

Counselor Education Field Experiences Manual

Elementary & Secondary School Counseling



The Citadel
Zucker Family School of Education
Charleston, SC

TABLE OF CONTENTS

I.	Introduction.....	2
II.	Prerequisites and Procedures for Application to School Counseling Practicum/ Internship.....	2
	Application Process.....	2
III.	Practicum.....	3
IV.	Internship.....	5
V.	Appendices.....	7
	Appendix 1: School Counseling Practicum Application.....	7
	Appendix 2: School Counseling Internship Application.....	9
	Appendix 3: Instructional Agreement.....	11
	Appendix 4: Expectations for Site Supervisors.....	14
	Appendix 5: Practicum Counselor Trainee Agreement.....	16
	Appendix 6: Internship Counselor Trainee Agreement	17
	Appendix 7: Consent for Counseling Services (sample).....	18
	Appendix 8: Case Notes.....	19
	Appendix 9: Instructions for Time Log.....	20
	Appendix 10: Time Log (sample).....	21
	Appendix 11: Time Log Form.....	22
	Appendix 12: Practicum and Internship Weekly Reflection Form.....	23
	Appendix 13: Practicum and Internship Completion Form.....	24
	Appendix 14: Practicum Cover Sheet.....	26
	Appendix 15: Internship Cover Sheet.....	27

Introduction

This manual provides information about field experiences in the counselor education program in the Zucker Family School of Education at The Citadel, Charleston, South Carolina. These experiences consist of the practicum, internship, and supervision.

Field experiences are a part of the school counseling specialty within the counselor education program. The practicum is designed to help students develop requisite counseling skills and knowledge of the applied setting. The internship provides the student with experience in all aspects of professional functioning applicable to the school counseling specialty. Individual and group supervision are an integral part of the practicum and internship experiences and are provided by both the site supervisor and faculty supervisor.

All students must have personal professional liability insurance in effect before beginning any practicum or internship experience. This insurance is available to student members of either the American School Counselor Association (ASCA) or the American Counseling Association (ACA). Application forms for liability and membership in ACA or ASCA are available on the following websites:

American School Counselor Association (ASCA) <http://www.schoolcounselor.org>

American Counseling Association (ACA) <http://www.counseling.org>

All students are required to produce evidence of a negative tuberculin (TB) test prior to beginning their fieldwork experience. TB tests can be obtained through your personal physician or through the county health department. These tests are current for one year.

All students must be cleared by the South Carolina State Department before beginning the practicum/internship experience.

Pursuant to Section 59-25-115 of the SC Code of Laws, all candidates must first apply for clearance to serve in a South Carolina public school as part of their program's student teaching or clinical experience requirements. After applying for clearance, candidates must complete the fingerprint process before they can begin student teaching in a South Carolina school.

To apply for clearance to serve in a South Carolina school setting, candidates must:

1. Complete the Application for Student Teaching Approval and Initial Certification prior to all other steps. Fingerprint reports received prior to completion of an application will not be accepted.
2. Submit the non-refundable \$105 Processing Fee online through the CATS Portal.
3. Complete the Fingerprinting Process and Criminal Records Review. Fingerprint reports received prior to completion of an application will not be accepted.

4. If enrolled in an online program offered by an out-of-state institute of higher education, educators must submit a program description attached to a [Request for Change/Action Form](#) to be evaluated for program pre-approval. Program descriptions must include the name of the providing institution, name of the program, a list of all required coursework in the program, and any enrollment or graduation requirements.

Prerequisites and Procedures for Application to School Counseling Practicum/Internship

Application Process

Applications for the practicum and internship may be found in this manual (Appendices 1 and 2), the Zucker Family School of Education office, the Clinical Coordinator of Field Experiences, or on the Counselor Education Program website. Each applicant must meet with and discuss his or her plans for practicum/internship with his or her assigned advisor. The student's progress in the counselor education program is reviewed by his or her faculty advisor at this time. If the student's progress is judged as satisfactory, application and registration in the practicum/internship will be permitted. If it is judged as unsatisfactory, application and registration will not be permitted. Consequently, the advisor and student will make arrangements for the student's remediation.

