



College of Education, Health, & Human Services
Counselor Education and Supervision Program

SCHOOL COUNSELING PRACTICUM AND INTERNSHIP MANUAL

CES WEBSITE: <http://www.kent.edu/ehhs/ldes/CES>



College of Education,
Health and
Human Services

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School Counseling Clinical Experience Planning Process

KENT STATE
UNIVERSITY
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The practicum and internship experience is an important facet of the School Counseling program. The practicum experience represents clinical experiences in which students are first exposed to clients (students) in a school setting. The internship experience represents the culmination of formal academic training in the School Counseling program. It is the opportunity students have to assume the role of professional counselor-in-training and to provide services within a school under appropriate supervision. Students can be designated a "Counselor Trainees" when they are enrolled in either the School Counseling practicum or internship courses and are receiving appropriate face-to-face supervision. The practicum and internship experiences, therefore, serve as a "testing ground" of sorts. During both practicum and internship, students have the opportunity to test the academic course work and formal training received thus far. In addition, students are challenged to practice, in the role of Counselor Trainee, the counseling theories, techniques, and procedures learned in their program.

It is important that each student is matched to a practicum and internship setting that suits their learning requirements. In order to accomplish an appropriate practicum and internship experience, considerable planning and careful preparation must be completed before the student actually begins their clinical experiences. Clinical experiences must provide the student with opportunities to engage in school counseling services, roles, and functions. Once potential practicum and internship site(s) have been located by a student, the Master's Practicum and Internship Coordinator will verify in writing the appropriateness of the setting and supervision prior to the student beginning their practicum and internship experiences.

IMPORTANT NOTES:

Students must have completed the following prerequisite courses to be eligible for CES 6/78026: School Counseling Practicum: CES 68069: School Counseling: Orientation and Ethics; CES 67530: Counseling Theories; CES 67531: Counseling Skills and Techniques; CES 67820: Group Work: Theory and Techniques; CES 68066 Counseling Adolescents; and CES 68067 Counseling Children

Students can only have one course, CES 68068 School Counseling Program Management and Leadership remaining on the prospectus before enrolling in CES 78192: Internship I: School Counseling.

Practicum is offered in the Fall and Spring semesters. Internship I is only offered in the Fall semester and Internship II is only offered in the Spring semester. Practicum and internship is not offered in the summer and therefore, cannot be completed in the summer.

What follows is a step-by-step process for students to follow in identifying and securing a clinical experience in practicum and internship. As a student, it is your responsibility to begin the process early (i.e., at least one full semester prior to the beginning of the practicum or internship experience). This means completing the Clinical Experience Eligibility Form and meeting with your CES faculty advisor to review and sign it. Your careful attention to the Clinical Experience Eligibility Form will ensure that the practicum and internship location process begins smoothly and will help assure that you identify an appropriate school. If you have questions about completing the internship materials, contact your CES faculty advisor or the CES Master's Practicum and Internship Coordinator.



Step-by-Step Directions for Starting School Counseling Practicum

Step 1: Obtain School Counseling Practicum and Internship Manual: Read this manual thoroughly.

Step 2: Complete Clinical Experience Eligibility Form: The second step of the practicum application process is completing the Clinical Experience Eligibility Form, with the two (2) necessary accompanying documents (a) current academic transcript and (b) Student Profile with accompanying documents. Your completion of this form will assist in clarifying your needs and goals for the practicum experience and will help identify an appropriate practicum. You will need to have completed the Clinical Experience Eligibility Form (and the two necessary accompanying documents) before meeting with your CES faculty advisor. Your faculty advisor's signature is required on the Clinical Experience Eligibility Form and will indicate that you are academically ready to begin the practicum experience at the start of the semester you have indicated.

Step 3: Meet with Faculty Advisor: The next step in the process of locating a practicum site is meeting with your CES faculty advisor and discussing your Clinical Experience Eligibility Form. It is recommended that you schedule an appointment and meet face-to-face with your CES faculty advisor early in the semester prior to the semester that you want to complete practicum. Once the Clinical Experience Eligibility Form has been reviewed by your advisor, obtain his/her signature and make a copy of the form for yourself. Discuss with your advisor ways in which to find a practicum site and market yourself as a Counselor Trainee (especially for individuals without two years teaching experience). Remember, it is your responsibility to initiate contact with potential practicum/internship sites, schedule interviews, and finalize the internship agreement – if you have any questions about your responsibilities, talk with your faculty advisor.

Step 4: Submit Completed Clinical Experience Eligibility Form to Master's Practicum and Internship Coordinator: A copy of the Clinical Experience Eligibility Form, signed and dated by both you and your CES faculty advisor, along with the two necessary accompanying documents (i.e., current academic transcript and Student Profile), are due to the Master's Practicum and Internship Coordinator by the dates listed in the **Table of Contents** of this document. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may delay (by as much as an entire semester) the commencement of your Practicum experience.

Step 5: Register yourself for CES 6/78392: School Counseling Practicum: It is up to the student to register himself/herself for the school counseling practicum course. Such sections fill up quickly so register as soon as possible because they are on a first come, first serve basis. If all of the sections are filled and you need to get into a practicum, please see the CES Program secretary to get on a Wait List. The School Counseling Practicum Wait List serves as the document to see if additional sections of practicum need to be opened or additional supervisors need to be hired. There is NO guarantee that students on the Wait List will get into a practicum. The Master's Programs Coordinator will try hard to make this happen but such additional sections or supervisors is depending on funding, budget, and availability of qualified personnel. If the required paperwork for Practicum is not submitted by the deadlines (see Table of Contents), the student will be dropped from their practicum section.

