

# Master's Program School Counseling Internship Handbook

The University of Akron

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## GUIDELINES FOR INTERNSHIP IN SCHOOL COUNSELING

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# **GUIDELINES FOR INTERNSHIP IN SCHOOL COUNSELING**

## **INTRODUCTION**

The internship experience is the last phase of training for becoming a school counselor. This experience is intended to be an intensive on-the-job experience conducted in a school setting. The nature of this experience should be similar to a regular school counseling position, but with much more supervision than is usually the case with an employed school counselor.

Internship occurs at the end of the sequence of core and elective courses that comprises the curriculum of the master's degree programs in School Counseling. As the culminating experience of this program, the internship is designed to provide an opportunity for the student to synthesize and apply theory, practice, and research in an actual counseling setting. While in this setting, the site supervisor serves as an important role model and mentor, guiding the intern's training.

Your participation in this counseling internship requires a commitment of time and effort. The expertise and willingness of the site supervisor should be valued and appreciated. Throughout the internship, we welcome feedback, and would be happy to discuss any questions and/or concerns you or your site supervisor may have.

This handbook will acquaint you and your site supervisor with information regarding the internship, as well as provide copies of the forms needed to document the experience. Remember that this Handbook only serves as a guideline, and you should work closely with the School Counseling Coordinator, and your site supervisor to assure that you meet all the requirements necessary for completion of your degree.

## **CRITERIA FOR ADMISSION TO INTERNSHIP**

Eligibility for admission to Internship in Counseling (5600:685) includes successful completion of Practicum (5600:675) and approval of the School Counseling Coordinator.

## **APPLYING FOR INTERNSHIP**

A visit to practicum classes is scheduled during the first month of the semester by the School Counseling Coordinator to explain the process of obtaining an internship site. Application for internship should be completed and turned into the School Counseling Coordinator no later than the last week of the semester before the internship is anticipated to begin.

## **INTERNSHIP PLACEMENT**

Consideration should be given to selecting an internship site that offers opportunities to participate in individual and group counseling. Internship provides an opportunity to perform a variety of activities that a regularly employed school counselor would be expected to perform while under supervision.

In addition, the internship should provide opportunities for students to counsel clients representative of the ethnic, lifestyle, and demographic diversity of the community. The following steps are to be followed by the student in securing an internship site.

1. Complete and submit the Registration Intent Form for Internship to the School Counseling Coordinator during the scheduled visit to practicum class during the first month of the semester.
2. Schedule a meeting with the School Counseling Coordinator at the time you submit your Registration Intent for Internship Form. The School Counseling Coordinator will notify the Departmental Administrative Assistant to register the student for either 3 or 6 internship hours.
3. Teachers who would like to complete internship in their current school setting should investigate the possibility with their school administration and guidance personnel. The School Counseling Coordinator will then make contact with the appropriate school personnel to finalize the placement.
4. Non teachers and teachers who are currently not employed in a school setting can request a particular school site or the School Counseling Coordinator can offer possible internship site placements. The School Counseling Coordinator makes the final decision regarding the appropriateness of a school site and supervisor based on accreditation standards, past relationships with the site supervisor, the supervisor's credentials, and the ability of the school/site supervisor to provide the necessary experiences.
5. Letter(s) of Nomination and student resume(s) will be sent by the School Counseling Coordinator to appropriately selected internship sites. Please allow two weeks for a site to receive the letter. At this time the student can contact the individual site supervisors for on-site interviews. Students can request a maximum of three letters to be sent at any one time.
6. The School Counseling Coordinator must receive a letter of acceptance (on school letterhead) from the internship site before registration is approved. A sample letter is enclosed on page 9.

### **TIME REQUIREMENTS**

The School Counseling Program requires students to complete a supervised internship of a minimum of 600 clock hours that begins after successful completion of the student's practicum and approval by the School Counseling Coordinator of the site. For those students who have been hired full time as a school counselor under a temporary license, it may be possible to obtain the minimum hours in one semester. Teachers who are working full time while completing their internship will take a full year to finish, registering for two consecutive semesters of internship, and following the school calendar rather than the university calendar. This might entail taking an IP in the internship class until the end of the school year in June. Students in the 60 hr. program who are employed elsewhere are required to complete two full consecutive semesters of internship just as full time teachers.