Site placements for school counseling students are coordinated by the Clinical Coordinator of Field Experiences for the Counselor Education Program and all students must wait for formal notification from the coordinator before contacting the assigned placement. Students may contact schools to inquire about potential placements and note these contacts on their application; however, the Clinical Coordinator will determine where all placements will be made and give a final approval. Applications for spring semester placement are due on the last Friday of September, and applications for fall semester are due on the last Friday of January. Specific dates will be advertised each semester. Applications received after these dates will be placed on a waiting list and, if spaces are available for the desired semester, registration will be permitted. If no spaces are available, the student must reapply for another semester.

A new application must be completed for each session or semester of internship registration. Practicum experiences must be completed within one semester. The internship may be completed over two concurrent semesters.

Practicum

School Counseling Practicum (EDUC 629) is a three (3) semester-hour course taken after all coursework has been completed. Exceptions may be granted for students to take other classes concurrently with the practicum by the student's advisor.

Practicum students will complete a minimum of 100 hours of on-site activity, 40 of these hours being direct service and may include individual and group counseling, and classroom guidance.

A good “rule of thumb” to use is if the student is present for the counseling session or meeting, then the hours are direct. The remaining 60 hours may be in other counseling and guidance related activities.

The student will receive supervision from site and faculty supervisors. **The site supervisor will provide one hour of face-to-face supervision every week of the practicum experience.** Students are required to participate in weekly group supervision sessions with the faculty supervisor and other practicum students. The site supervisor will check-in with the faculty supervisor on a biweekly basis by e-mail or phone, or more frequently as needed based on the students progress in the practicum and/or internship.

At the beginning of the practicum, the **Instructional Agreement (Appendix 3)** should be completed by the practicum student and site supervisor. The student will give his or her faculty supervisor the original agreement and provide a copy to the site supervisor. Additionally, the practicum student is expected to share a copy of the EDUC 629 syllabus and a copy of the Expectations for Site Supervisors (Appendix 4) with the site supervisor. Site supervisors are encouraged to provide adequate orientation to the comprehensive counseling program, including the faculty, staff, and facilities at the site. However, the site supervisor and practicum student should work together to secure consent forms in order for the student to begin taping by the second week of practicum. Practicum students are encouraged to videotape a counseling session by the third week of the semester.

The practicum student is also responsible for duties outlined in the Instructional Agreement.

Recommended guidelines for the practicum include:

- A. A total of 15 individual counseling sessions for at least 20 minutes.
 1. A minimum of seven (7) children should be seen who are from diverse populations.
 2. Arrange to see a minimum of two (2) children who present a handicapping condition (if possible).
 3. Maintain at least two (2) sustaining counseling relationships with at least six (6) visits with the same child and write a summary for each.
 4. If placed in a middle school or high school, try to see at least two (2) adolescents who have been identified as "at risk."
- B. Lead or co-lead a minimum of three (3) sessions of group counseling with two different groups. More than three sessions per group is encouraged.
- C. Conduct a minimum of two (2) guidance activities and post lesson plans on Livetext.
- D. Post 5 specific, measurable goals for the practicum experience on Livetext.
 - a. two (2) goals focused on school based projects
i.e. to assist counselor with career fair or related project.
 - b. two (2) goals focused on your improving counseling skills
i.e. to practice a new theory with a student.
 - c. one (1) goal to gain new professional knowledge
i.e. to read a book on bullying or attend a workshop

- E. Attend a minimum of two (2) teacher conferences.
- F. Conduct or attend a minimum of two (2) parent conferences.
- G. Conduct a minimum of two (2) classroom observations.
- H. Attend a minimum of two (2) case conferences.
- I. Submit two or more videotapes of client sessions.
- J. Conduct an interview with the school principal.

Practicum students are required to keep a **Time Log (Appendix 12)** and a **Weekly Reflection Log (Appendix 13)** describing their field experience activities, the date of the experience, the amount of time spent at it, with the appropriate designations of direct and indirect services.

The Citadel faculty supervisor is expected to assist the practicum student in completing the Instructional Agreement, conduct group supervision with school counseling practicum students, critique recorded counseling sessions, consult with the site supervisor about the student's progress, assure that all required field experience forms are submitted, assure that student completes all practicum requirements and submit grades for the student with the Registrar by the final examination week.

Grades for practicum are on a pass/fail basis. A grade of **P** indicates that in addition to completing all course requirements in a timely, professional manner, strong counseling skills, above average standards of professional and personal behavior, a willingness to learn and a commitment to the counseling profession are demonstrated. A grade of **F** will be awarded when the site and The Citadel requirements have not been accomplished in an acceptable and timely manner. The faculty supervisor in consultation with the site supervisor assigns grades.

