**Internship Plan for Placement (IPP) for the M.Ed. in School Counseling Program**

Students must demonstrate a plan for internship that meets the following criteria:

* Meaningful chunks of time (at least 3-4 clock hours) that can be spent in the school counseling office.
* Hours must be between 8:30am and 3:30pm, Monday – Friday.
* A minimum of 300 hours is required to be completed in one semester.

Please chart the hours you plan to be in the school counseling office each week; must add up to 300 hours.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Week 1** |  |  |  |  |  |
| **Week 2** |  |  |  |  |  |
| **Week 3** |  |  |  |  |  |
| **Week 4** |  |  |  |  |  |
| **Week 5** |  |  |  |  |  |
| **Week 6** |  |  |  |  |  |
| **Week 7** |  |  |  |  |  |
| **Week 8** |  |  |  |  |  |
| **Week 9** |  |  |  |  |  |
| **Week 10** |  |  |  |  |  |
| **Week 11** |  |  |  |  |  |
| **Week 12** |  |  |  |  |  |
| **Week 13** |  |  |  |  |  |
| **Week 14** |  |  |  |  |  |
| **Week 15** |  |  |  |  |  |
| **Week 16** |  |  |  |  |  |

**NOTE:**Students who cannot make this commitment will not be able to complete this degree program. The site supervisor may need to adjust the IPP to accommodate his or her hours on site. This will be done during the first week of placement. The site supervisor and student work together at that time to ensure at least 120 clock hours of direct service is served along with the opportunity to be observed on all competencies listed on the *Advanced Competency Assessment* (ACA). The ACA is available on the M.Ed. in School Counseling online advising guide.