Course Syllabus  
Counselor Education CE 993  
Secondary School Counseling Internship

Course Meetings:  Thursdays, 5-8pm

Instructor:  Dr. Alison DuBois  
Westminster College  
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Office Hours:  Available also by appointments – call or email to schedule

Catalog Description:  An advanced internship under the supervision of an experienced counselor. This course requires fieldwork experiences under the supervision of an experienced counselor for a total of 300 clock hours. Liability insurance required. Prerequisites: Successful completion of CE 981 School Counseling Practicum and permission of program coordinator.

Course Description:  The school counseling internship is an extensive field experience in a professional school counseling setting under the supervision of an experienced and certified or licensed school counselor. The overall goals of this course is to help students apply what was learned in course work to their experience in fieldwork. Through counseling, consultation, program coordination and large group guidance activities with students, families, colleagues and professionals, the internship will provide learning opportunities to develop professional counseling skills and knowledge. On-campus supervision will augment and deepen the school-based experiences. To meet these goals, the objectives of the internship experience are that:

1. Students will develop an identity as a professional school counselor as their primary professional orientation.
2. Students will conceptualize, organize, conduct, evaluate and report their work using the ASCA National Model.

3. Students will be able to apply in their placement a broad array of knowledge and skills in counseling, consultation, program coordination and classroom guidance.

4. Students will be able to assess accurately their own strengths and weaknesses relative to their role in the internship placement.

5. Students will develop specific learning objectives (internship plan) in consultation with their site supervisors, work towards their attainment during the course of the internship and describe the results of their work in a report (internship report) that will be included in the student’s portfolio.

6. Students will develop and implement data driven decision making related to service delivery.

7. Students will demonstrate the ability to form professional relationships as a school counselor trainee with colleagues, administrators, students, parents and agency personnel.

8. Students will be able to apply knowledge of individual, group and career counseling; human growth and development; crisis prevention and management; testing and assessment; counseling program development and administration; curriculum design; appropriate technology uses; at-risk, special needs and exceptional students; parent interaction

9. Students will create and present a professional portfolio.

**Textbooks:** ASCA - Ethical Standards for School Counselors (2010) at www.schoolcounselor.org.

ACA Code of Ethics at www.counseling.org

Pennsylvania's Code of Professional Practice and Conduct for Educators.

**Rationale:** The purpose of the course is to provide the student with the necessary the necessary theoretical knowledge and experience bases to prepare them for counseling students and clients in the areas of career choice, career planning, and career adjustment. A concomitant purpose of the course is to assist students on understanding the central role of work in life-style and in one’s development processes.
Requirements:

1. **Faculty Supervisor - Site Supervisor - Student Consultation** – You are responsible for scheduling and arranging for a conference in which you, your supervisor and the instructor will discuss your learning goals, your internship plan, and the supervisor’s evaluation of your performance. For some students, this site visit may have already taken place prior to the start of the course. Additional school visits will happen throughout the semester at scheduled and unplanned times.

2. **Direct Service Activities:** The School Counseling Internship is a 300-hour field placement that requires a minimum of 40% (120 clock hours) of direct contact primarily with students and parents. The remaining 60% or 180 clock hours consist of those activities that are necessary for you to complete your direct service hours.

3. **Internship Plan:** You will make a plan of activities that outlines the experiences you intend to have over the course of your internship. This plan must be consistent with the ASCA model for a comprehensive school counseling program. You may wish to review *The ASCA National Model: A Framework for School Counseling Programs 2nd Edition.* Your service delivery activities will be categorized into counseling, consultation, program coordination and large group guidance. The targets of these activities (developmental domains) will be students’ academic, career or personal/social/emotional development.

   Your plan should be in the form of a narrative with three headings being the three student developmental domains as described in the ASCA model.
   - Academic Development
   - Career Development
   - Personal and Social Development.

   In addition, you should describe the kinds of activities that you plan to conduct during the semester that will address the needs of the students you serve in *each* of the following service delivery areas:
   - Individual and group counseling
   - Program coordination
   - Large group guidance
   - Consultation.