Students and site supervisors are also required to complete the Livetext evaluation forms at the midterm and end of the semester.

Internship

The internship is the final and most comprehensive field-based experience in the counselor education program. It is taken after successful completion of the practicum in either a one or two consecutive semester timeframe. It consists of 600 clock hours and is a six (6) hour credit course at The Citadel. The internship experience may be completed in one semester or over two concurrent semesters. Of the 600 hours, 240 hours are direct service with students through individual and group counseling, and classroom guidance. A good “rule of thumb” to use is if the student is present for the counseling session or meeting, then the hours are direct. The remaining 360 hours are spent in other school counseling-related activities at the site.

Students are required to have taken and passed (Score above 155) the PRAXIS exam in guidance and counseling with scores being on file in the office of The Citadel Graduate College.

The student will receive supervision from site and faculty supervisors. The site supervisor will provide one hour of face-to-face supervision every week of the internship experience. Students are required to participate in weekly group supervision sessions with the faculty supervisor and other internship students.

At the beginning of the internship, the **Instructional Agreement (Appendix 3)** should be completed by the internship student and site supervisor. The student will give his or her faculty supervisor the original agreement and provide a copy to the site supervisor. Additionally, the internship student is encouraged to share a copy of the EDUC 650 & 652 or 651 & 653 syllabus, as well as the **Expectations for Site Supervisors (Appendix 4)**.

The internship student is also responsible for duties outlined in the Instructional Agreement. Specific expectations for the internship also include:

- A. **Conduct individual counseling.**
- B. **Develop and lead/co-lead counseling groups**
- C. **Develop and conduct group guidance activities.**
- D. **Conduct/attend teacher and parent conferences.**
- E. **Attend case conferences.**
- F. **Submit a minimum of two (2) videotapes of client sessions with case summaries to group supervision including at least one (1) individual and one (1) group session.**
- G. **Present at least one case study with a write-up during group supervision.**
- H. **Develop a philosophy of school counseling, including the importance of prevention and early intervention techniques.**
- I. **Develop specific, measurable goals based on the ASCA National Model using the Internship Counselor Trainee Agreement form (Appendix 6).**
- J. **Complete an electronic professional portfolio using Livetext to be evaluated by The Citadel Counselor Education Faculty.**

Internship students are required to keep a **Time Log (Appendix 12)** and a **Weekly Reflection Log (Appendix 13)** describing their field experience activities, the date of the experience, the amount of time spent at it, the student's reactions, and the student's questions about the experience.

The Citadel faculty supervisor is expected to assist the internship student in completing the Instructional Agreement, conduct group supervision with school counseling internship students, critique audio or video counseling tapes, consult with the site supervisor about the student's progress, assure that all required field experience forms are submitted, assure that student completes all internship requirements and submit grades for the student with the Registrar by the final examination week.

Grades for internship are on a pass/fail basis. A grade of **P** indicates that in addition to completing all course requirements in a timely, professional manner, strong counseling skills, above average standards of professional and personal behavior, a willingness to learn and a commitment to the counseling profession are demonstrated. A grade of **F** will be awarded when the site and The Citadel requirements have not been accomplished in an acceptable and timely manner. The faculty supervisor in consultation with the site supervisor assigns grades.

Students and site supervisors are also required to complete the Livetext evaluation forms at the midterm and end of the semester.

The portfolio is completed using Livetext. A template is included within the Livetext system. Some suggested materials to include are: a resume, philosophy of school counseling, guidance lessons, group plans, other projects or materials from the program. An outline is also provided in Livetext.

The Citadel

Appendix 1

School Counseling Practicum Application

Due by the last Friday in September for Spring placement

Due by the last Friday in January for Fall placement

Student Name _____

Home Address _____

Phone: (home/cell) _____

E-mail Address _____

PLACEMENT PREFERENCE (This is only a request & not a guarantee): List schools you have contacted or would be interested in as a possible placement.

- 1.
- 2.
- 3.
- 4.

If you have made a contact with a possible site supervisor (Name, phone# & email)

*Remember the School Counselor must be in his or her position a minimum of 2 years

Please place an **X** for the applicable goal: Degree Seeking (M.Ed.)___ Certification Only___

What certification level are you seeking? Elementary___ Secondary___

When seeking employment what type of school are you currently interested?