CACREP accreditation requirements specify that the student's internship must include the following:

1. A minimum of 240 hours of direct service with clients appropriate to the program of study;

2. A minimum of one (1) hour per week of individual supervision, throughout the internship, usually performed by the on-site supervisor;
3. A minimum of one and one-half ( $1\frac{1}{2}$ ) hours per week of group supervision, throughout the internship, usually performed by the internship faculty or doctoral level supervisors-in-training.
4. The opportunity for the student to become familiar with a variety of professional activities other than direct service;
5. The opportunity for the student to audio and/or videotape the student's interactions with clients appropriate to the specialization for use in supervision;
6. The opportunity for the student to gain supervised experience in the use of a variety of professional resources, including print and non-print media, professional literature, research, and information and referral to appropriate providers; and
7. A formal evaluation of the student's performance during the internship by a program faculty supervisor, in consultation with the site supervisor.

The combination of practicum and internship is a commitment of a minimum of two academic terms. It is highly recommended that the student intern not be working full-time at other employment during this period. In all cases, the student intern must show adequate release time from other employment to complete the internship requirement. If, for any reason the internship has to be interrupted, the intern must notify both the university and site supervisor and submit an accounting of hours, and a plan of when services will be resumed. Return to the internship must be done with both the approval of the university and site supervisor.

### GRADING

The internship credit/noncredit grade is based upon the following:

1. Site supervisor evaluations.
2. University supervisor evaluations.
3. Completion of all Internship Seminar requirements.

### INTERNSHIP RESPONSIBILITIES

#### Responsibilities of the Cooperating School

1. Interview potential interns. If site agrees to a placement, notify the School Counseling Coordinator.
2. Designate an on-site counseling supervisor for the student intern. Once the student is approved for placement, all contact regarding the student will be directed to the on-site supervisor. A site supervisor should meet the following criteria:
  - a. **A licensed or certified school counselor must supervise all school counseling students.**
  - b. A minimum of two (2) years of pertinent professional experience;
  - c. Knowledge of the program's expectations, requirements, and evaluation procedures for students.
3. Provide an opportunity for the intern to participate in the routine professional activities appropriate for school counseling. These may include: individual and group counseling;

classroom guidance; career counseling; administration, scoring and interpretation of tests for clients being counseled; use of educational, occupational, and personal-social information; consultation with staff and other agencies, referral of clients; and staff meetings.

4. Provide opportunities to process sessions the student intern observed, participated in, or conducted.
5. The designated on-site supervisor should:
  - a. Provide the student intern with the rules and guidelines for the conduct of the school.
  - b. Participate in the development of the student's internship plan, which must also be approved by the university supervisor.
  - c. Sign and date the "Memorandum of Agreement" and the "Internship Plan".
  - d. Supervise each student intern for at least one hour per week. A maximum of two students can be supervised at any one time to meet this requirement.
  - e. Encourage the student to attend professional/staff meetings, in service training sessions, and workshops.
  - f. Complete evaluations of the intern at the end of each semester.
6. A site supervisor may obtain, as a result of her/his role:
  - a. Assistance and consultation from the University supervisor and School Counseling Coordinator at anytime during the internship experience.
  - b. An opportunity to engage in mentoring a new school counselor.
  - c. Assistance from an intern in dealing with difficult clients and lightening the workload.
  - d. An opportunity to attend and obtain CEU's at yearly workshops given by the Department of Counseling.
  - e. Availability of additional supervision or consultation from university supervisors.

#### **Responsibilities of The University of Akron Master's Counseling Program**

1. Approve students for internship registration and placement through the Department's School Counseling Coordinator.
2. Arrange for the placement of students in cooperating schools.
3. Provide a University supervisor who will be the contact person for student intern and site during the internship experience.
4. The University supervisor's responsibilities are:
  - a. Arrange on-site visits if necessary.
  - b. Monitor the student intern's performance.
  - c. Assign course grades with consultation from the School Counseling Coordinator.
  - d. Schedule meetings between site supervisor, intern, and University supervisor and Coordinator when needed.
5. Work closely with the participating school to ensure that the internship is a reciprocal arrangement benefiting all who are involved.