Step 6: Contact Potential Practicum Sites: Once you have identified several potential practicum sites (as a result of conferring with your CES academic advisor or the Master's Practicum and Internship Coordinator), it is recommended that you begin making telephone calls and scheduling appointments **early** in the process (i.e., at the very beginning of the semester prior to the start of your proposed practicum). When you call each school, ask to speak directly with the senior ranking school counselor and/or the building principal, inquire about the specific services provided by each school that a counseling practicum student would be able to offer (e.g., individual & group counseling), and request an on-site interview for a possible practicum experience. Make the initial contact via telephone and not via a faxed or e-mail message to the contact person. In addition, do not base a practicum agreement on a telephone interview! Schedule an on-site interview with the school contact person and meet directly with this person. Take a copy of this School Counseling Practicum and Internship Manual and your resume with you. Keep track of the schools and persons you contact and be certain you know with whom you are speaking and his/her title and position at the school. Also, (especially for those without two years teaching experience) keep in mind that this might be a potential internship site – you want to discuss the possibility of also conducting your 600-hour (two semesters) School Counseling Internship at these schools.

Step 7: Interview Guidelines: Once an interview has been scheduled, take with you a copy of your current resume and a copy of this School Counseling Practicum and Internship Manual to leave with the person with whom you interviewed. Provide that person with the name and telephone number of the Master's Practicum and Internship Coordinator and the School Counseling Program Coordinator. Clarify that **supervision** must be provided by a licensed / certified school counselor who is an employee (part-time, full-time, or contracted with the school) of the school where you will conduct your practicum. In addition, the supervisor at the school must have at least two (2) years of experience as a school counselor. Follow-up the in-person interviews with telephone calls inquiring about the status of your practicum request. Don't wait for them to call you!

Step 8: Completing and Submitting Necessary Paperwork Upon securing a practicum site, meet with the school representative where you will be undertaking your practicum experience to complete necessary paperwork. There are two CES Program forms that need to be completed (including signatures). These forms include: (1) the original School Counseling Practicum Agreement form and (2) the original Assignment of Supervisor and Qualifications of Supervisor Form. Submit these two forms along with the proof of Professional Liability Insurance Policy to the Master's Practicum and Internship Coordinator. These forms and documents need to be completed and on file before you can begin your practicum. **Failure** to submit necessary paperwork by the deadlines specified in this Manual may **delay** (by as much as an entire semester) the commencement of your practicum experience.

Step 9: Complete State and Federal Criminal Background Checks: Please complete state and federal background checks. Check with your advisor, your potential site, and/or the Master's Practicum and Internship Coordinator on methods for obtaining your background checks (e.g., White Hall 221, district office, etc). Results of the State and Federal Background check should be sent directly to the school or district in which you are completing practicum. Verification that the results of state and federal background checks were sent to your school will be obtained on the Supervision Contract.

Step 10: Attend CES 68392: School Counseling Practicum



Step-by-Step Directions for Starting School Counseling Internship

Step 1: Keep in mind that forms used for CES 68392: School Counseling Practicum CANNOT be used for CES 68192: Internship I: School Counseling or CES 68292: Internship II: School Counseling – even if you have the same supervisor!

Step 2: Obtain School Counseling Practicum and Internship Manual: Read this manual thoroughly.

Step 3: Complete Clinical Experience Eligibility Form: The third step of the internship application process is completing the Clinical Experience Eligibility Form, with the two (2) necessary accompanying documents (a) current academic transcript and (b) Student Profile with accompanying documents. Your completion of this form will assist in clarifying your needs and goals for the internship experience and will help identify an appropriate internship. You will need to have completed the Clinical Experience Eligibility Form (and the two necessary accompanying documents) before meeting with your CES faculty advisor. Your faculty advisor's signature is required on the Clinical Experience Eligibility Form and will indicate that you are academically ready to begin the internship experience at the start of the semester you have indicated.

Step 4: Meet with Faculty Advisor: The next step in the process of locating an internship site is meeting with your CES faculty advisor and discussing your Clinical Experience Eligibility Form. It is recommended that you schedule an appointment and meet with your faculty advisor early in the semester prior to the semester that you want to complete internship. Once the Clinical Experience Eligibility Form has been reviewed by your advisor, obtain his/her signature and make a copy of the form for yourself. Discuss with your advisor ways in which to find an internship site and market yourself as a Counselor Trainee (especially for individuals without two years teaching experience). This last topic of discussion may not have to take place if you will be using the practicum site as your internship site.

Step 5: Submit Completed Clinical Experience Eligibility Form to Master's Practicum and Internship Coordinator: A copy of the Clinical Experience Eligibility Form, signed and dated by both you and your CES faculty advisor, along with the two necessary accompanying documents (i.e., current academic transcript and Student Profile), are due to the Master's Practicum and Internship Coordinator by dates listed in the **Table of Contents** of this document. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may delay (by as much as an entire year) the commencement of your Internship experience.