(Elementary, Middle, or High School): _____

Enrolled in or completed EDUC 624: Basic Counseling Skills – Yes _____ No _____

PRAXIS-II score The Professional School Counselor (421) - score must be greater than 155 _____

*Your score needs to be on file with the Graduate College and you must present evidence of a passing score at the beginning of the practicum experience.

Rev: AHO – 4/2020

COURSEWORK: Please indicate when you took the course and the grade earned. One or two courses may be taken during the same semester as the Practicum in School Counseling.

Course	Course Title	When Taken	Grade
EDUC 500	Foundations of American Education	_____	_____
EDUC 514	The Exceptional Child in the School	_____	_____
EDUC 522	Critical Educ. Issues in a Multicultural Society	_____	_____
PSYC 500	Human Growth & Development	_____	_____
EDUC 592	Content Area Reading and Writing	_____	_____
EDUC 512	Data Collection & Analysis	_____	_____
EDUC 549	Applied Measurement Techniques	_____	_____
EDUC 515	Introduction to the Counseling Profession	_____	_____
EDUC 521	Program Planning, Management & Evaluation	_____	_____
EDUC 550	Career Development	_____	_____
EDUC 551	Counseling Theory and Practice	_____	_____
EDUC 552	Group Counseling	_____	_____
EDUC 561	Counseling Diverse Populations	_____	_____
EDUC 624	Basic Counseling Skills <u>(must be taken before practicum)</u>	_____	_____

*Please indicate if you have made any course substitutions.

The Citadel

Appendix 2

School Counseling Internship Application

Due by the last Friday in September for Spring placement

Due by the last Friday in January for Fall placement

Student Name _____

Home Address _____

Phone: (home/cell) _____

E-mail Address _____

PLACEMENT PREFERENCE (This is only a request & not a guarantee): List schools you have contacted or would be interested in as a possible placement.

- 1.
- 2.
- 3.
- 4.

If you have made a contact with a possible site supervisor (Name, phone# & email)

**Remember the School Counselor must be in his or her position a minimum of 2 years*

Please place an **X** for the applicable goal: Degree Seeking (M.Ed.)___ Certification Only___

What certification level are you seeking? Elementary___ Secondary___

When seeking employment what type of school are you currently interested?
(Elementary, Middle, or High School): _____

Enrolled in or completed EDUC 624: Basic Counseling Skills – Yes _____ No _____

PRAXIS-II score The Professional School Counselor (421) - score must be greater than 155 _____

**Your score needs to be on file with the Graduate College and you must present evidence of a passing score at the beginning of the practicum experience.*

Rev: AHO – 4/2020

COURSEWORK: The courses below **MUST** be completed prior to enrollment in Internship. Under special conditions and with approval of the program coordinator, you may be able to take one course concurrently with the Internship. Please indicate when you took the course and the grade earned.

Course	Course Title	When Taken	Grade
EDUC 500	Foundations of American Education	_____	_____
EDUC 514	The Exceptional Child in the School	_____	_____
EDUC 522	Critical Educ. Issues in a Multicultural Society	_____	_____
PSYC 500	Human Growth & Development	_____	_____
EDUC 592	Content Area Reading and Writing	_____	_____
EDUC 512	Data Collection & Analysis	_____	_____
EDUC 549	Applied Measurement Techniques	_____	_____
EDUC 515	Introduction to the Counseling Profession	_____	_____
EDUC 521	Program Planning, Management, & Evaluation	_____	_____
EDUC 550	Career Development	_____	_____
EDUC 551	Counseling Theory and Practice	_____	_____
EDUC 552	Group Counseling	_____	_____
EDUC 561	Counseling Diverse Populations	_____	_____
EDUC 624	Basic Counseling Skills	_____	_____
EDUC 629	Practicum in School Counseling (<u>must be taken before practicum</u>)	_____	_____

*Please indicate if you have made any course substitutions.

The Citadel
Zucker Family School of Education

Division of Counselor Education

Appendix 3

Instructional Agreement between The Citadel and

Host School's Name

Host School's Address

Host School's City, State, and Zip Code

I. General Provisions

This agreement, dated _____, confirms the arrangements mutually agreed upon between the Counselor Education Program at The Citadel and _____ (participating school). In this agreement, the joint and separate responsibilities of each institution for the selection and field experiences of The Citadel Counselor Education counselor trainees during the academic semester/year are clarified.