**Responsibilities of the Student Intern**

1. Arrange through the School Counseling Coordinator to register for the internship. The student is responsible for meeting deadlines to insure appropriate placement.
2. Attend on-campus, group supervision sessions in conjunction with the internship.
3. Complete all requirements for the group supervision portion of the internship.
4. Prepare proposed plan for internship experience. The plan should include the student's goals, the activities to achieve the goals, a plan for assessing the experience, and scope of practice. The site supervisor and the university supervisor should endorse the plan by the end of the third week of each semester. (See example of Internship Plan).
5. Perform the counseling and guidance functions agreed to in the internship plan, as well as other functions as directed by the Site Supervisor.
6. Continuously work to improve his/her performance in response to feedback made by the Site Supervisor.
7. Meet at least one hour per week with the site supervisor for critique of work, including direct and indirect service. An attempt should be made to videotape or audiotape counseling sessions.
8. Keep a daily log of client contact hours, indirect service hours, and supervisory hours in accordance with the University supervisor's guidelines.
9. Secure appropriate liability insurance.
10. Be consistent with the requirements of school in regard to grooming, punctuality, etc.
11. Demonstrate behavior in accordance with the highest ethical and professional standards.
12. Follow school policies regarding written consent for clients in individual and small group counseling.

**REGISTRATION INTENT FORM FOR INTERNSHIP**

This form is to be completed and filed with the School Counseling Coordinator no later than the fourth week of the semester prior to the semester you will begin your Internship. A meeting should be scheduled with the School Counseling Coordinator at that time to begin planning for your placement. This information helps us begin locating an Internship site with you.

1. Name \_\_\_\_\_ Date \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

3. Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

4. Student ID No. \_\_\_\_\_

5. Advisor \_\_\_\_\_ Practicum Instructor \_\_\_\_\_

6. Semester(s) Internship Preferred \_\_\_\_\_

7. Program: School \_\_\_\_\_

8. Comments (Please provide useful information; e.g., type of internship setting you prefer, specific site(s) preferred, area, grade level)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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For Office Use:

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Date Met \_\_\_\_\_ Initial \_\_\_\_\_

Date Registered \_\_\_\_\_

Approved by: \_\_\_\_\_



**CONFIRMATION LETTER**  
To be sent from site after intern is approved.

**SCHOOL LETTERHEAD**  
(Example)

Dear School Counseling Coordinator:

This school has accepted (Student Name) for an internship placement. The internship period will be from (example: September 1, 2012 through May 15, 2012). (Student Name) has agreed to provide (20-40) hours of service, and will be on site (Monday through Thursday, 8:00 a.m.-5:00 p.m.). The on-site supervisor will be (Supervisor's Name and License/Certificate Number).

The on-site supervisor can be reached at the following telephone number or email.

Yours truly,

John Doe  
Licensed School Counselor, #####

## SAMPLE RESUME

Mary Jones  
100 West Market Street, Apt. B  
Akron, Ohio 44303  
(330) 975-1010

OBJECTIVE: To obtain an internship and gain the experience of counseling in a school setting.

### Education

B.S. in Education, May 1992, Ohio State University, Columbus, Ohio  
M.S. in School Counseling, expected degree August 2002, The University of Akron

### Completed Course Work:

5600: 600 Seminar in Counseling	5600: 647 Career Development and Counseling
5600: 631 El & Sec School Counseling	5600: 646 Multicultural Counseling
5600: 620 Counseling Youth At Risk	5600: 651 Techniques in Counseling
5600: 640 Techniques in Research	5600: 653 Group Counseling
5600: 643 Counseling Theory & Phil.	5600:645 Test and Appraisal
5600: 659 Org & Ad of Guidance	5600: 648 Individual and Family Development
5600: 675 Practicum in Counseling	

### Workshops and Seminars Attended:

School Crisis Intervention, April 12, 1999, The University of Akron  
Play Therapy, October 16, 2000, The University of Akron

### Related Experience

Spanish Teacher/Akron, Ohio August 1997-January 1999

- \*Taught basic grammar, numbers, alphabets and reading in Spanish to middle school students.
- \*Provided tutoring services to students who were having trouble in Spanish class.
- \*Arranged parent-teacher conferences to discuss students' progress.
- \*Kept students' grades on computer grading system.
- \*Completed progress reports and report cards
- \*Served as advisor to the Foreign Language Club.
- \*Attended all faculty and staff meetings
- \*Participated in various workshops pertaining to multicultural education and teaching diverse students.

The University of Akron/Akron, Ohio August 1998-Present

\*Graduate Assistant

\*Issue inventory tests, assessments and their protocols for use by faculty, staff and students.