Step 6: Contact Potential Internship Sites: Once you have identified several potential internship sites (as a result of conferring with your CES academic advisor), it is recommended that you begin making telephone calls and scheduling appointments **early** in the process (i.e., at the very beginning of the semester prior to the start of your proposed internship). When you call each school, ask to speak directly with the senior ranking school counselor and/or the building principal, inquire about the specific services provided by each school that a counseling intern would be able to offer (e.g., individual & group counseling), and request an on-site interview for a possible internship experience. Make the initial contact via telephone and not via a faxed or e-mail message to the contact person. In addition, do not base an internship agreement on a telephone interview! Schedule an on-site interview with the school contact person and meet directly with this person. Take a copy of this School Counseling Practicum and Internship Manual and your resume with you. Keep track of the schools and persons you contact and be certain you know with whom you are speaking and his/her title and position at the school. NOTE: This step may not need to be completed if you are using the same internship site and supervisor as you did during your practicum.

Step 7: Interview Guidelines: Once an interview has been scheduled, take with you a copy of your current resume and a copy of this School Counseling Practicum and Internship Manual to leave with the person with whom you interviewed. Provide that person with the name and telephone number of the Master's Practicum and Internship Coordinator and the School Counseling Program Coordinator. Clarify that **supervision** must be provided by a licensed / certified school counselor) who is an employee (part-time, full-time, or contracted with the school) of the school where you will be conducting your internship. In addition, the supervisor at the school must have at least two (2) years of experience as a school counselor. Follow-up the in-person interviews with telephone calls inquiring about the status of your internship request. Don't wait for them to call you! Even if you used the same site for practicum – such a discussion with your potential internship site supervisor is beneficial.

Step 8: Completing and Submitting Necessary Paperwork: Upon securing an internship site, meet with the school representative where you will be undertaking your internship experience to complete necessary paperwork. There are two CES Program forms that need to be completed (including signatures). These forms include (1) the original School Counseling Internship Agreement form and (2) the original Assignment of Supervisor and Qualifications of Supervisor Form. Submit these two forms along with proof of your Professional Liability Insurance Policy to the Master's Practicum and Internship Coordinator. These forms and documents need to be completed and on file before you can begin your practicum. **Failure** to submit necessary paperwork by the deadlines specified in this Manual may **delay** (by as much as an entire year) the commencement of your internship experience.

Step 9: Complete State and Federal Criminal Background Checks: Please complete state and federal background checks. Check with your advisor, your potential site, and/or the Master's Practicum and Internship Coordinator on methods for obtaining your background checks (e.g., White Hall 221, district office, etc). Results of the State and Federal Background check should be sent directly to the school or district in which you are completing internship. Verification that the results of state and federal background checks were sent to your school will be obtained on the Supervision Contract.

Step 10: Enrollment in School Counseling Internship Course: The Master's Practicum and Internship Coordinator will clear students to enroll in CES 68192: Internship I: School Counseling (3 credit hours) the first semester of internship and CES 68292: Internship II: School Counseling (3 credit hours) the second semester of internship. Enrollment will only take place when all required paperwork has been completed and submitted to the Master's Practicum and Internship Coordinator.

Step 11: Attend CES 68192: Internship I: School Counseling

Step 12: Attend CES 68292: Internship II: School Counseling



School Counseling Practicum Log and Document Checklist

This checklist represents all of the major forms that are to be completed during the School Counseling Practicum. However, this checklist does not include any additional requirements found in the course syllabus. It is the student's responsibility to keep the course instructor up-to-date on all paperwork. It is also the student's responsibility to ensure that the course instructor initials this checklist in the appropriate box upon submission of documents. Keep this form in the student's file at all times and update it weekly.

****As the student submits the log/document, please provide the date and initial on the appropriate line. This ensures all paperwork is submitted and the file is complete at the end of the semester****

Student's Name: _____

CRN and Semester: _____ Instructor _____

Logs and Weekly Activity Reports

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: _____

Documents for Registration

Clinical Eligibility Form: _____

Student Profile: _____

Academic Transcript: _____

Other Semester Documents

SCON Practicum Agreement Form: _____

Assignment of Supervisor & Qualification: _____

Liability Insurance: _____ Expiration Date: _____

Supervision Contract: _____

Assessment of Clinical Experience: _____

Practicum Completion Form: _____

Group Supervision/Class Attendance: _____

Skill and Professional Behavior Evaluations

Midterm by Site Supervisor: _____

Final by Site Supervisor: _____

Midterm by Instructor: _____

Final by Instructor: _____



School Counseling Internship I and II Log and Document Checklist

This checklist represents all of the major forms that are to be completed for Clinical Mental Health Counseling Internship. However, this checklist does not include any additional requirements found in the course syllabus. It is the student's responsibility to keep the course instructor up-to-date on all paperwork. It is also the student's responsibility to ensure that the course instructor initials this checklist in the appropriate box upon submission of documents. Keep this form in the student's file at all times and update it weekly.

****As the student submits the log/document, please date and initial the appropriate line. This ensures all paperwork is submitted and the file is complete at the end of the semester****

Student's Name: _____

CRN and Semester—Internship I: _____ Instructor—Internship I: _____

CRN and Semester—Internship II: _____ Instructor—Internship II: _____

Logs and Weekly Activity Reports

Internship I

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: _____

Week 17: _____

Week 18: _____

Internship II

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: _____

Week 17: _____

Week 18: _____

Site Visits

Internship I: _____

Internship II: _____

Student Program Review

End of Internship II: _____

Documents for Registration

Clinical Eligibility Form: _____

Student Profile: _____

Academic Transcript: _____

Other Semester Documents

Internship Agreement Form: _____

Assignment of Supervisor & Qualifications: _____

Liability Insurance: _____ Expiration Date: _____

Liability Insurance: _____ Expiration Date: _____

Supervision Contract Internship I: _____

Supervision Contract Internship II: _____

Skill and Professional Behavior Evaluations

Midterm: _____

Final: _____

Assessment of Clinical Experience

Internship I (if needed): _____

Internship II: _____

SCON Internship Completion Forms

Internship I: _____

Internship II: _____

Group Supervision/Class Attendance Form

Internship I: _____

Internship II: _____



School Counseling Clinical Experience Eligibility Form

KENT STATE
UNIVERSITY
College of Education,
Health and
Human Services

This Clinical Experience Eligibility Form is for...