II. Purpose

The parties specified in this Agreement have determined that they have a mutual interest in providing counselor trainee learning experiences for graduate students in the Participating School, which are consistent with the goals and objectives of the curriculum of the program in counselor education. The Counselor Education Program at The Citadel has determined that counselor trainee placements at the Participating School are consistent with the goals and objectives of the curriculum and will enhance the program of study. The purpose of this Agreement is to provide these learning experiences in the Participating School for a specified number of graduate students who are enrolled during the academic semester/year in EDUC 629, Practicum in School Counseling or EDUC 650/651, Internship in Elementary/Secondary School Counseling, at The Citadel.

III. Term and Amount of Time

Effective date for this Agreement shall be the date indicated above. It shall run continuously without necessity for renewal.

This Agreement may be terminated by either party upon written notice of at least sixty days, provided that such termination cannot occur during the middle of a regular semester and, provided that termination will not negatively affect counselor trainees currently placed in the Participating School

The site supervisor in the participating school will provide field training and supervision at times to be agreed upon by the site supervisor and The Citadel trainee for approximately _____ hours per week for _____ weeks to begin on _____ (date). School counseling practicum trainees will participate in school counseling and counseling-related activities for a minimum of 100 hours, and school counseling internship trainees will participate in school counseling and counseling-related activities for a minimum of 600 hours during the academic semester/year.

IV. Compliance with The Citadel and Participating School Policies

The Participating School will require school counselor trainee participating in Participating School activities to comply with its own operational policies and procedures. In the case of inconsistencies, however, The Citadel policies will supersede unless The Citadel Field Placement Coordinator for the Counselor Education Program and Participating

Program agree on alternate provisions. The Participating School will provide copies of such policies and procedures to school counselor trainees assigned to work in the Participating School.

V. Nondiscrimination

Both The Citadel and the Participating School give mutual assurance that in performing their duties under this Agreement, they will not discriminate on the basis of race, sex, religion, national origin, age, sexual orientation, and disability. Reasonable accommodation for participation by persons with disabilities will be made in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

VI. Monetary Compensation and Employment

Counselor trainees placed in learning activities under this Agreement receive University credit toward an academic degree and/or certifications, including where appropriate, hourly units. Monetary compensation to counselor trainees is not provided under the terms in this agreement, and any agreement between the Participating School and a counselor trainee for monetary compensation to the counselor trainee must be separate from this Agreement.

Counselor trainees are not considered employees of either The Citadel or the Participating School except as agreed to between a counselor trainee and Participating School in a separate agreement.

VII. Responsibilities of Participating School, The Citadel, and the Student/Trainee

A. The Participating School shall have the following responsibilities:

1. Provide to counselor trainee and Counselor Education Program written policies and operational procedures to which counselor trainees are expected to adhere to while they are in Participating School setting.
2. Participate in planning and evaluation sessions with counselor trainee.
3. Provide timely mid-term and final evaluation of counselor trainee performance in the manner specified by The Citadel.
4. Notify Faculty Supervisor of unsatisfactory performance or misconduct of a counselor trainee and provide documentation of any charge to the Faculty Supervisor for handling under The Citadel policies regulation of counselor trainee behavior and/or academic conduct. If the notice of an incident involving a counselor trainee reasonably suggests that a counselor trainee may be an imminent danger to the safety or property of others, the Participating School may dismiss the counselor trainee with immediate notice to Faculty Supervisor.
5. Orient the counselor trainee to the mission, goals, and objectives of the Participating School, as well as to internal operating procedures.
6. Provide the use of existing office space, privacy for counseling, use of available equipment and usual office supplies and clerical assistance necessary to the learning task.
7. Allow the counselor trainee to obtain audio and/or video tapes for use in supervision of the counselor trainee's interactions with clients.
8. Meet with the counselor trainee weekly for one hour of individual supervision.
9. Provide such cases and student/client contacts as the Participating School and the Faculty Supervisor deems appropriate for the counselor trainee's skill level and time allotted for the field experience.