\*Information processing and departmental mailing to students currently enrolled in Counseling.

\*Information processing and departmental mailing to perspective graduate students

\*Clerical

\*Reception

#### Special Organizations/Honors

The American School Counseling Association

Chi Sigma Iota National Honor Society

Alpha Kappa Alpha, Sorority, Inc.

#### Skills

Certified in CPR/First Aid, Word Processing, Power Point, Excellent Verbal and Written Communication Skills, Very Organized, Prompt and Dependable, Dedicated and Ambitious.

#### Interests

Volunteer Work for S.P.C.A., Book Club, Travel

#### References

Jane E. Smith, Ph.D.  
Principal  
Central High School  
212 Broadway Street  
Pinela, OH 44567-2212

Larry G. McDonald M.ED.  
School Counselor  
Central High School  
212 Broadway Street  
Pinela, OH 44567-2212

James K. Jones, Ph.D.  
Counselor Education Program  
Carroll Hall, Room 127  
The University of Akron  
Akron, OH 44325-5007

## MEMORANDUM OF AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (hereinafter referred to as the School) and agreement will be effective for a period from \_\_\_\_\_ to \_\_\_\_\_ Student Intern \_\_\_\_\_

**Purpose:** The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of school counseling.

**The UNIVERSITY shall be responsible for the following:**

1. Selecting a student who has successfully completed all the prerequisite courses and the practicum experience.
2. Designating a qualified faculty member as the Internship Supervisor who will work with the SCHOOL in coordinating the internship experience.
3. Notifying the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the SCHOOL.
4. Informing the student that he/she must have adequate liability insurance.

**The SCHOOL shall be responsible for the following:**

1. Providing the Intern with an overall orientation to the school's specific services necessarily for the implementation of the Internship experience.
2. Designating a qualified and appropriate licensed professional (certified or licensed school counselor with at least 2 years of experience) as Site Supervisor. The Site Supervisor will be responsible, with the approval of the Administration of the School, for providing opportunities for the Intern to engage in a variety of counseling activities under supervision, and for evaluating the Intern's performance.
3. Providing the Intern with adequate work space, telephone, office supplies and staff support to conduct professional activities.

**The STUDENT INTERN shall be responsible for the following:**

1. Attesting to having read and understood the American Counseling Association and American School Counselor Association ethical standards. Student Intern will practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on Student Intern's part will result in removal from Internship, a ncr grade, and documentation of such behavior will become part of the permanent academic record.
2. Agreeing to adhere to the administrative policies, rules, standards, and practices of the internship site.

3. Agreeing to inform immediately, both SCHOOL and UNIVERSITY Supervisors regarding concerns or issues as related to the internship experience or clinical work.

4. Understanding that a passing grade in Internship is contingent upon having demonstrated a competent skill level, as well as completion of all required paperwork and hours.

**EQUAL OPPORTUNITY:** It is agreed by all parties that there will be no discrimination on the basis of race, color, nationality, or ethnic origin, age, sex, or creed.

**FINANCIAL ARRANGEMENTS:** There are no financial stipulations in this agreement.

**TERMINATION:** It is understood and agreed by the parties hereto that the SCHOOL has the right to terminate the Internship experience of the student whose health status is detrimental to the services provided the clients of the SCHOOL. Further, it has the right to terminate the use of the SCHOOL by the INTERN if, in the opinion of the Supervising Counselor/Therapist, such person's behavior is detrimental to the operation of the SCHOOL and client care. Such action will not be taken until the grievance against any INTERN has been discussed with the INTERN and with the UNIVERSITY Supervisor.

The names of the responsible individuals charged with the implementation of this contract are as follows:

---

SCHOOL Supervising Counselor

DATE

---

UNIVERSITY Internship Supervisor

DATE

---

STUDENT INTERN

DATE

## SAMPLE NOMINATION LETTER

Dear School Name:

I am writing to nominate (Student Name) for an internship at (Name of School) under your supervision. (Student Name) is enrolled in the master's degree Graduate Program in Counseling at The University of Akron and has asked to be considered for internship placement with your site in order to gain further experience and expertise in School Counseling. (Student Name) is scheduled to begin Internship at the beginning of (Fall/Spring/Summer) semester of (Year). (Student Name) internship placement with your site would include a commitment of at least twenty (20) hours per week, for at least two academic terms. The student must accumulate a total of 600 clock hours on site with approximately 240 hours for School Counseling interns of these clock hours being direct services. (Student name) has prepared a resume that I have enclosed for your review. The resume will provide details of (Student Name) academic and counseling training, as well as employment history.

