CNL 8670
GRADUATE INTERNSHIP MANUAL FOR SCHOOL COUNSELING

DEPARTMENT OF HUMAN SERVICES

COLLEGE OF EDUCATION AND HUMAN SERVICES

Wright State University
108 Allyn Hall
3640 Colonel Glenn Highway
Dayton, Ohio 45435

(937) 775-2075
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Prepared by
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Program Director

Revised Spring 2014
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PURPOSE OF THE MANUAL

Welcome to internship! Congratulations on the work you have completed thus far in pursuit of the master's degree in school counseling. This internship is designed to meet the CACREP standards for clinical experiences. As internship is the most important aspect of your training, you must take particular responsibility to design a beneficial and rewarding experience. You will receive university and site supervision. Take advantage of learning from your supervisors to develop a meaningful professional identity.

The purpose of this manual is to define the responsibilities of the student, site supervisor, and the university supervisor. It is designed for students to use as a guide for planning an internship experience that reflects the goals of the internship experience, and the program objectives for the school counseling program at Wright State University. Included in this manual, is an orientation for site supervisors and all the forms necessary to begin and complete the internship. The total internship experience is the completion of 600 clock hours (minimum).

PREREQUISITE EXPERIENCES

In addition to the following prerequisite experiences, prior to obtaining departmental approval for internship, students are to be in good standing (all concern conferences issues satisfactorily resolved), in the College of Education and Human Services and maintain a grade point average of 3.0.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course</th>
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<tr>
<td>3</td>
<td>CNL 6010 * Counseling Theory and Practice</td>
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<td>CNL 7220 Group Process</td>
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<td>OR</td>
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<td>3</td>
<td>CNL 6220 Group Background and Theory</td>
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</table>

The following course must be completed with a passing grade on a Pass/Fail grading system:

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<tr>
<th>Hours</th>
<th>Course</th>
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<tbody>
<tr>
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*The indicated courses above must be completed with a grade of "B" or better.
APPLICATION PROCESS

The following procedures are required for registration.

The student:
1. Files an application (Appendix 1) in the Department of Human Services located at 108 Allyn Hall by the dates specified below for each semester of CNL 8670.
   - **Summer and Fall Semester** February 15
   - **Spring Semester** October 10
   Applications apply for one semester only. Students must apply each semester they plan to register for internship.

   Supplies verification of liability insurance for each semester of application. Student applications to join the American Counseling Association (ACA Professional Liability Insurance are available in 108 Allyn Hall). Many teachers will believe they are currently insured through their school district. This must be verified in writing from the appropriate school district officials. Most teachers secure the ACA insurance as well.

   Supplies a copy of their academic advising report from Wings Express to verify prerequisite coursework has been completed.

   Will be admitted to internship if all prerequisites have been met for internship. Note: It may not be possible to accommodate all students applying for internship, as class size is limited. Students not permitted to register one semester will be given priority the next semester. A priority list will be developed based on the following criteria if this should occur:
   - Full-time students on leave of absence or sabbatical
   - Percentage of coursework completed in the program (Students with greater percentage of coursework completed are given priority.)
   - Order in which paperwork is submitted (e.g., first come, first served)

5. Will be assigned to the internship as follows:
   - The student will be notified by mail of conditional acceptance into CNL 8670.
   - The student will be given 14 days from receipt of the conditional letter of acceptance to secure an internship from an approved site and return the completed paperwork to the Practicum/Internship Graduate Assistant in the Department of Human Services (108 Allyn Hall).

6. Will be given departmental approval for registration into CNL 8670 if the following paperwork is completed and submitted:
   - Site Supervisor Information Sheet (and resume if one is not on file with the Department)
   - After departmental approval has been given, a registration slip will be prepared for the student to turn in to the Registrar.

2. Site Information Sheet
3. Proof of Professional Liability Insurance

Policies

All deadlines are strictly enforced.
   - The application process is current for one semester only. Most students complete their internship in 2 semesters (3 credits per semester). However, 2 credit and 4 credit options are also available.
If a student drops the class or does not register for the internship without notifying the Graduate Assistant for Practicum and Internship, the student will not be eligible for internship the following semester until all applications have been received, and there is space available in an internship section.