Anticipated Date of Starting Practicum:

Date Practicum was Completed:

Anticipated Date of Starting Internship:

Date Submitted to Master's Practicum and Internship Coordinator

Master's Practicum and Internship Coordinator's Initials:

Practicum _____

Internship I _____ Internship II _____

_____/_____/_____

N/A _____ or Date _____/_____/_____

N/A _____ or Date _____/_____/_____

Date _____/_____/_____

- This form is **Due March 1st if starting Practicum or Internship I in the Fall Semester or October 1st if starting practicum in the Spring Semester.**
- Read all directions carefully before completing the form.
- NOTE: Separate forms must be used for practicum and internship – this form is NOT to be updated for internship.
- Type or print neatly all information on this form.

I. IDENTIFYING INFORMATION

Name: _____ Banner ID #: _____

Local Address: _____

Permanent Address: _____

Telephone Number(s): _____

E-Mail Address: _____

II. ATTACH A CURRENT ACADEMIC TRANSCRIPT: This is available from the Registrar's Office or through FlashLine and should include all courses completed to this date.

III. SCHOOL COUNSELING COURSES CURRENTLY IN PROGRESS: List all courses in which you are currently enrolled. Include courses you are now taking, or will be taking prior to practicum or internship, and for which you have not received a final grade. You will need to verify the completion of all prerequisites for practicum or internship.

IV. CLINICAL EXPERIENCE SETTING PREFERENCE: This is used while discussing possible internship settings and experiences with your CES faculty advisor. Rate your 1st, 2nd, and 3rd preference:

_____ Grades K – 4

_____ Grades 5 – 8

_____ Grades 9 – 12

V. EXPLANATION OF PREFERRED INTERNSHIP SETTINGS: Explain (on a separate sheet of paper) your reasons for the selections you made in section IV above.

VI. STUDENT PROFILE or Résumé This information should be in the form of a separate, typewritten, double-spaced **resume** addressing the following areas as they relate to your aspirations as a professional school counselor.

- Experience Relevant to School Counseling: Describe paid or volunteer activities through which you have gained experience helpful to a school counseling setting. This is general, so consider any experiences that demonstrate your potential to work with people, such as a residence hall advisor, crisis hotline volunteer, or other related activities.
- Post-Graduation Plans: Indicate your employment aspirations, plans for further study, or other expectations that have a bearing on your professional future as a counselor.
- Describe what goals or educational objectives you hope to accomplish through your clinical experience. What strengths do you take with you into this clinical experience? What areas are you aware of that need further work? Specify if you are interested in certain client groups or specific treatment approaches.
- For Internship ONLY: describe what you have learned from your practicum experience and what are the aspects of your practice that you need to work more on based on your practicum experience.

Student's Signature: _____ Date: _____/_____/_____

CES Faculty Advisor's Signature: _____ Date: _____/_____/_____

Accompanying Documents Needed: (1) Current & Original Academic Transcript, and (2) Student Profile or Résumé.



School Counseling Practicum Agreement Form

KENT STATE UNIVERSITY
College of Education,
Health and
Human Services

Directions: This agreement is to verify for the University, the Practicum Site, and the Counselor Trainee the expectations of the practicum experience and to document that all parties have agreed to take part in this experience. The Practicum Site, the University, and the Counselor Trainee should receive a copy of the completed form for their records. This agreement **MUST** be completed and signed by all appropriate parties, and submitted to the Master's Practicum and Internship Coordinator by **May 1st** if starting Practicum in the Fall Semester or December 1st if starting Practicum in the Spring Semester.

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and

_____ of _____ is for the purpose of identifying
responsibilities (School Name) (City and State)

assumed in the provision of appropriate supervision for School Counseling Student _____
(Counselor Trainee Name)

while he/she is enrolled in the School Counseling Practicum course for _____
(Semester and Year of Practicum Experience)

