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EDUC 699-02 SCHOOL COUNSELING
Internship Information and Overview Signature Form
Placement # _____

INTERN INFORMATION AND OVERVIEW FORM	
Intern's Name Intern Email	Name: Email:
Are you a school counseling intern? <i>If no, contact advisor to transfer to the correct section.</i>	
Intern Phone Number(s) with Area Code	
Do you live within a 50-mile radius of Lynchburg, VA?	
If you are not presently a school counselor, explain the arrangements made to ensure that you complete the needed internship hours. <i>(Total 300 cumulative field experience hours between both placements with a minimum 100 hours in an elementary setting and a minimum of 100 hours in a secondary setting.)</i>	
In what type of setting will your internship site be for your 1st placement: elementary, middle school, or high school? CHECK ONE: <input type="checkbox"/> Public School <input type="checkbox"/> Private School If this is a private school, is it accredited? <input type="checkbox"/> <i>(If a private school, a copy of the accreditation certificate must be scanned and submitted to Blackboard with this form.)</i>	Name of internship location: Mailing address of internship location: Type of Setting (Check One) <input type="checkbox"/> Elementary school <input type="checkbox"/> Middle School <input type="checkbox"/> High School
Some students stay with the same supervisor for the duration of the internship and some switch to a new supervisor at 8 weeks. Please indicate your setup.	<input type="checkbox"/> Yes, I am staying with the same supervisor throughout the 16 weeks. <input type="checkbox"/> No, I am starting with a new supervisor at 8 wks
ONSITE SUPERVISOR INFORMATION	
Onsite Supervisor's Name, Email, Phone Number Please indicate Mr., Mrs., Miss, Ms., Dr., Rev	Name: Email: Phone with area code:

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<p>Does your onsite supervisor hold a current state license/certificate in school counseling?</p> <ul style="list-style-type: none"> Obtain a copy of the license Scan it and submit to Bb <p><i>(some states have evidence of licensure on their websites; if you elect to print the screen that depicts supervisor's name, license number, type, date of issue and date of expiration, scan it and load it to Bb, this is acceptable)</i></p>	<p>Check one:</p> <p>_____ Yes, my onsite supervisor holds a license/certificate in school counseling.</p> <p>_____ No, my onsite supervisor does not hold such a license. Explain:</p>
<p>How many years of school counseling experience does your onsite supervisor have? (If less than 3 years, you will need to select another onsite supervisor.)</p>	

Information for the Internship On-Site Supervisor

Instructions to Intern: Please share this information with your onsite supervisor. After you have discussed it, please both you and your supervisor sign the next page. Submit the signed original form to your on-site supervisor and scan and submit a copy to your university supervisor. Remember it is your responsibility to meet all the requirements of this internship and not that of your onsite or university supervisor. Be diligent!

The overall goal of the School Counseling Internship Program is to afford students an opportunity for supervised practice in a school setting enabling the intern to get a hands-on understanding of the school counseling services provided within a school system. Success of the intern program is dependent upon cooperation among the university, school system, and individual school. The roles of the university, site-supervisor, and intern are outlined within this packet.

It is the responsibility of the intern to do the following:

- Establish rapport with the faculty, staff, and administration of the school.
- Become acquainted with the facilities, materials, and policies of the school.
- Confer with the university and site supervisors and implement the suggestions offered for professional growth.
- Complete all requirements in a timely fashion.
- Maintain professional appearance.
- Observe professional ethics.
- Conduct oneself in a professional manner, interacting professionally and effectively with all stakeholders.
- Choose 6 projects (three per population/setting) to create/implement that address all competency areas listed on the Advanced Competency Assessment (ACA).

Structure of the Internship

The student will have two supervisors during the Internship: an on-site supervisor and a Liberty faculty member.

- Intern should be given an orientation by the school personnel (on-site supervisor) that includes:
 - A tour of the school
 - Introduction to all staff
 - History and mission of the school
 - Apprised of office routines and regulations
 - Hours of work
 - Sick policies
 - Use of equipment
 - Available clerical personnel

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- Access to student records
 - Record keeping policies/practices
 - Observation of school counselor and classroom(s). All observations are to be done in keeping with and respecting student confidentiality and privacy.
2. On-site supervisor and intern develop learning goals, schedule, and outline duties and responsibilities.
 3. The student will keep a daily log of the amount of time spent in internship activities.
 4. The interns will work with their mentor to choose 6 projects that address all competencies of the ACA.

School Counseling Intern Requirements

It is expected that the experiences of the School Counselor Intern will include, but not be limited to:

- Attend meetings both formally and informally with school personnel including building administrators, teachers, school psychologist, school social worker, educational diagnostician, district-wide school counselor meetings, etc.
- Attend at least one School Board meeting.
- Review the district policy and procedures manuals.
- Complete course assignments, projects, and portfolio.
- Complete log of hours in LiveText.

The Role and Duties of the School Counselor Intern (PreK-12)

- Individual counseling of students/clients (personal/social, career, academic)
- Small group counseling of students/clients (personal/social, career, academic)
- Classroom guidance activities (developing, implementing, and evaluating)
- Career awareness, exploration, and planning activities
- Consulting and collaborating with stakeholders (e.g., parents, teachers, community)
- Participate in the following types of meetings:
 - Parent –teacher conferences
 - Team/departmental
 - Faculty meetings
 - Counselor meetings and workshops
 - Child study, eligibility, and Individualized Education Program (IEP) meetings
 - 504 committee meetings
 - Response to intervention/early intervention team meetings

- Assist with testing program: interpreting tests/assessments
- Developing action plans and results reports

Other activities/experiences as assigned which are appropriate to the role of the professional school counselor in the school setting/level in which you are placed (e.g., course scheduling in middle and high school, GED testing in high school; head start screenings at the elementary level).

Credentials of Supervisor

The internship supervisor is a practicing school counselor who has an earned a master's degree in education or a related field, holds licensure as a school counselor, and has at least three years of experience as a school counselor.

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Duties of Supervisor

A significant aspect of the professional preparation of school counselors is actual on-the-job experience under the immediate supervision of a practicing school counselor. The internship is designed to provide such an experience. The supervision of the internship entails:

- Planning the Internship projects with the candidate.
- Working with the intern to establish a work schedule, goals, and to outline duties and responsibilities.
- Providing at least one hour of supervision once per week during the Internship with respect to counseling skills development and progress toward meeting all competencies listed on the ACA.
- Providing opportunities for the candidate to obtain required direct contact hours (face-to-face counseling).
- Providing the candidate with a work space that allows for student confidentiality in the counseling session.
- Verifying at the conclusion of the Internship that the candidate has completed activities as established.
- Evaluating the effectiveness with which the Internship was accomplished.
- Contacting the university supervisor at the beginning of the Internship and during the semester as needed.
- Complete two formal written evaluations using the ACA form--a preliminary eval (mid-way) and a final eval (last week of internship) using LiveText (LiveText username and password will be sent via email once placement is confirmed by the Field Experience Office).
- Verify internship hours in LiveText.

We have read and discussed the aforementioned details for the internship experience at Liberty University.

Onsite Supervisor

Date

Intern

Date