School Counseling Internship

CE 991/993

Course Description: Internship is a school-based field experience under the supervision of an experienced counselor. Completion of the School Counseling Practicum is a pre-requisite for this course. Students will accumulate 210 hours in a K-6 environment AND 210 hours in grades 7-12 (420 total hours). Liability Insurance is required.

The purpose of this course is to provide students with the necessary theoretical knowledge and foundational experiences to prepare them for counseling students and clients in a variety of areas.

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 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.
**Textbooks:**

ACA Code of Ethics at [www.counseling.org](http://www.counseling.org)
Pennsylvania's Code of Professional Practice and Conduct for Educators.

**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 (%)  

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A</td>
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<tr>
<td>90-93</td>
<td>A-</td>
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<tr>
<td>88-89</td>
<td>B+</td>
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<td>84-87</td>
<td>B</td>
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<tr>
<td>80-83</td>
<td>B-</td>
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<td>78-79</td>
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<td>74-77</td>
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<td>70-73</td>
<td>C-</td>
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<td>60-69</td>
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<td>Below 60</td>
<td>Failure of course</td>
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Requirements:

1. **Faculty Supervisor - Site Supervisor - Student Consultation** – You are responsible for scheduling and arranging for a conference in which you and your site supervisor 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 communications/visits will happen throughout the semester at scheduled and unplanned times. *(Part of Participation Grade)*

2. **Direct Service Activities:** The School Counseling Internship is a 210-hour field placement that requires a minimum of 40% (84 clock hours) of direct contact primarily with students and parents. The remaining 60% or 126 clock hours consist of those activities that are necessary for you to complete your direct service hours. These hour requirements are consistent for BOTH Internship sites (age groups), meaning 210 hours *PER SITE.*

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. *(100 points)*

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 log sheets. 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. (Part of Participation Grade)

   o Your site supervisor should review and sign once at the end of the log sheets indicating his/her review.

   o Documentation on these forms must be appropriate and legible.

   o 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 Research 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. *This is a graduation requirement and must be turned in two weeks prior to graduation. (100 points)* 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. *(25 points)*

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. (25 points)

9. Classroom Guidance Lesson: 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. (25 points)

10. 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. This can also be a component of
your data driven research project. (25 points)

Other Requirements:

1. Class Participation & 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. (100 points)

2. 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) at the field 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.
3. 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 Course Instructor. Student-related problems should be discussed with school counseling supervisor immediately. Consultation regarding these situations is available with the Course Instructor.

**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. The Course Instructor 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.