It is the student’s responsibility to photocopy all forms that will be necessary for subsequent enrollments in CNL 8670.
REQUIREMENTS AND RESPONSIBILITIES OF STUDENT

Student

The student is responsible for finding a school and site supervisor for the internship. The student will:

1. Participate in site orientation activities as designed by the site supervisor. The orientation should include 5-10 hours of observation. The observation hours may be completed prior to the beginning of internship. The purpose of the observation period is for students to learn the role and function of the school counselor at the site, and set goals with the site supervisor for the semester.

2. Complete a minimum of 600 clock hours at the school, taken across 2 semesters. Within the 600 clock hours, complete a minimum of 240 direct service contact hours.

Direct Service Activities

- Counseling: Individual and small group
- Individual Student Planning: Advisement, Appraisal
- School Counseling Core Curriculum: Classroom Guidance, Group Activities

The remainders of the internship hours include completing indirect service activities.

Indirect Service:

- Consultation
- Referrals
- Collaborating
- Coordinating
- Planning
- Office Management Activities
- Supervision time with site supervisor: Site supervision averages one hour per week.

Note: Refer to the ASCA National Model Book for further explanation of direct and indirect student services. Also, refer to the ASCA National Model Book for inappropriate activities.

3. Generate goals of desired outcomes for the internship experience with the site supervisor, each semester of internship. Submit the goals to the university supervisor prior to the start of each semester of internship.
4. Maintain a log indicating dates and number of hours completed at the site, and brief description of the activities.
5. Participate in weekly supervision with site supervisor (an average of one hour per week).
6. Participate in weekly group supervision with University Supervisor (one and one-half hours).

Note: Students should be prepared to provide audio or videotapes of individual or group
sessions. Students must secure all written permissions to tape as stated by the site supervisor, school administrator, and school district policy.
7. Provide the site supervisor with the midterm and final evaluation forms for submission to the site supervisor.
8. Complete and submit the Internship Site Evaluation form at the end of each semester of internship to the university supervisor.
APPENDIX 1
Wright State University
College of Education and Human Services
Department of Human Services
108 Allyn Hall
Dayton, Ohio 45435
(937) 775-2075

Application for Internship
CNL 8670
For School Counseling Majors

Application for Semester: Fall _____ Spring_____ Summer (A Term Only) _____ Year __

Application Deadlines: Fall – February 15   Spring – October 10

1. Student Name_____________________________________________________________
   Address______________________________________________________________
   City______________________ State_____ Zip Code_______________________
   Phone_____________________ Email___________________________________
   University UID #____________________________________________________

2. Will this be your first semester of CNL 8670? _____Yes       ____No

3. Number of credit hours desired:
   _____2 credits  ____3 credits  _____4 credits  ____1 credit (Summer only)

4. Please indicate grade received and date completed for the following Prerequisites:
   (CNL 6010)________________ (CNL 6020)____________________
   (CNL 6030)________________ (CNL 7650)____________________
   (CNL 6620)________________ (CNL 7280)____________________
   (CNL 7220) or (6220)____________  (CNL 7290)____________________

5. List courses in which you are presently enrolled.
   Course No.   Instructor
   ________________________  ______________________
   ________________________  ______________________
   ________________________  ______________________

6. Verification of liability insurance must be attached to this application.

7. A copy of your academic advising report from Wings Express must be attached to this application.

8. Anticipated date of graduation______________________

9. Please check: Full-time student_____ Part-time student_____ 

10. Are you on an approved, limited leave of absence or sabbatical?
    _____ yes       _____no (please attach appropriate documentation from employer)

11. Please provide the academic calendar of the school where you will be completing internship:

__________________________________________
12. Registration Commitment:

By signing below for this class, CNL 8670:

1. I acknowledge the commitment of the Department of Human Services to hold a place for me until the mass registration date for this term, as class size permits.
2. I accept the responsibility for registering as indicated. I realize that failure to do so on my part deprives another student of the opportunity and leaves the Department with partially filled classes, and that my slot may be given to a student on the waiting list.
3. If conditions arise so that registration is not possible, I will notify the Graduate Assistant for Practicum and Internship before the mass registration date for the term.
4. I certify that I will have completed all prescribed work and that I am eligible to take the course designated.
5. I understand that failure to register and/or failure to provide notification may result in my being denied the opportunity to take this course for the next term.