B. The Citadel Counselor Education Faculty Supervisor will have the following responsibilities:

1. Participate in planning and evaluation regarding learning activities.
2. Provide regular group supervision.
3. Critique audio and/or videotapes of the counselor trainee's counseling experience.
4. Consult with the Participating School supervisor about the counselor trainee's progress.
5. Assure that all required field experience forms are submitted and that all internship requirements are completed.
6. Maintain confidentiality regarding client information obtained during supervision.
7. Confer with Participating School if trainee experiences need to be changed or altered.
8. Submit a grade for the counselor trainee.

C. The Citadel School Counselor Trainee will have the following responsibilities:

1. Attend orientation sessions regarding the learning activity.
2. Adhere to the policies and operational procedures of the Participating School and The Citadel

- Counselor Education Program.
3. Give prior notice of necessary absence to appropriate Participating School and Counselor Education Program personnel.
 4. Participate in all individual or group meetings/supervision sessions associated with field experience.
 5. Provide personal transportation to and from field experience.
 6. Complete a minimum of 100 clock hours of supervised experience, including a minimum of 40 hours in direct service work and 60 hours in other activities compatible with a professional's role for a school counseling practicum.
 7. Complete a minimum of 600 clock hours of supervised experience, including a minimum of 240 hours in direct service work and 360 hours in other activities compatible with a professional's role for a school counseling internship.
 8. Complete the necessary forms for evaluation by Final Exam week.
 9. Keep a log book describing field experience activities, the date of the experience, the amount of time spent in the activity, the trainee's reactions to the experience, and any questions arising from the experience.
 10. Share practicum/internship syllabus with supervisor at Participating School.
 11. Attend meetings with host supervisor.
 12. Arrange site visits from Faculty Supervisor with Supervisor at Participating School.
 13. Comply with The Citadel and Participating School supervision requirements.
 14. Maintain professional standards of confidentiality of client and Participating School information.
 15. Maintain professional liability insurance.
 16. Sign instructional agreement, give original to supervisor at The Citadel, and provide copy to host supervisor.

Host Agency Approval Section

For and on behalf of _____
Participating School Date

School Site Supervisor and Title School Principal or Director of Guidance

Practicum/Internship Agreement

This is an agreement between _____, a student in the Counselor Education Program at The Citadel and The Citadel.

I have read the contractual agreement between The Citadel and _____ (Host) and agree to abide by the **Counselor Trainee's Responsibilities** section.

School Counselor Trainee Date The Citadel Internship Faculty Date

The Citadel Program Coordinator Date

Appendix 4

The Citadel
Zucker Family School of Education
Counselor Education

Expectations for Site Supervisors

Site supervisors must hold a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including two years of work experience in their current role as a school counselor. The site supervisor must have appropriate certification as a school counselor in the state of South Carolina. In addition, site supervisors are expected to attend the Counselor Education Site Supervisor Training at least one time during each academic year.

Site supervisors are also expected to provide practicum and internship counselor trainees a minimum of one hour of face-to-face individual supervision each week. During this supervision period, trainees may present cases for feedback, solicit explanation on guidance and counseling curriculums and materials, or be provided information on any school counseling concern. It is the student's responsibility to have questions and cases ready for supervision. This activity is designed to facilitate the counselor trainee's professional development where the student is in charge of the supervision hour. It is expected that the site supervisor will provide feedback and answer questions--the supervisor is not expected to plan activities for this hour of supervision.

Site supervisors are encouraged to provide adequate orientation to the comprehensive counseling program. Gradually the counselor trainee is to be given individuals and groups as well as other counselor activities. (The emphasis in the practicum is on individual and group counseling. The internship is to include all activities a school counselor typically engages in during the experience.) It is expected that toward the end of the experience that the counselor trainee be functioning as independently as possible.

Specific expectations for site supervisors are as follows:

- A. Introduce the counselor trainee to administrators, supervisors, fellow teachers, and other persons with whom the counselor is regularly in contact while on the job.
- B. Provide the counselor trainee with information concerning the policies and procedures of the guidance and counseling office, places where materials are to be found in school, general school regulations, emergency procedures, and general duties of the counselor.
- C. After the initial observation period, plan activities with the counselor trainee that will provide experiences in the areas of individual, group, and classroom work with students; consultation with parents, teachers, administrators, staff, and community professionals; and program planning and evaluation. Counselor trainees are expected to audio/videotape a counseling session by the second week of the semester. Therefore, helping the counselor trainee secure consent forms early in the semester will aid the trainee with this assignment.