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a licensed school counselor.
- 2) This agreement shall remain in effect for the duration of the student's practicum experience at the school specified above. Termination of this agreement prior to the successful completion of practicum requires the consultation of the assigned site practicum supervisor, school representative, Practicum Instructor, Master's Practicum and Internship Coordinator at the University, the student's faculty advisor, and the student.
- 3) The practicum experience is typically a voluntary arrangement with no financial remuneration required by the University or school for services provided in the course of fulfilling practicum duties; however, some schools may offer stipends to Counselor Trainees.
- 4) Duration of practicum is typically for one academic semester (approximately 16 weeks' total), exclusive of vacations. Once all necessary paperwork and completed forms have been submitted to the Master's Practicum and Internship Coordinator by the deadline specified in this Manual, and the Master's Practicum and Internship Coordinator has determined that the proposed practicum site and expected experiences are appropriate for fulfilling both CES School Counseling program and state licensure eligibility requirements, the student will enroll for 3 credit hours in the Practicum in School Counseling course for the semester he/she is undertaking the practicum experience.
- 5) Practicum hours shall be in accordance with school work hours and shall total a minimum of 8 clock hours per week for a minimum total of 100 clock hours. Of the 100 clock hours needed, 40 must be in direct and face-to-face service to students/clients. Of the 40 direct hours, a minimum of 20 hours must be individual counseling and a minimum of 10 hours must be small group counseling (not classroom guidance).
- 6) The practicum experience must be representative of a professional school counselor – with an emphasis on basic counseling skills / techniques. That is, during the practicum experience, the counselor trainee must utilize the CACREP (2009) standards.
- 7) Students cannot begin accruing clock hours towards practicum requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site/school supervisor, Master's Practicum and Internship Coordinator, and Counselor Trainee), have been submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Master's Practicum and Internship Coordinator, and the practicum setting and experience have been determined to be appropriate by the Master's Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.
- 8) Students who are engaged in school practicum-related activities and are enrolled in the school counseling practicum course, are required to attend weekly practicum class sessions. Exceptions to this must be approved jointly by the School Counseling Practicum Instructor and Master's Practicum and Internship Coordinator, and methods for fulfilling all practicum requirements must be clarified before the beginning of the practicum experience.
- 9) It is important to note that School Counseling Counselor Trainees may wish to complete their internship experience after they complete their practicum at the same site/school as their practicum. However, the Counselor Trainee, the Master's Practicum and Internship Coordinator, and the site/school supervisor must agree to do this. Any of these three parties may nullify this agreement. The major difference between the School Counseling Practicum and the School Counseling Internship are as follows:
 - Practicum is a 3-credit hour course to be completed over one semester with 100 hours of experience (40 hours of which are direct student contact) and Internship I (3 credit hours) and Internship II (3 credits hours) total a 6-credit hour experience to be completed over two semesters with 600 hours of experience (240 hours of which are direct student contact).
 - There are six courses that must be completed before entering Practicum (School Counseling: Orientation and Ethics, Counseling Theories, Counseling Skills and Techniques, Group Work: Theory and Technique, Counseling Children, and Counseling Adolescents). Students can only have Program Management and Leadership remaining on the 48-semester hour prospectus before entering CES 68192: Internship I: School Counseling. All coursework must be completed before entering CES 68292: Internship II: School Counseling.
 - Practicum is an opportunity to PRACTICE therapeutic skill building, relating to students, and working through the therapeutic process while Internship is an opportunity to serve in the role and function of a professional School Counselor.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the School Counseling Practicum, including approval of the practicum site and experience, maintaining on-going and direct communication with school representatives, ensuring that Counselor Trainees are academically ready to begin the practicum experience, and grading.
- 2) Provide information regarding the CES School Counseling program and curriculum in order that the school may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.
- 3) Designate one CES faculty member each academic semester to serve as the Practicum Instructor for the student and to communicate directly with the site/school supervisor. The practicum instructor will facilitate 2.5 hours of group supervision on a weekly basis (this group consists of the practicum instructor and no more than six students) and one hour of weekly individual or triadic supervision to students. The role of the Practicum Instructor and the Master's Practicum and Internship Coordinator will be that of a consultant; the designated site/school supervisor will assume legal responsibility for all students seen by the Counselor Trainee.

Responsibilities of the School

The School agrees to:

- 1) Designate one staff person as site/school supervisor with appropriate graduate degree and a school counseling license / certificate. This person must be an employee (part-time, full-time, or contracted with the school) of the School where the practicum will be conducted. In addition, the school supervisor must be a professional practicing as a licensed / certified school counselor for at least two years. The designated site/school supervisor will assume legal responsibility for the welfare of all students seen by the Counselor Trainee.
- 2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Practicum Instructor and Master's Practicum and Internship Coordinator.
- 3) Ensure that at least 40 clock hours are devoted to direct, face-to-face service to students and offer audio/video-taping access for a minimum of 5 counseling sessions. Recording should only occur with the permission of the student's parent/guardian. In addition, it is preferable that all sessions completed by the Counselor Trainee are audio/video taped. For these additional sessions live or co-counseling can occur in the absence of taping. A minimum of 5 sessions must be audio/video taped. Within these 40 hours, a minimum of 10 small group counseling hours (not classroom guidance) must be accrued but shall not exceed 20 hours of group counseling.
- 4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to students.
- 5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of students, etc.).
- 6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.
- 7) Complete the student evaluation materials in a timely fashion.
- 8) Inform the University of School policies and procedures that are relevant to the experience of students.
- 9) Provide appropriate working conditions and physical arrangements for the practicum, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with students/clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:
 - settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);
 - settings for small-group work with assured privacy and sufficient space for appropriate equipment;
 - necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
 - settings with observational and/or other interactive supervision capabilities; and
 - procedures that ensure that the client's confidentiality and legal rights are protected.
- 10) Maintain close communication with the University in relation to practicum activities through available means such as field supervisor meetings, correspondence with the Master's Practicum and Internship Coordinator, on-site visits by the Practicum Instructor, and telephone contacts.
- 11) Monitor student performance and report to the University Practicum Instructor and/or Master's Practicum and Internship Coordinator if difficulties in performance, ethics or other practicum related activities arise.
- 12) Allow the practicum student to attend weekly practicum class.

