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
TDD (937) 775-3153
FAX (937) 775-2042
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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.

3 Hours  CNL 6010  Counseling Theory and Practice*
3 Hours  CNL 6020  Techniques of Counseling*
3 Hours  CNL 6030  Education Statistics and Research*
3 Hours  CNL 7650  Principles and Practices of School Counseling**
3 Hours  CNL 6620  Problems in Student Behavior and Development
3 Hours  CNL 7280  Professional Orientation, Ethical Standards, and Legal Issues in Counseling*
3 Hours  CNL 7290  Multicultural Counseling*
3 Hours  CNL 6220 or 7220  Group Process OR Group Background and Theory*
3 Hours  CNL 6210  Crisis Counseling*

The following course must be completed with a passing grade on a Pass/Fail grading system: CNL 8650 Individual and Group Practicum, 3 Hours.

*The indicated courses above must be completed with a grade of "B" or better.

** Must be completed during first or second semester
**APPLICATION PROCEDURE**

*Please refer to the Practicum and Internship PowerPoint presentation on the DHS homepage for additional information.

The following procedures are required in order to register for CNL 8670

**Phase 1**

1. To complete Phase 1, the student needs to submit an application (Appendix 1), proof of liability insurance, and a copy of the program of study, by the dates specified below for each semester of CNL 8670. Please fill out Appendix 1 online (you will be required to log in with your W number and password).

   **Summer Semester and Fall Semester – February 15**

   **Spring Semester – October 10**

   Applications and paperwork apply for one semester only – students **MUST** apply each semester they plan to register for Internship

   The student must supply verification of liability insurance at the time of each application. A photocopy of the insurance application and check will not fulfill this requirement. The student should provide two copies of the policy or anything that states their name and the dates that they will be covered by the insurance. Student applications to join the American Counseling Association (ACA) and applications for ACA professional liability insurance are available in 109 Allyn Hall as well as online (http://www.counseling.org). It is recommended that School Counseling students join the American School Counseling Association (ASCA). Students may choose to purchase insurance through ASCA rather than ACA. This can also be done online (http://schoolcounselor.org). 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 insurance through an outside organization (e.g. ACA or ASCA) as well.

   The Graduate Assistant of Practicum and Internship will check academic advising reports online to verify prerequisite coursework has been completed.

2. A student will be admitted to internship if all prerequisites have been met for internship (see page 3).

   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:

   a. full-time students on leave of absence or sabbatical
b. percentage of coursework in the program (students with greater percentage of coursework are given priority)
c. order in which completed paperwork is submitted (i.e., first come, first serve)

**Phase 2 and Registration Options and Requirements for CMHC Internship**

1. To complete Phase 2, the student is required to submit Appendices 2-4 (see pages 19-28). Phase 2 of the application is due approximately 2 weeks following the Phase 1 deadline. This date will be set each semester and students will be notified through email accordingly. Students should submit two hard copies of completed Appendices 2-4 to the Graduate Assistant for practicum/internship in the office of DHS (108 Allyn Hall). To be given departmental approval for registration into CNL 8670, the following paperwork must be submitted:
   
a. Contract with signatures of Site Supervisor, and Student (the original and a copy); **Students must obtain their site supervisor’s signature and date, as well as their own before submitting.**
   
b. Site Supervisor Information Sheet and a copy of license (the original and a copy); **A Site Supervisor must have a Master’s Degree in School Counseling or Guidance and Counseling and have certification or license in School Counseling (Ohio certification/licensure). The Site Supervisor must also have a minimum of two years experience as a school counselor.**
   
c. Site Information Sheet (the original and a copy);

After departmental approval has been given, the student will receive an email. The Graduate Assistant of Practicum and Internship will have WINGS sections opened for Practicum Students and will create registration slips for Internship Students. A copy of the registration slip will be provided to the student via email. The registration slip must be returned to the registrar.