(Student Name) has been given a copy of this letter with instructions to contact you by phone within the next two weeks. If you have an internship position available, please feel free to schedule an interview with the student at your earliest convenience. If a decision is made to accept (Student Name) as an intern at your site, the student may be contacted. At that time, the student will be responsible to schedule a time to meet and discuss the Counseling Program expectations, site responsibilities, student responsibilities and specific time commitment with you.

The Counseling Department, in accordance with CACREP accreditation standards and the Ohio Department of Education regulations, does request that the internship site be able to provide an appropriately license or certified school counselor with at least two years experience to supervise the student intern. The School must also be able to provide for one hour of supervision each week for the counseling intern.

If you have any questions regarding this matter, feel free to contact me at 330-972-6748 or [dowens1@uakron.edu](mailto:dowens1@uakron.edu) Thank you for your consideration of this student and your participation as a site supervisor for our Counseling Program.

Cordially,  
Delila Owens, Ph.D.  
Program Director  
School of Counseling

**INTERNSHIP PLAN**  
**Master's Degree in School Counseling**  
**The University of Akron**

Internship Goals

1. To learn the philosophies, services and procedures of the School site, which will be evidenced by \_\_\_\_\_.
  
2. To improve and enrich counseling skills which will be evidenced by \_\_\_\_\_.
  
3. To attend and participate actively in supervision (individual and group), intervention team meetings, and staff meetings. As evidenced by scheduled weekly times:  
     Scheduled Weekly Individual Supervision Time: \_\_\_\_\_  
     Scheduled Weekly Group Supervision Time: \_\_\_\_\_  
     Scheduled Weekly Staff Meetings: \_\_\_\_\_  
     Scheduled Weekly Intervention Team Meetings: \_\_\_\_\_
  
4. To apply skills learned during individual and peer supervision with assigned clients, groups, or students. Skill development will be evidenced by using at least one other type of supervision modality other than case discussion, such as live supervision, videotape, or audiotape. Modality used: \_\_\_\_\_.

Objectives

Activities

1. Participate in the daily functioning of the school
2. Practice and improve skills in individual and group counseling
  
3. Become more knowledgeable in developing intervention plans for students with varying impediments to learning.
4. Develop expertise in classroom guidance.
5. Practice consultation skills with teachers and parents.
  
6. Participation in evaluation and research activities of the school.
7. Participation in program-specific training, workshops, and professional presentations.
8. Gain experience in the use of a variety of resources, such as professional literature, computer programs, and referral sources.
9. Participation in the formal evaluation of internship experience and performance.
10. Scope of Practice.

- a. Participate in weekly staff/team meetings.
- a. Participate in individual and group counseling sessions at the discretion of the supervisor.
  
- a. Participate in the weekly intervention team meetings with site supervisor.
- a. Teach guidance-related lessons to classes.
- a. Consult with teachers and parents as needed to help students succeed in school.
- a. Help collect, organize and analyze research data.
  
- a. Attend all relevant training opportunities to increase school counseling skills.
- a. Participate in supervisory experiences by contributing professional information knowledge to the process.
  
- a. Perform competently and ethically following school, Licensure and professional guidelines
- a. Individual counseling, small group counseling, classroom guidance, consultation

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of The University of Akron Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student Intern

\_\_\_\_\_  
Date

**EXAMPLE of Types of Supervision, Direct, and Indirect Activity Hours**

- I. SUPERVISION ACTIVITY
  - A. Live
  - B. Video
  - C. Audio
  - D. Case Consultation
  - E. Other
  
- II. DIRECT SERVICE ACTIVITY
  - A. Individual Counseling
  - B. Small Group Counseling
  - C. Classroom Guidance
  - D. Consultation
  - E. Other
  
- III. INDIRECT SERVICE ACTIVITY
  - A. Preparing lessons
  - B. Scheduling
  - C. Completing Forms
  - D. In-service Meetings
  - E. Writing Intervention Plans
  - F. Professional Reading
  - G. Scoring Standardized Tests
  - H. Telephone Conferences
  - I. Other