Responsibilities of the Student / Counselor Trainee

- 1) The Counselor Trainee enroll in the Practicum for School Counseling course for one semester (3 semester hours) and will attend all classes/seminars for School Counseling practicum for the entire length of the practicum experience. Within this class, 2.5 hours of group supervision /instruction will be provided and students will be actively participating in this experience
- 2) The Counselor Trainee will complete a weekly School Counseling Practicum and Log and will submit the originals on a weekly basis to the Practicum Instructor, and copies to the site/school supervisor.

3) The Counselor Trainee must complete duties assigned and hours scheduled at the practicum site, according to the agreement established between the student and school representative. This includes reporting directly to site/school supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).

4) Counselor Trainees are expected to conduct themselves in a professional manner throughout the entirety of the practicum experience. This means up-holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the American School Counseling Association.

5) Counselor Trainees are responsible for seeing that all paperwork related to the practicum is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Practicum class) and is on file.

6) The student will ensure that the practicum site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.

7) The student will ensure that the Practicum Site and Master's Practicum and Internship Coordinator receive copies of the completed School Counseling Practicum Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by May 1st if starting Fall Semester or December 1st if starting Spring Semester. The student will also be certain that the Mid-semester and Final Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Practicum Completion Form are properly completed and placed in the student's practicum file.

8) The student must purchase professional liability insurance and provide proof of current coverage throughout the practicum experience.

The signatures below indicate that each person understands the Practicum requirements for the School Counseling Master's degree Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this School Counseling Practicum Agreement Form.

The School Counseling Practicum will begin (month/year)____/____ and conclude (month/year)____/____ for a total of ____ weeks.

School Representative (preferably the Principal):

Printed: _____ Signed: _____

Title: _____ Date: ____/____/____

School Name & Address: _____

Practicum Student Name Printed: _____ Signed: _____ Date: ____/____/____

Master's Practicum & Internship Coordinator: Signed: _____ Date: ____/____/____



School Counseling Internship Agreement Form

Directions: This agreement is to verify for the University, the Internship Site, and the Counselor Trainee the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University and the Counselor Trainee should receive a copy of the completed form for their records. This agreement **MUST** be completed and signed by all appropriate parties, and submitted to the Master's Practicum and Internship Coordinator **by May 1st if starting Fall and December 1st if changing sites for Internship II.**

This agreement between the Counselor Education and Supervision (CES) Program at

Kent State University and _____ of _____ is for the purpose of
identifying (School Name) (City and State)

responsibilities assumed in the provision of appropriate supervision for School Counseling Student _____
(Counselor Trainee Name)

while he/she is enrolled in the School Counseling Internship course for _____
(Semester(s) and Year(s) of Internship Experience)

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a licensed school counselor.
- 2) This agreement shall remain in effect for the duration of the student's internship experience at the school specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned site internship supervisor, school representative, Internship Instructor, Master's Practicum and Internship Coordinator at the University, the student's faculty advisor, and the student.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or school for services provided in the course of fulfilling internship duties; however, some schools may offer stipends to Counselor Trainees.
- 4) Internship is a two-semester experience (e.g., Internship I in the fall semester then Internship II in the spring semester). Once all necessary paperwork and completed forms have been submitted to the Master's Practicum and Internship Coordinator by the deadline specified in this Manual, and the Master's Practicum and Internship Coordinator has determined that the proposed internship site and expected experiences are appropriate for fulfilling both CES School Counseling program and state licensure eligibility requirements, the student will be cleared to enroll in the Internship I: School Counseling for the semester he/she is beginning the internship experience.
- 5) Internship hours shall be in accordance with school work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to students, other school personnel regarding students, or parents.
- 6) The internship experience must be representative of the role and function of a professional school counselor. That is, during the internship experience, Counselor Trainees must utilize the current CACREP academic standards. It is critical that students receive a wide variety of experiences during their internship – students from the Kent State University, School Counseling master's degree program have completed all CACREP core curriculum standards prior to the start of internship.
- 7) Students cannot begin accruing clock hours towards internship requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site/school supervisor, Master's Practicum and Internship Coordinator, and Counselor Trainee). The forms need to be submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Master's Practicum and Internship Coordinator, and the internship setting and experience is determined to be appropriate by the Master's Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.
- 8) Students who are engaged in school counseling internship-related activities and are enrolled in a school counseling internship course and are required to attend weekly internship class sessions.
- 9) It is important to note that School Counseling Counselor Trainees may have completed their practicum experience at the same site/school as they wish to complete their internship. However, the Counselor Trainee, the Master's Practicum and Internship Coordinator, and the site/school supervisor must agree to do this. Any of these three parties may nullify this agreement.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the School Counseling Internship, including approval of the internship site and experience, maintaining on-going and direct communication with school representatives, ensuring that Counselor Trainees are academically ready to begin the internship experience, and grading.
- 2) Provide information regarding the CES School Counseling program and curriculum in order that the school may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.

3) Designate one CES faculty member each academic semester to serve as the Internship Instructor for the student and to communicate directly with the site/school supervisor. The Instructor will lead and facilitate weekly school internship class sessions (2.5 hours weekly) to which all Counselor Trainees are required to attend, and are available for consultation with the site/school supervisor and students throughout the duration of internship. The role of the Internship Instructor and the Master's Practicum and Internship Coordinator will be that of a consultant; the designated site/school supervisor will assume legal responsibility for all students seen by the Counselor Trainee.