Additional Comments

Signature ___________________________ Date ______________

FOR OFFICE USE ONLY

_____ GPA
_____ Program of Study
_____ Total Hours
_____ Prerequisite
_____ CNL 8650
_____ Leave of Absence
_____ CNL 8670
_____ Insurance Verification
Student Name __________________________ Date ______________

APPENDIX 2
Wright State University
College of Education and Human Services
Department of Human Services
108 Allyn Hall
Dayton, Ohio 45435
(937) 775-2075

Semester: Fall_________ Spring_________ Year___________

CNL 8670
Internship for School Counseling Majors
Contract/Memo of Understanding
*Please submit 2 copies

Student Name __________________________
School Name _______________________________________________________
Site Address__________________________________________________________
City_________________________State________________Zip_________________
Phone (School)________________________________________________________
School Email _________________________________________________________

This Memo of Understanding is entered into between
Dr/Mrs./Mr./Ms. ____________________________________________________________________________
(Site Supervisor Name)
site supervisor for ______________________________________________________ an internship student
(Student's Name)
from Wright State University, College of Education and Human Services, Counselor Education
Program as represented by ________________________________________________
(University Supervisor's Name)

The site supervisor agrees to assume responsibility for assisting the student in conducting
activities related to his or her internship experience in school counseling. These activities are
here defined between the student and the College of Education and Human Services and are
agreed to by the site supervisor. The University Supervisor agrees to maintain periodic contact
with the site supervisor, and to be available for consultation or assistance as needed.
Site Supervisor agrees to:

Provide the student opportunities to earn direct service hours (e.g., individual counseling, small group counseling, large group guidance, small group guidance, advising) per semester as needed.

Provide the student opportunities to learn other functions school counselors perform as appropriate to the expected role and function of a school counselor at the site.

Assist students to secure the necessary student/parental/guardian permission slips to audio or video tape counseling sessions for supervisory purposes, and if necessary secure parental permission slips for participation in small group counseling. When audio or video taping is prohibited, other methods (e.g., observe) will be used to evaluate intern's skills.

Inform students of legal and ethical considerations, (e.g., confidentiality, handling of student records, reporting of child abuse), school policies and other rules that affect the practice of school counseling at your site.

Provide weekly (average of one hour weekly) supervisory meetings with intern.

Complete midterm and final evaluation forms of intern's performance.

Be available for consultations with University Site Supervisor.

Provide the intern with adequate physical facilities to perform expected duties.

Review student's logs and sign them at midterm and final week of internship.

Set goals with the intern for the internship experience prior to the intern’s start date.

Student agrees to

Inform Site Supervisor of the number of direct client hours needed for successful completion of the internship.

Work with the Site Supervisor to set goals for the semester.

Adhere to school policies and regulations related to the practice of school counseling at the site.

Act in a manner consistent with ACA, ASCA, Code of Ethics.

Demonstrate appropriate initiative in securing opportunities for direct service contact hours.

Maintain an excellent attendance record.

Attend site and university supervisory meetings.

Maintain professional liability insurance.

Earn the required clock hours for the semester.

Maintain accurate logs of activities.

Submit signed logs to university supervisor at midterm and final.

Make-up for cancelled appointments with students and faculty as determined by site supervisor.

Complete key assessments as assigned by University Supervisor.

Maintain a consistent schedule for attendance at site.

Secure necessary student/parental/guardian permission slips for audio/videotaping of counseling sessions for supervisory purposes. The following criteria observed:

Consent of student/parent/guardian

No identifying information in the tapes

Played only for university supervision and educational purposes except with the permission of the school, student, and parent/guardian involved

University Supervisor agrees to

1. Meet with intern one semester prior to the start of the internship to discuss appropriate internship experiences and review goals for the semester.