**Policies**

1. **All deadlines are strictly enforced.**
2. The application process is current for one semester only.
3. If the student drops the class or does not register for the internship section without notifying the Graduate Assistant for practicum/internship the student will not be eligible for internship the following semester, unless, after all applications have been received, there is space available in an internship section
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 for further explanation of direct and indirect student services. Also, refer to the ASCA National Model 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

Please Complete Online
Please fill out Appendix 1 online (you will be required to log in with your W number and password).
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./Mr./Ms./Mrs. ____________
site supervisor for____________________ an internship student from Wright State
University, Department of Human Services, Counselor Education Program as represented by
_____________________. 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.
CREDIT HOURS OPTION SELECTED (check one)

Fall & Spring semesters (15 weeks):

1) 2 credit hours per semester
   a. A minimum of 14 clock hours per week at the site (200 clock hours minimum per semester).
   b. A minimum of 80 direct client contact clock hours per semester (these 80 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum met of 10% or 8 clock hours of the direct client contact in individual counseling and a minimum of 10% or 8 clock hours of the direct client contact in group work).
   c. A minimum of 1 clock hour per week of direct face-to-face individual supervision with the PCC-S Site Supervisor.
   d. A minimum of 1.5 clock hours per week of group supervision with the University Faculty Supervisor.
   e. Student must track 3 clients’ progress to conduct an impact on student learning/client needs form the last semester of internship.

2) 3 credit hours per semester
   a. A minimum of 20 clock hours per week at the site (300 clock hours minimum per semester).
   b. A minimum of 120 direct client contact clock hours per semester (these 120 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 12 clock hours of the direct client contact in individual counseling and a minimum of 10% or 12 clock hours of the direct client contact in group work)
   c. A minimum of 1 clock hours per week of direct face-to-face individual supervision with the PCC-S Site Supervisor.
   d. A minimum of 1.5 clock hours per week of group supervision with the University Faculty Supervisor.
   e. Student must track 3 clients’ progress to conduct an impact on student learning/client needs form the last semester of internship.

3) 4 credits for 1 semester
   a. A minimum of 27 clock hours per week at the site (400 clock hours minimum over the course of the semester).
   b. A minimum of 160 direct client contact clock hours per semester (these 160 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 16 clock hours of direct client contact in individual counseling and a minimum of 10% or 16 clock hours of the direct client contact in group work)
   c. A minimum of 1.5 clock hours per week of direct face-to-face individual supervision with the PCC-S Site Supervisor.
   d. A minimum of 1.5 clock hours per week of group supervision with the University Faculty Supervisor.
   e. Student must track 3 clients’ progress to conduct an impact on student learning/client needs form the last semester of internship.
Summer semester, A Term (6 weeks):

1) 1 credit hours
   a. A minimum of 17 clock hours per week at the site (100 clock hours minimum over the course of the 6-week, A term).
   b. A minimum of 40 direct client contact clock hours per semester (these 40 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum met of 10% or 4 clock hours of the direct client contact in individual counseling and a minimum of 10% or 4 clock hours of the direct client contact in group work).
   c. A minimum of 1 clock hour per week of direct face-to-face individual supervision with the PCC-S Site Supervisor.
   d. A minimum of 1.5 clock hours per week of group supervision with the University Faculty Supervisor.
   e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

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.
   a. Attend site and university supervisory meetings.
   b. 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:

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

   Site Address __________________________________
   __________________________________
   __________________________________

   *Tax ID # ____________________________________

D 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.
APPENDIX 4
Wright State University
College of Education and Human Services
Department of Human Services
108 Allyn Hall
Dayton, Ohio 45435
(937) 775-2075

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:
APPENDIX 5
Wright State University
College of Education and Human Services
Department of Human Services
108 Allyn Hall
Dayton, Ohio 45435
(937) 775-2075

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 participation on intervention teams)
   ____ 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
_____ Demonstrates respect for 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  ________________________________

Student 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
   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 of 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.
_____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
_____9. Demonstrates awareness of how personal emotions affect professional performance
_____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 ________________________________________________

Student Signature ______________________________________________________________
Appendix 8
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 7
Wright State University
College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

### CNL 8650/8670 - Time Log

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<th>Sub Total</th>
<th>Direct Hours</th>
<th>Sub Total</th>
<th>Total/ Day</th>
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<td>Assessment</td>
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<tr>
<td>Prof. Dev.*</td>
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<td>Group Counseling</td>
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</tbody>
</table>

**Indirect Hrs:**

**Direct Hrs:**

**TOTAL HOURS:**

**Cumulative Total Semester Hours:**

**Supervisor Signature & Date:**

**Student Supervisor Signature & Date:**

Submit this form & all workshop materials for proof of Professional Development to your University Supervisor.