   To develop your plan, you should follow the steps outlined below.
   a) Explore, identify and articulate the school counseling activities that you are interested in pursuing during the internship
b) Consult with your site supervisor with these goals, identify your supervisors’ goals, and come to agreement what common goals you will work on.

c) Develop a tentative plan to conduct these activities using the structure outlined above and discuss with supervisor.

d) Your supervisor’s approval and signature is required on the plan.

e) Students who are not teachers must plan to conduct a minimum of twenty clock hours of classroom guidance activities. This should be reflected in the plan, log and report. Teaching evaluation forms should be completed by supervisors. Students who are teachers should place less emphasis on these activities.

4. **Internship Log Sheets** - You are responsible for maintaining and submitting them as scheduled unless other arrangements have been made. Please submit these as one electronic document, a stapled packet, or in a plain file folder. Please avoid 3 ring binders, plastic covers, etc. These documents will be kept on file and will not be returned. Make copies of these documents for your own records. It is very important to follow the directions below as incomplete or incorrectly completed forms will result in a letter grade reduction and will delay the processing of your applications for certification, license or graduation.

   - Your site supervisor should review and sign once at the end of the log sheets indicating his/her review.
   - Documentation on these forms must be appropriate and legible.
   - Record your hours in quarter hour increments (e.g., 15 minutes = .25, half an hour = .5, three quarters of an hour = .75, one hour = 1.0, etc.)
   - A running total from page to page should be entered on each page as noted at the bottom of the form.
   - Keep separate log sheets for secondary and elementary internship hours.

5. **Data Driven Service Delivery and Evaluation Project:** In consultation with your supervisor, and approved by the instructor, you should identify a counseling program need that you can address in your internship. You will need to:

   a) Assess the extent and nature of the problem. You will need to use one or more quantitative and or/ qualitative measures to ascertain or measure the degree of the problem. Attend to issues such as reliability and validity of your measures.

   b) Analyze and report the data that you collected and the methods by which you collected the data, to your supervisor and class instructor.

   c) Develop and describe a plan to address the problem using one or more of the service delivery approaches: counseling, consultation, large group guidance and program coordination.

   d) In each service delivery area, develop measurable goals that you wish to attain.

   e) Collect data, analyze and describe/report related to your goals to use in a post-test administration of your measure to determine the effectiveness of your work.
6. **Internship Report:** Using your approved internship plan and log sheets as a guide, create a brief descriptive synopsis of the activities that you conducted during the semester. You may find that you were involved in many activities that were not included in your plan which would be reflected in your log. In addition, you will want to address any changes/updates to your initial internship plan. This will be due the at the last class meeting.

8. **Internship Performance Evaluation:** An assessment of your overall counseling, consultation, classroom guidance and program coordination skills will be conducted by your site supervisor on a form that will be provided for you. The completed evaluation should be turned in at the end of the semester at the last class meeting. Both you and your site supervisor must sign this form. Inform your site supervisor well in advance of the necessity to complete this form so that you may review it before submitting it.

9. **Classroom Guidance:** If you do not have a degree in education and classroom experience as a teacher, you will develop plans and deliver a classroom guidance lesson in consultation with your supervisor. Ideally, these could be components of the Data Driven Project described above, but they do not have to be. Work with your supervisor in completing this requirement. You will submit your lesson plan to your supervisor for approval before teaching it. Ask you supervisor to observe and provide written feedback to you. Provide a copy of your evaluation to the instructor.

**Other Requirements**

1. **Informed Consent:** All students, parents, colleagues or others must be informed of your counselor trainee status and the title “School Counselor Intern” or “School Counselor Trainee” should be used with all documentation and verbal communication.

2. **Class Attendance:** You must attend all scheduled class meetings unless you have a contractual obligation, illness or family emergency. Inform the instructor prior to any absence.

3. **Examinations and Explorations:** Students may conduct a series of explorations and examinations throughout the internship. These structured activities are designed to assist you in developing skills and understanding that are necessary for the professional school counselor to succeed in twenty first century. Directions for these assignments will be given to you at each class meeting.

4. **Professionalism and Ethical Practice:** Students are required to follow ASCA Code for Ethical Practice, ACA Code of Ethics, and the Code of Professional Conduct for Pennsylvania Educators ([www.westminster.edu/grad](http://www.westminster.edu/grad)) at the practicum site, on campus and in your public life. Professionalism includes, but is not limited to, promptness,
collegiality, follow through on assignments, appropriate dress and presentation of self, willingness to receive and respond to feedback, respectful interactions with school and campus based supervisors and administrators, checking in/communicating as planned with the school counseling supervisor, practicing within the scope of one’s training, etc..