2. Provide weekly group supervision (average of one and one-half hours per week).

3. Critique audio and/or video tapings of counseling sessions.

4. Maintain periodic contact with site supervisor and provide assistance when needed.

5. Critique intern's values and attitude competencies as identified in the Program Objectives.

6. Review with intern legal and ethical standards as defined by ACA and ASCA.
7. Collect and verify student logs, midterm, final site supervisory evaluations, and other relevant materials.
8. Evaluate Key Assessments.
9. File all appropriate paperwork in intern's folder no later than one week following finals week.

____________________________________  ______________________
Site Supervisor's Signature              Date

____________________________________  ______________________
University Supervisor's Signature        Date

____________________________________  ______________________
Student's Signature                      Date

*Please obtain the Site Supervisor’s signature and date, and then sign and date above before submitting to the Graduate Assistant for Practicum and Internship.*
APPENDIX 3
Wright State University
College of Education and Human Services
Department of Human Services
108 Allyn Hall
Dayton, Ohio 45435
(937) 775-2975

Site Supervisor Information Sheet
CNL 8670
For School Counseling Majors
*Please submit 2 copies
**Please attach a copy of the supervisor’s license

Dr./Mrs./Mr./Ms._________________________________________________________
School Name:________________________________________________________________
School Address: ___________________________________________ ___________________________
City_____________________________ State ____________________ Zip __________
Phone______________________ Work __________________Home
Preferred Email___________________________________________________________
Position Title___________________________________________________________
Certified or licensed School Counselor (Ohio certification/license) ____Yes  ____No
Number of years as a certified/licensed school counselor _________
Number of years employed as a school counselor __________
Have you supervised WSU counseling students in the past? ____Yes  ____No
If yes, when _____________________________________________________________
Name of WSU student you will be supervising at this time_________________________

Education
Institution________________________________________________________________
Degree/Year________________________________________________________________

Institution________________________________________________________________
Degree/Year________________________________________________________________

Institution________________________________________________________________
Degree/Year________________________________________________________________

Other Related Educational Experience (Begin with most recent)
1.________________________________________________________________________
   __________________________
   __________________________________________________________________________
   __________________________

2.________________________________________________________________________
   __________________________
   __________________________________________________________________________
   __________________________

3.________________________________________________________________________
   __________________________
   __________________________________________________________________________
   __________________________
Professional Experience  (Begin with most recent)

Employer ____________________________________________________________
Employer Address _____________________________________________________
Dates of Employment _________________________________________________
Job Title _____________________________________________________________

Employer ____________________________________________________________
Employer Address _____________________________________________________
Dates of Employment _________________________________________________
Job Title _____________________________________________________________

Employer ____________________________________________________________
Employer Address _____________________________________________________
Dates of Employment _________________________________________________
Job Title _____________________________________________________________

Professional Affiliations

____________________________________________________________________
____________________________________________________________________

Supervisor Signature____________________________________________________
Date__________________________
For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a $100 stipend, which is to be distributed the following semester. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please complete one of the following sections:

I would like to have the check made out to my agency or school.

Site ________________________________

Site Address __________________________

______________________________

*Tax ID # __________________________

I and/or my site are unable to accept the stipend.

If you have questions or concerns regarding the stipend, please direct them towards:

The Graduate Assistant for Practicum and Internship

Or

The Chair of the Department of Human Services
Stephen B. Fortson, Ed.D., LPCC
108 Allyn Hall
937.775.2075

* As of June 2011, the Ohio Ethics Commission prohibits the College of Education and Human Services from making payments directly to individuals employed in the Ohio Public School System. Payments instead must go to the school district.
Site Information Sheet
CNL 8670
For School Counseling Majors

Student's Name ____________________________________________________________

Phone Number ___________________ Home _____________________________ Work

Site Name ________________________________________________________________

Site Address __________________________________________________________________

City ____________________________ State _______ Zip _______________________

Site Phone Number ____________________________

Site Supervisor __________________________________________________________

Directions to site from WSU, one-way (a printout from mapquest, google maps, etc. is acceptable)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other pertinent information regarding this site:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Student's Internship Placement Evaluation
CNL 8670
For School Counseling Majors

Student Name __________________________________ Semester __________ Year ________

Site ________________________________________________________________________
Site Address ________________________________________________________________
City ___________________ State ________________ Zip ________________
Site Phone _________________________
Site accessibility for individuals with disabilities: Yes or No
Site Supervisor ____________________________________________________________
University Supervisor ________________________________________________________
Number of completed internship semesters __________

Please rate your site using the following scale:

1 = Excellent
2 = Good
3 = Satisfactory
4 = Unsatisfactory
5 = Not applicable this semester

Please note: this evaluation will be accessible to future students in the department in order to assist
them in locating practicum/internship sites.

