  curriculum sessions  based on  assessment of  needs |
| CACREP5.G.3.k Identify strategies to promote equity in student achievement and college access | * Students will examine data to identify strategies to promote equity in student achievement and college access | * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and   analyzing data  (discipline,  attendance, grades)  to discover groups  of students at risk  for academic  failure and  to develop a plan  for improving  grades |
| CACREP 5.G.3.m Identify strategies for implementing and coordinating peer intervention programs  CACREP 5.G.3.n Use accountability data to inform decision making | * Students will examine data to inform decision making | * Disaggregating and analyzing data (test result, grades, enrollment patterns) to discover students who are not taking the highest level of coursework of which they are capable and development of a plan to increase enrolment in more challenging courses (Secondary) * Disaggregating and   analyzing data  (discipline,  attendance, grades)  to discover groups  of students at risk  for academic  failure and  to develop a plan  for improving  grades |
| CACREP 5.G.2.j Develop qualities and styles of effective leadership in schools  CACREP 5.G.2.k Identify community resources and referral resources  CACREP 5.G.2.m Understand legislation and government policy relevant to school counseling | * Students will consult and be supervised by on-site supervisor about the community, role of the school counselor, and polices. | * 600 hours of internship * All activities completed during the internship experience |

**SCHOOL COUNSELING INTERNSHIP HOURS LOG**

Intern: Site:

University supervisor: Site Supervisor:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week 1** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 2** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 3** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 4** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 5** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 6** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 7** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 8** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 9** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 10** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 11** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 12** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 13** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 14** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
|  |  |  |  |  |  |
| **Week 15** | School Counseling Core Curriculum: | Individual Planning | Responsive Services | Indirect Student Services | Foundation,  Management, Accountability |
| Activity | Instruction,  Group Activities | Appraisal,  Advisement | Counseling,  Crisis Response | Referrals,  Consultations,  Collaboration | Program Planning,  Assessment,  Program Improvement |
| Topics |  |  |  |  |  |
| Direct Service Hours |  |  |  |  |  |
| Indirect Service Hours |  |  |  |  |  |
| Supervision |  |  |  |  |  |
| Total Hours |  |  |  |  |  |
| **Semester Total Direct Service** |  |  |  |  |  |
| **Semester Total Indirect Service** |  |  |  |  |  |
| **Total Supervision Hours** |  |  |  |  |  |

**Signatures**

Intern: Date:

Site Supervisor: Date:

Group Supervisor: Date:

Lesson Plan Template

School Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Activity:

Grade(s):

ASCA Mindsets & Behaviors (Domain/Standard):

Learning Objective(s) (aligns with competency):

1.

2.

3.

Materials:

Procedure:

Plan for Evaluation: How will each of the following be collected?

Process Data:

Perception Data:

Outcome Data:

Follow Up:

Classroom Guidance/Core Curriculum Formative Feedback

Date:

Dear:

The purpose of this letter is to provide you with feedback from the recent observation I conducted of you performing one or more of the tasks associated with the school counselor’s role. Additionally, I will at this time provide you with a summary of the overall strengths and areas for improvement identified by your site supervisor and myself to this point in the term. The feedback is intended to assist you in identifying professional development goals for the remainder of the internship period. Both your site supervisor and I are available to assist you in the formulation of these goals and to suggest interventions that facilitate and support your efforts to meet them.

Observation:

Date: Location: Grade: Activity:

|  |  |  |  |
| --- | --- | --- | --- |
| Rating Scale: 1=not demonstrated; 2=demonstrated minimally; 3= demonstrated appropriately | | | |
| The intervention was: | 1 | 2 | 3 |
| Appropriate for the established goal |  |  |  |
| Age and grade appropriate |  |  |  |
| Culturally sensitive and inclusive |  |  |  |
| Consistent with accepted practices in the field of school counseling |  |  |  |
| Consistent with the program at the internship site |  |  |  |
| You demonstrated following teaching behaviors and skills: |  |  |  |
| Begin lessons with something that will capture students’ interests |  |  |  |
| Outline the basic goal/plan of the lesson in the introduction |  |  |  |
| Communicate clearly and accurately |  |  |  |
| Move around the room to keep students engaged |  |  |  |
| Show your enthusiasm and energy |  |  |  |
| Relax and smile |  |  |  |
| Use open-ended questions and facilitate discussions |  |  |  |
| Check often for understanding |  |  |  |
| Use diverse teaching and learning formats |  |  |  |
| Create a supportive environment |  |  |  |
| Capture students’ attention |  |  |  |
| Respect for individual differences in learning and experience |  |  |  |
| Use effective classroom management strategies |  |  |  |
| Be knowledgeable in the content area |  |  |  |
| Stimulate and encourage all students’ involvement |  |  |  |
| Establish positive relationships with students |  |  |  |
| Provide a smooth flow to lessons |  |  |  |
| Management time effectively |  |  |  |
| Restate your learning objective and summarize the lesson |  |  |  |

Overall Performance:

Strengths:

Areas for improvement:

Sincerely,

Malti Tuttle, PhD, LPC, NCC

University Course Instructor

CC: Site Supervisor

Student file