5. Problems at the Internship Site
   □ Any problem with the internship, getting appropriate work to complete, difficulties with the supervisor or any other school personnel or problems in your personal life which affects your ability to complete the hours or the quality of the experience must be immediately reported to Dr. Mistretta.
   □ Student-related problems should be discussed with school counseling supervisor immediately. Consultation regarding these situations is available with Dr. Mistretta.
   □ Important! Every instance of violence, suspicion or actual threats of violence toward self or others, or issues related to your safety or student safety should immediately be reported to your school counseling supervisor or his/her designee. Dr. Mistretta should also be notified after dealing with the issue with your supervisor. A thorough understanding of your district’s policies and procedures and your compliance with them is essential to your success as a School Counseling Internship student.

Student Performance and Progression in the Program
The Counselor Education program prepares school counselors to serve students, school staff, families and the community at large. To be prepared to work with these constituents effectively, students must be able to perform adequately in academic work, conduct themselves in an appropriate professional and interpersonal manner and be open to opportunities for personal exploration and growth. A student’s continuation in the program may be delayed or ended if his or her academic or fieldwork performance, interpersonal or emotional functioning interferes with learning or the operation of the program.

Accessibility
Westminster actively strives for the full inclusion of all our students. Students who desire some form of accommodation for a diagnosed learning disability or physical problem must inform their instructors at the beginning of each semester (within two weeks) as to the nature of the disability and type of accommodation requested. If the disability or physical problem is diagnosed during the semester, students should inform their instructors immediately of the problem and accommodations needed. Students with disabilities who require access solutions for environmental or curricular barriers should contact Faith Craig, Director of Disability Support Services, located in 209 Thompson-Clark Hall. phone: 724-946-7192 e-mail: craigf@westminster.edu

Academic Integrity
Students are expected to adhere to the highest standards of academic integrity. Plagiarism, cheating and class disruptiveness is not permitted. Students should be intimately familiar with Westminster College’s Academic Integrity Policy. The Westminster Policy provides a detailed description of what is considered academic integrity, behaviors which are viewed as breaches of the policy, the procedures that will be followed in every case of violation of the policy and the consequences of violating the policy. Students are also required to follow the Pennsylvania Code for Professional Practice and Conduct. Failure to access and to become familiar with either code is not justifiable excuses. All written work will be electronically submitted to Turnitin.com, a plagiarism detection service. Details about this service will be described in class.

Cheating on exams or assignments, plagiarism, or class disruptiveness may result in penalties ranging from an “F” on an assignment or the course to expulsion, depending on the seriousness of the offense. Unless specifically described, all assignments are to be done individually and not in groups.

**Electronic Devices and Class Disruption**
The operation of cell phones, pagers, text messaging, etc., are not permitted unless advanced permission is given by the instructor for emergency situations. The Academic Integrity Policy will serve as a guide for instructor response.

**Grading Scale (%)**
- 94-100 = A
- 90-93 = A-
- 88-89 = B+
- 84-87 = B
- 80-83 = B-
- 78-79 = C+
- 74-77 = C
- 70-73 = C-
- 60-69 = Of all possible points= D
- Below 60 = Failure of course
## Elementary and Secondary School Counseling Internship

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<th>Topics</th>
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<tr>
<td>Oct. 19, Week One</td>
<td>Introduction to Course</td>
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<tr>
<td><strong>Course Meeting</strong></td>
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<tr>
<td>Oct. 26, Week Two</td>
<td>Working on Internship Plan</td>
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<td>Nov. 2, Week Three</td>
<td>Individual Meetings (sign up)</td>
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<td>Nov. 9, Week Four</td>
<td>Student Issues</td>
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<td><strong>Course Meeting</strong></td>
<td>Internship Plans Due</td>
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<td>Log Due</td>
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<td>Nov. 16, Week Five</td>
<td>Reflection Questions/Self-Evaluation Due</td>
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<td>Nov. 23, Week Six</td>
<td>Thanksgiving</td>
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<td>Nov. 30, Week Seven</td>
<td>Final Draft Internship Plans Due</td>
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<td>Dec. 7, Week Eight</td>
<td>Log Due</td>
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<td><strong>Course Meeting</strong></td>
<td>Data Driven Program/Presentation Due</td>
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<td>Internship Evaluation Due</td>
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