1. Site
   _____ Supportive staff and administration.
   _____ Physical Facilities
   _____ Flexibility of site in meeting intern's needs
   _____ Overall quality of school counseling program
   _____ Overall evaluation of site

Other comments regarding site:

2. Site Supervisor
   _____ Provided an adequate orientation to site
   _____ Allowed adequate time for individual supervision
   _____ Offered constructive criticism and suggestions
   _____ Provided sufficient assistance with project
   _____ Shared ideas, materials, and counseling and guidance techniques
   _____ Helped arrange individual and group counseling opportunities
   _____ Arranged as many opportunities as possible to develop consultative skills (e.g., arranged
_____Arranged opportunities to learn school counselor's role as program administrator/coordinator
_____Discussed legal, ethical, and policy issues that affect the practice of school counseling
_____Helped intern to synthesize values and attitudes that promote an appropriate professional identity as a school counselor

Other comments regarding Site Supervisor:

Other Comments:

Please return to:

University Supervisor
Wright State University
Department of Human Services
108 Allyn Hall
3640 Colonel Glenn Highway
Dayton, Ohio 45435
APPENDIX 6
CNL 8670 INTERNSHIP
FOR SCHOOL COUNSELING MAJORS
SITE SUPERVISOR MIDTERM EVALUATION
DUE WEEK 7

Semester: Fall___________  Spring___________  Year:___________

Student Name_________________________________________
Site Supervisor_______________________________________
School_______________________________________________
Date_________________________________________________

Please indicate the intern's progress in the following areas using this scale:
6= ____ Excellent Progress
5= ____ Good Progress
4= ____ Satisfactory Progress
3= ____ Unsatisfactory Progress
2= ____ No opportunity to observe this term
1= ____ Not applicable to this school

I. Intern's Personal Characteristics
The intern:
_____ Attires in appropriate dress
_____ Performs in a professional manner
_____ Demonstrates knowledge of strengths and weaknesses
_____ Takes responsibility for growth and learning
_____ Demonstrates appropriate oral and written communication skills
_____ Demonstrates respect for others
_____ Demonstrates interest in helping students
_____ Cooperates with others
_____ Completes paper work in a timely fashion
_____ Demonstrates appropriate organizational and time management skills
_____ Demonstrates punctuality and excellent attendance

II. Intern's Counseling Skills
The intern:
_____ Demonstrates understanding of a standard procedural counseling process
   (e.g., a. Demonstrates empathy, positive regard, genuineness, and respect)
1. Demonstrates active listening skills
2. Demonstrates goal-setting skills
3. Selects strategies that are solution-focused
4. Appropriately terminates counseling
5. Demonstrates appropriate interactions with parents and teachers
6. Evaluates the effectiveness of the counseling session
7. Conducts appropriate follow-up of student progress)
_____ Demonstrates ability to structure a session, which includes discussion of confidentiality, purpose
   of counseling, and other informed consent issues.
_____ Understands the referral procedures for counseling.
_____ Demonstrates age-appropriate counseling strategies for school settings.
_____ Demonstrates counseling skills and strategies that are culturally appropriate for the student.
_____Understands how to maintain and protect counseling notes and records.
_____Motivates students to pursue self-enhancing goals.
_____Understands procedures for organizing group counseling.
_____Demonstrates appropriate group counseling skills
   (e.g. a. Establishes the norms for group work
   b. Establishes the purpose of the group
   c. Helps students set appropriate goals for group counseling experience
   d. Demonstrates active listening skills
   e. Maintains appropriate student behavior during group sessions
   f. Encourages everyone's participation
   g. Teaches students how to respond and interact respectfully to each other
   h. Appropriately evaluates the success of the group
   i. Appropriately terminates the group sessions

_____Understands referral procedures for working with community or mental health agencies.
_____Knows other possible support services for students and families.

