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.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CNL 6010</td>
<td>Counseling Theory and Practice*</td>
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<tr>
<td>3</td>
<td>CNL 6020</td>
<td>Techniques of Counseling*</td>
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<td>3</td>
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<td>Principles and Practices of School Counseling**</td>
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<tr>
<td>3</td>
<td>CNL 6620</td>
<td>Problems in Student Behavior and Development</td>
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<td>3</td>
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<td>Professional Orientation, Ethical Standards, and Legal Issues in Counseling*</td>
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</tr>
<tr>
<td>3</td>
<td>CNL 6210</td>
<td>Crisis Counseling*</td>
</tr>
</tbody>
</table>

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).
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 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.

___ 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.
   - 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*
Student Name_________________________________________ Date________

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.
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:
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________________ 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
   (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.
_____ 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  ______________________________________________________
CNL 8670 School Counseling Internship
Time Log

Name __________________________________________

Please keep a copy for your records

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