Responsibilities of the School

The School agrees to:

- 1) Designate one staff person as site/school supervisor with appropriate graduate degree and a school counseling license/certificate. This person must be an employee (part-time, full-time, or contracted with the school) of the School where the internship will be conducted. In addition, the school supervisor must be a professional practicing as a licensed / certified school counselor for at least two years. The designated site/school supervisor will assume legal responsibility for the welfare of all student clients seen by the Counselor Trainee.
- 2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Internship Instructor and Master's Practicum and Internship Coordinator.
- 3) Ensure that internship hours shall be in accordance with school work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to students, other school personnel regarding students, or parents.
- 4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to students.
- 5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of students, etc.).
- 6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.
- 7) Complete the student evaluation materials in a timely fashion.
- 8) Inform the University of School policies and procedures that are relevant to the experience of students.
- 9) Maintain close communication with the University in relation to internship activities through available means such as field supervisor meetings, correspondence with the Master's Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 10) Provide appropriate working conditions and physical arrangements for the internship, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with students/clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:
 - settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);
 - settings for small-group work with assured privacy and sufficient space for appropriate equipment;
 - necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
 - settings with observational and/or other interactive supervision capabilities; and
 - Procedures that ensure that the client's confidentiality and legal rights are protected.
- 11) Monitor student performance and report to the University Internship Instructor and/or Master's Practicum and Internship Coordinator if difficulties in performance, ethics or other internship related activities arise.
- 12) Allow the student intern to attend weekly internship class.

Responsibilities of the Student / Counselor Trainee

- 1) The Counselor Trainee will be enrolled in Internship I then Internship II and will attend all classes/seminars for School Counseling Internship for the entire length of the internship experience.
- 2) The Counselor Trainee will complete a weekly School Counseling Internship Log and will submit the originals on a weekly basis to the Internship Instructor, and copies to the site/school supervisor.
- 3) The Counselor Trainee will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and school representative. This includes reporting directly to site/school supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).
- 4) Counselor Trainees will be expected to conduct themselves in a professional manner throughout the entirety of the internship experience. This means up-holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the American School Counseling Association.
- 5) Counselor Trainees are responsible for seeing that all paperwork related to the internship is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.
- 6) The student will ensure that the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.

7) The student will ensure that the Internship Site and Master's Practicum and Internship Coordinator receive copies of the completed School Counseling Internship Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by May 1st if starting Fall Semester or December 1st if changing Internship sites for the Spring Semester. The student will also be certain that the Mid-semester (at the completion of Internship I) and Final (at the completion of Internship II) Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Internship Completion Form are properly completed and placed in the student's internship file.

8) The student must purchase professional liability insurance and have proof of current coverage throughout the internship experience.

The signatures below indicate each person understands the Internship requirements for the School Counseling Master's degree Program at Kent State University. The signatures also represent each person's agreement to upholding his or her respective responsibilities outlined in this School Counseling Internship Agreement Form.

Internship I: School Counseling will begin (month/year) / ____ and conclude (month/year) / ____ for a total of ____ weeks.

Internship II: School Counseling will begin (month/year) / ____ and conclude (month/year) / ____ for a total of ____ weeks.

School Representative (preferably the Principal):

Printed: _____ Signed: _____

Title: _____ Date: ____/____/____

School Name & Address: _____

Internship Student: Printed: _____ Signed: _____ Date: ____/____/____

Master's Practicum & Internship Coordinator: Signed: _____ Date: ____/____/____



SCON: Assignment of Supervisor and Qualifications of Supervisor Form

KENT STATE
UNIVERSITY

College of Education,
Health and
Human Services

Directions: **Please type or print CLEARLY** all requested information. This form is to be completed at or about the time the School Counseling Practicum Agreement Form or the School Counseling Internship Agreement Form is completed and the original submitted to the Master's Practicum and Internship Coordinator by May 1st for Practicums or Internships beginning in the Fall semester and December 1st for Practicum and any Internship changes in the Spring semester. NOTE: This form is not to be used twice – separate Assignment of Supervisor Forms is to be used for practicum and internship (even if the Counselor Trainee maintains the same supervisor for both practicum and internship).

Name of School Counseling Counselor Trainee: _____

School Name: _____

Assigned Supervisor Contact Information (or attach business card):

Name: _____

Address: _____

Phone Number (with area code): (_____) _____

E-Mail Address: _____

Current Job Title: _____

LICENSURE INFORMATION

Type of License	State & Department Issuing Licensure	License # / ID & Expiration Date

CERTIFICATION INFORMATION

Type of Certification	State & Department Issuing Certification	Certification # / ID & Expiration Date

EDUCATIONAL/ACADEMIC INFORMATION

Highest Degree Earned	Major / Program of Study

This Assignment of Supervisor Form being used for:

- Practicum: _____. This Practicum will extend for _____ hours a week for _____ weeks, totaling at least 100 clock hours of service, of which a minimum of 40 clock hours are devoted to direct, face-to-face service. Minimum face-to-face supervision hours to be provided each week = 1 hour of individual supervision for every 8 work hours. The site/school supervisor will assume full and direct legal responsibility for all clients seen by the student intern.
- Internship: _____. This Internship will extend for _____ hours a week for _____ weeks, totaling at least 600 clock hours of service, of which a minimum of 240 clock hours are devoted to direct, face-to-face service. Minimum face-to-face supervision hours to be provided each week = 1 hour of individual supervision for every 20 work hours. The site/school supervisor will assume full and direct legal responsibility for all clients seen by the student intern.

* Please attach a brochure of the school.