III. Intern's Knowledge of Role and Setting
The intern:
_____Understands the role of the counselor in your setting.
_____Participates in various capacities, activities, and functions typically performed by counselors
   at your school.
_____Understands the school's technological mechanisms for organizing student information
   (e.g., class scheduling, attendance, grades, standardized testing)
_____Understands counselor's role as a consultant when serving on school intervention teams.

IV. Professionalism and Supervisor/Supervisee Relationship
The intern:
_____Accepts feedback and recognizes constructive criticism.
_____Commits to act on feedback and recommendations offered during supervisory sessions.
_____Shows evidence of appropriate response to supervisor's recommendations.
_____Communicates respectfully, authentically, and articulately.
_____Practices according to professional, ethical and school policy standards.

Other Comments:

Is a conference with the university supervisor necessary at this time?  _____Yes    ____No

Site Supervisor Signature_____________________________________________
APPENDIX 7
CNL 8670 INTERNSHIP
FOR SCHOOL COUNSELING MAJORS
SITE SUPERVISOR EVALUATION OF INTERNSHIP STUDENT
Department of Human Services
College of Education and Human Services
108 Allyn Hall
3640 Colonel Glenn Highway
Wright State University
Phone: (937) 775-2075 Fax: (937) 775-2042
DUE WEEK 15

Student Name_____________________________________
Site Supervisor____________________________________
School___________________________________________
Date__________________________________

Instructions to the Site Supervisor. Please rate the intern's performance as an intern. Only rate those items where you have had the opportunity to observe and/or discuss with the intern. It is not necessary to respond to each section of this form. However, it is expected that the intern’s counseling skills can be evaluated each semester you supervise the intern. There may be an activity you will never be able to observe because it is not an expected duty of a school counselor at your school. Finally, please complete the section on professionalism.

Please rate intern’s competency in the following areas using this scale:
5 = Frequently demonstrates very high degree of competence
4 = Frequently demonstrates high degree of competence
3 = Demonstrates an adequate degree of competence
2 = Demonstrates a relatively low degree of competence
1 = Demonstrates an extremely low degree of competence
NA = Competency is not applicable to this setting
NO = No opportunity to observe

I. Intern's Counseling Skills
The intern:
_____ 1. Demonstrates appropriate active listening skills
_____ 2. Demonstrates ability to identify and prioritize issues to be resolved
_____ 3. Facilities student’s understanding of issues to be resolved
_____ 4. Demonstrates goal-setting skills
_____ 5. Selects strategies that are solution-focused
_____ 6. Uses age-appropriate counseling strategies
_____ 7. Uses counseling and other intervention strategies that are culturally appropriate for the student
_____ 8. Appropriately terminates counseling sessions
_____ 9. Demonstrates ability to structure a session, which includes discussing confidentiality, the purpose of the counseling session, and other informed consent issues as appropriate
_____ 10. Conducts appropriate follow-up of student progress
_____ 11. Demonstrates appropriate interactions with parents and teachers regarding student progress
_____ 12. Uses appropriate referral processes as necessary
13. Maintains and protects counseling notes and records
14. Uses appropriate small group counseling skills
   (e.g.,
   a. Establishes norms for group behavior
   b. Establishes the purpose of the group
   c. Helps students set appropriate goals
   d. Demonstrates active listening skills
   e. Maintains appropriate student behavior during sessions
   f. Facilitates interaction among students
   g. Initiates appropriate strategies to negotiate the various stages of group behavior
   h. Teaches students to respond and interact respectfully with one another
   I. Appropriately terminates sessions
15. Demonstrates empathy, positive regard, and genuineness in providing counseling services
16. Motivates students to achieve goals
17. Evaluates effectiveness of counseling interventions

Mean Score for Section One (Sum of ratings divided by number of responses)

II. Individual/Small Group Student Planning
The intern:
In large group instruction (classroom guidance, or formal presentations), the intern:
1. Reinforces positive student behavior
2. Maintains student interest
3. Focuses on activities and lessons that impact the academic, personal/social, or career needs of students
4. Demonstrates creativity in delivery of the sessions
5. Facilitates respectful student interaction
6. Selects age-appropriate materials
7. Recognizes students with unique learning and emotional needs and makes necessary adjustments for everyone’s meaningful involvement
8. Selects topics and activities that recognize the dignity, worth, and cultural uniqueness of students
9. Presents material in a logical, sequential and organized manner
10. Evaluates effectiveness of presentations