- D. Review and sign weekly time log sheets used by the counselor trainee to document practicum/internship hours.
- E. Advise the Coordinator of Field Placement or The Citadel faculty supervisor of any problems which arise in connection with the Counselor Education program.
- F. Complete Mid-term and Final Evaluations of the counselor trainee.

The following is a list of specific areas that on-site supervision should include:

- ◆ School counseling curriculum development
- ◆ Crisis plans
- ◆ Permission and confidentiality regarding counseling and recording sessions
- ◆ Record keeping
- ◆ Appraisal needs
- ◆ IEP, 504, and other programs/meetings
- ◆ Individual counseling
- ◆ Group counseling
- ◆ Classroom counseling programs
- ◆ Parent and teacher contacts
- ◆ Professional development

In addition, the supervision hour should include:

- ◆ A basic evaluation of counseling skills in the beginning and at the end of the field experience.
- ◆ Direction regarding expectations for the experience weekly and as a whole.
- ◆ Teaching of new skills.
- ◆ Observation of the counselor trainee practicing counseling skills.
- ◆ Evaluation and constructive feedback of outcomes.
- ◆ Debriefing and discussion regarding specific cases.
- ◆ Application to counseling theory.
- ◆ Stress management.

Appendix 5

The Citadel
Zucker Family School of Education
Division of Counselor Education
Practicum Counselor Trainee Agreement

Please discuss the following outline with your site supervisor and list the activities you would like complete during the practicum experience.

- **Activities**

Individual Counseling:

Group Counseling:

Classroom Guidance:

Related Activities:

- **School Counselor/Site Supervisor**

Provide one (1) hour of face-to-face supervision weekly including biweekly consultation with The Citadel faculty supervisor.

Be in regular (biweekly) communication with The Citadel Faculty Supervisor by phone or e-mail with any updates or concerns.

- **Signatures**

Counselor Trainee: _____ Date: _____

Site Supervisor: _____ Date: _____

Citadel Supervisor: _____ Date: _____

Appendix 6

The Citadel
Zucker Family School of Education
Division of Counselor Education
Internship Counselor Trainee Agreement

Outline your proposed field experience using the ASCA National Model (2019) to list the activities you will complete during the experience, as well as percentage of time spent on each area.

- Activities

Define –

Manage -

Deliver –

Assess -

- School Counselor/Site Supervisor

Provide one (1) hour of face-to-face supervision weekly including biweekly consultation with The Citadel faculty supervisor.

Be in regular (biweekly) communication with The Citadel Faculty Supervisor by phone or e-mail with any updates or concerns.

- Signatures

Counselor Trainee: _____ Date: _____

Site Supervisor: _____ Date: _____

Citadel Supervisor: _____ Date: _____

Appendix 7

Consent for Counseling Services
(sample)

As parent/guardian of _____, I hereby give permission for counseling services by The Citadel school counseling trainee who is completing an internship/practicum with _____. I understand that these services are strictly confidential and that the content of the session(s) and case records will be maintained according to the ethical standards of the counseling profession in accordance with the American Counseling Association and the American School Counselor Association.

I further understand that this school counseling trainee is an advanced graduate student of The Citadel who is directly supervised by School of Education faculty members. I understand that any conference, evaluation, or relevant information concerning my child's counseling session may be discussed with appropriate faculty supervisor(s) and graduate students as part of the training program. In addition, the school counseling trainee will receive on-site supervision from the school counselor assigned to this school.

Permission is given to audiotape/videotape part or all of counseling sessions. I understand that this material will be used for the purposes of professional training, professional consultation, or service evaluation.

Please feel free to call the school counselor or school counseling trainee if you have questions.

Parent/Guardian Signature Date

School Counseling Trainee Date

Phone or E-mail

Phone or E-mail

On-Site Supervisor Date

Phone or E-mail

Appendix 8

Confidential

Student Client: (First Name or Initials) _____

Date of Session: (Day of Week, Month/Day/Year) _____

Session #: _____ Type of Session: _____

Start Time: _____ Stop Time: _____

Presenting Problem:

Referred by:

Session Goals:

Impressions / Observations:

Date and Plan for Next Meeting:

Counselor Signature: _____

Site Supervisor Signature: _____

Appendix 9

Instructions for Time Log

The Time Log will accompany the Practicum/Internship Daily Log. Students will transfer total hours to the Daily Log and specify hours by type (Direct/Indirect).