Site Supervisor's Signature: _____ Date: ____/____/____

Printed Site Supervisor's Name: _____ Date: ____/____/____

Student Name: _____ Date: ____/____/____

Master's Practicum & Internship Coordinator's Signature: _____ Date: ____/____/____



School Counseling

Reporting: Weekly Practicum and Intern Report and Logs

KENT STATE
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Health and
Human Services

I. Weekly Practicum Log: A copy of the School Counseling Practicum Log can be downloaded at <http://www.kent.edu/ehhs/ides/ces/documents> Students are required to turn in their completed logs (with signatures) weekly to their Practicum instructor.

I. Weekly Internship Log: A copy of the School Counseling Internship Log can be downloaded at <http://www.kent.edu/ehhs/ides/ces/documents> Students are required to turn in their completed logs (with signatures) weekly to their Internship instructor.



Instructions for Performance Evaluations

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Health and
Human Services

It is expected that open communication between the counselor trainee, the site supervision, the course instructor, and the Master's Practicum and Internship Coordinator is maintained. In order to maintain communication, foster counselor trainee development, and maintain high standards of the School Counseling program and profession, a formal evaluation procedure has been developed. Please see the below evaluation procedures:

Practicum

To be completed by the site supervisor:

- Complete the Supervision Contract at the start of practicum. Use this form as needed to meet, add, or modify counselor trainee goals.
- Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at mid-semester.
- Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at the end of the practicum experience (e.g., at the end of the semester).

To be completed by the course instructor / supervisor:

- Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at mid-semester.
- Complete the Skill Evaluation Form (both for skills and professional behavior) for practicum at the end of the practicum experience (e.g., at the end of the semester).

To be completed by the student:

- Complete the Assessment of Clinical Experience form.

Internship I

To be completed by the site supervisor:

- Complete the Supervision Contract at the start of Internship I. Use this form as needed to meet, add, or modify counselor trainee goals.
- Complete the Skill Evaluation Form (both for skills and professional behavior) for Internship I at the end of Internship I.

Internship II

To be completed by the site supervisor:

- Complete the Supervision Contract at the start of Internship I. Use this form as needed to meet, add, or modify counselor trainee goals.
- Complete the Skill Evaluation Form (both for skills and professional behavior) for Internship II at the end of Internship II. To

be completed by the student:

- Complete the Assessment of Clinical Experience form.



School Counseling Clinical Experience Permission Form

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Human Services

_____ (Counselor Trainees Name) is currently completing requirements for the practicum or internship part of the master's degree in School Counseling at Kent State University. The purpose of this practicum or internship is to develop and refine counseling skills and interventions in working with school age children. In order to complete the criteria for this course, individual and/or group counseling sessions must take place. To facilitate the evaluation of the supervisee's skills and provide training supervision, these sessions will be audio / video taped. Selected tapes may be reviewed by the on-site supervisor (a licensed school counselor) at your child's school and will be reviewed by the course instructor from the University, _____, a doctoral student supervisor (if applicable) _____, and members of the School Counseling Practicum OR School Counseling Internship course at the University. The school district will maintain legal responsibility for services to students in its schools. Audio/videotapes are erased after they have been used for supervisory purposes

Your student's records are maintained as confidential according to the provisions of state and federal laws and ethical guidelines of the school counseling profession. Exceptions to confidentiality include if your student may be at risk of harm to self or others including child/dependent adult abuse. Another exception to confidentiality is that records may be court-ordered or subpoenaed by a court of law without client/guardian consent

The course at Kent State University runs from _____ until _____.

Print Name of School: _____

Print Name of Child: _____

I, _____ (Print Name of Parent or Legal Guardian), grant permission for my child / legal dependent to receive counseling from _____ (Print Name of Counselor Trainee) in her / his role as a graduate student enrolled in a School Counseling Practicum or School Counseling Internship course through Kent State University.

Signature of Parent or Legal Guardian: _____ Date: ____/____/____

Signature of On-Site Supervisor at My Child's School: _____ Date: ____/____/____

Signature of Principal at My Child's School: _____ Date: ____/____/____

Signature of the Kent State University Instructor: _____ Date: ____/____/____

Title of Course Student is enrolled: _____



Other Necessary and Required Documents for SCON Practicum

KENT STATE
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Health and
Human Services

The following documents are needed to complete the requirements for SCON Practicum. Please get them from the CES webpage under “current students” then “documents”. Please get these documents at the very beginning of the Practicum semester and do not use documents from any other source or sooner than the week before the beginning of The Practicum semester.

- Supervision Contract
- SCON Practicum Skill Evaluation Form and Professional Behavior Form
- Weekly Reports and Logs
- Group Supervision/Class Attendance Form
- Practicum Completion Form
- SCON Practicum Assessment of Clinical Experience Form



Other Necessary and Required Documents for SCON Internship I & II

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Health and
Human Services

The following documents are needed to complete the requirements for SCON Internship I & II. Please get them from the CES webpage under “current students” then “documents”. Please get these documents at the very beginning of the internship semester and do not use documents from any other source or sooner than the week before the beginning of the internship semester. Please note—each of the below mentioned documents are **required** and **must** be submitted for **each semester** of Internship I and Internship II.

- Supervision Contracts
- SCON Internship Skill Evaluation Form and Professional Behavior Form
- Weekly Reports and Logs
- Group Supervision/Class Attendance Form
- Internship Completion Form
- SCON Internship Assessment of Clinical Experience Form
 - Only to be submitted at the end of Internship II (unless site or supervisor change occurred after Internship I, then it is to be submitted both semesters).