In small group or individual advising the intern:
11. Provides accurate information to students in areas such as course selection, college and career planning, assessment, scholarships, etc.
12. Demonstrates ability to administer and interpret various assessments as appropriate
13. Demonstrates ability to use computer-based career and educational planning systems
14. Demonstrates ability to organize various approaches to guidance education (e.g., peer-counseling, tutoring, conflict management groups)

Mean Score for Section II (Sum of ratings divided by number of responses)

III. Intern as Consultant
The intern:
1. Demonstrates the ability to interact appropriately on committees and/or intervention teams
2. Demonstrates the ability to identify a problem area regarding student behavior and work with teachers to generate feasible and measurable goals for its remediation.

3. Demonstrates the ability to identify and articulate the need for student referral to internal or external support services.

4. Demonstrates the ability to articulate the role and need for strong school counseling programs to teachers, parents, and others.

5. Demonstrates the ability to provide teachers helpful information regarding student behaviors.

6. Demonstrates the ability to use appropriate observational skills of student behavior for purposes of consultation and intervention.

Mean Score for Section III (Sum of ratings divided by number of responses)

IV. Intern: Indirect Services. The Intern understands procedures for:

1. Constructing a school calendar and a master schedule.

2. Student planning for course selection.

3. Disseminating information (e.g., scholarship, ACT/SAT).

4. Coordinating data entries (e.g., class rank, attendance, and grades).

5. Interpreting test results to students, parents, and teachers.

6. Maintaining and protecting student records.

7. Coordinating test preparation and administration procedures.

8. Coordinating multidisciplinary teams for placement in special education and other services.

9. Coordinating referral information for community agency services.

10. Coordinating school-wide initiatives (e.g., crisis services, prevention programs such as D.A.R.E.).

11. Other, please explain.

Mean Score for Section IV (Sum of ratings divided by number or responses)

V. Professionalism

The intern:

1. Accepts feedback and recognizes constructive criticism.

2. Commits to act on feedback and recommendations offered during supervisory sessions.

3. Shows evidence of appropriate response to supervisor's recommendations.

4. Communicates respectfully, authentically, and articulately.

5. Demonstrates a value base that recognizes the merits and contributions of school counseling in the schools.

6. Demonstrates a value base that recognizes the individuality and worth of every student.

7. Practices according to professional, ethical, and school policy standards.

8. Demonstrates awareness of emotions, strengths, and weaknesses.


10. Appropriately regulates personal emotions, behaviors, and motives in response to people and situations at the school.

11. Demonstrates empathy in working with others.

12. Suspends judgment and thinks before acting.

13. Demonstrates skill in finding common ground and building rapport with other professionals.

14. Exhibits collaborative skills.
15. Sustains positive professional relationships so that work on behalf of students can be achieved
16. Demonstrates a propensity to pursue goals with energy and persistence
17. Maintains excellent attendance and punctuality
18. Dresses appropriately

Mean Score for Section VI (Sum of ratings divided by number of responses)

Other Comments: __________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Site Supervisor Signature and date __________________________________________
PROFILE SHEET

To be completed by Intern after review of site supervisor evaluation with university supervisor.

Intern name ___________________________________________
Semester____________________________________________
Date ____________________________
Site Supervisor ___________________________________________
School ________________________________________________

_____ Mean for Section I.
_____ Mean for Section II.
_____ Mean for Section III.
_____ Mean for Section IV.
_____ Mean for Section V.

Statement by Intern. Based upon this evaluation provide a statement of your plans for further professional growth.

Intern signature ______________________________________________________
APPENDIX 8
CNL 8670 School Counseling Internship
Time Log

Name __________________________________________

Please keep a copy for your records

<table>
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<th>Time</th>
<th>Brief Description</th>
<th>Indirect Hours</th>
<th>Direct Hours</th>
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Final Total

Revised Spring 2014