1. Record the date for each activity or grouping of activities. On the sample time log, this counselor conducted individual counseling with 3 clients. It was grouped together because all of it was individual counseling. However, on the same day, this counselor planned career-related activities with a 5th grade teacher. This was placed on a separate line.
2. Beside each activity, indicate whether the activity was a direct or indirect service. Please see definitions for direct or indirect service in Appendix 6.
3. Determine the category for each activity (i.e., Responsive Services, Guidance Curriculum, Individual Planning, or System Support). Once this is determined, write the amount of time (in hours and/or minutes) under the appropriate category heading. Again, indicate if the service was Direct or Indirect.
4. At the bottom of the Time Log, total the minutes/hours under each category heading for that sheet of the log only. Keep Direct and Indirect Service time separate.
5. Below the Total Minutes for Sheet, total the minutes/hours for entire Practicum/Internship time. Keep Direct and Indirect Service time separate.
6. The Site Supervisor at the Participating School and the Counselor Trainee signs each Time Log Sheet.

Time Log for Practicum/Internship (Appendix 10)

Date	Activity-Direct vs. Indirect	Responsive Services	Guidance Curriculum	Individual Planning	Indirect Student Services
1-23-19	Individual counseling with 3 clients (D)	1 hour, 45 minutes (D)			
1-23-19	2 classroom guidance lessons (D)		1 hour, 15 minutes (D)		
1-23-19	Worked with 5 th grade teacher to plan career-related activities for students in computer lab (I)		1 hour (I)		
1-24-19	Reviewed test results for meeting with student (I)			30 minutes (I)	
1-24-19	Met with student to review career test results and make plans for future (D)			1 hour (D)	
1-24-19	Researched materials to put in parent brochure (I)				40 minutes (I)
1-25-19	Attended in-service on the S.C. Comprehensive Developmental Guidance and Counseling Program Model				6 hours (I)
1-26-19	Lunchroom Duty (I)				50 minutes (I)
1-26-19	3 self-esteem groups (D)	2 hours, 10 minutes (D)			
1-26-19	Planning for career day (I)		2 hours (I)		
Total Hours/Minutes for Sheet		3 hours, 55 minutes (D)	1 hour, 15 minutes (D) 3 hours (I)	1 hour (D) 30 minutes (I)	7 hours, 30 minutes (I)
Total Hours/Minutes for Practicum/Internship		3 hours, 55 minutes (D)	1 hour, 15 minutes (D) 3 hours (I)	1 hour (D) 30 minutes (I)	7 hours, 30 minutes (I)

Site Supervisor's Signature _____

Counselor Trainee's Signature _____

Practicum and Internship Weekly Reflection

Name _____ **Date** _____

Hours for the Semester: Total _____ **Direct** _____ **Indirect** _____

Reflection of the Week's Activities:

Questions:

The Citadel
Zucker Family School of Education
Division of Counselor Education
Practicum & Internship Completion Form (2 pages)

The Completion Form is to be signed by your Site Supervisor and returned to your Course Instructor for verification. This form will then be placed in your permanent file.

Part A: TO BE COMPLETED BY THE STUDENT

Name of Student _____ Program _____

Address _____ Zip _____

Home Phone () _____ Work Phone () _____

Course Completed: _____

Part B: TO BE COMPLETED BY THE SITE SUPERVISOR

This is to certify that as of _____ (enter date) the above named student has completed _____ contact hours of experience under my supervision at:

Name of Site _____

Address _____

Site Phone _____

Signature of Field Site Supervisor _____

Print/Type Site Supervisor Name _____

Part C: TO BE COMPLETED BY THE COURSE INSTRUCTOR

Supervision during this Practicum has been provided as follows:

_____ Individual supervision hours provided by Site Supervisor

_____ Supervision hours provided by faculty

Course Instructor _____ Date _____

**Student:
EDUC 629
Practicum in School Counseling**



**The Citadel Graduate College
Zucker Family School of Education
Faculty Supervisor:
Site Supervisor:
Semester and year**

**Student:
EDUC 650,651, 652 and/or 653
Internship in School Counseling**



**The Citadel Graduate College
Zucker Family School of Education
Faculty Supervisor:
Site Supervisor:
Semester and year**