**SITE SUPERVISOR'S EVALUATION OF STUDENT COUNSELOR'S INTERNSHIP PERFORMANCE**

Name of Counselor Trainee: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Site Supervisor (Please include License): \_\_\_\_\_

Beginning and Ending Dates of Evaluation: \_\_\_\_\_

Total Number of Direct Hours Completed by Counselor Trainee:

- Individual Counseling \_\_\_\_\_
- Group Counseling \_\_\_\_\_
- Classroom Guidance \_\_\_\_\_
- Consultation \_\_\_\_\_

Total Number of Indirect Hours Completed by Counselor Trainee: \_\_\_\_\_

Total Number of Individual Supervision Hours: \_\_\_\_\_

**Instructions:** This form is to be used by the site supervisor to evaluate the performance of the student intern and to verify internship hours completed. The form should be completed at the end of each semester of placement. The site supervisor's evaluation is an important part of each student interns' overall evaluation and final grade. It is expected that upon completion of this form each site supervisor will meet individually with the student intern being evaluated and provide feedback. Site supervisors and student interns must sign each completed form. A signed copy of this evaluation form must be turned in to the School counseling Coordinator at the end of each semester for fulfillment of internship requirements.

**GENERAL SUPERVISION**

	<b>Poor</b>	<b>Avg.</b>	<b>Good</b>	<b>N/A</b>
1. Demonstrates a personal commitment to the development of professional competencies	1 2	3 4	5 6	N/A
2. Willingly invests time and energy in becoming a professional school counselor.	1 2	3 4	5 6	N/A
3. Seeks, accepts and uses feedback to enhance self-development and counseling skills.	1 2	3 4	5 6	N/A
4. Displays open and clear communication with supervisor and school personnel.	1 2	3 4	5 6	N/A
5. Completes paperwork punctually and conscientiously.	1 2	3 4	5 6	N/A

**THE COUNSELING PROCESS:**

1. Keeps appointments on time	1 2	3 4	5 6	N/A
2. Explains the nature and objective of counseling	1 2	3 4	5 6	N/A
3. Is relaxed and comfortable in counseling sessions, displays appropriate non-verbal skills.	1 2	3 4	5 6	N/A
4. Communicates interest in and acceptance of students.	1 2	3 4	5 6	N/A
5. Facilitates student expression of concerns and feelings.	1 2	3 4	5 6	N/A
6. Uses silence effectively in counseling sessions.	1 2	3 4	5 6	N/A
7. Is aware of, and can identify own feelings in the counseling session.	1 2	3 4	5 6	N/A
8. Communicates own feelings to the student when appropriate.	1 2	3 4	5 6	N/A
9. Recognizes and skillfully manages the student's covert messages or negative affect.	1 2	3 4	5 6	N/A
10. Facilitates realistic goal-setting with the student.	1 2	3 4	5 6	N/A
11. Employs appropriate judgment in the timing and use of a variety of counseling interventions.	1 2	3 4	5 6	N/A
12. Displays awareness of group dynamic processes.	1 2	3 4	5 6	N/A
13. Demonstrates appropriate group leadership skills.	1 2	3 4	5 6	N/A
14. Demonstrates competency in applying group interventions.	1 2	3 4	5 6	N/A
15. Appropriately address self and student issues related to termination (denial, resistance, timing, appropriate referrals, etc.).	1 2	3 4	5 6	N/A

**EVALUATION AND TESTING:**

1. Demonstrates ability to develop, execute, and evaluate an intervention plan for students.	1 2	3 4	5 6	N/A
2. Appropriately explains, administers, and interprets tests.	1 2	3 4	5 6	N/A
3. Is sensitive to ethical, cultural, and legal dimensions of testing.	1 2	3 4	5 6	N/A

**CLASSROOM GUIDANCE:**

1. Designs classroom guidance to assist students with academic, career, and personal/social development.	1 2	3 4	5 6	N/A
2. Assists in facilitation of peer programs including peer helper, peer tutor, peer mediation, and conflict resolution.	1 2	3 4	5 6	N/A
3. Assists students and parents at points of educational transition.	1 2	3 4	5 6	N/A

**CONSULTATION:**

1. Uses strategies to promote, develop, and enhance effective teamwork within the school and larger community.	1 2	3 4	5 6	N/A
2. Uses strategies and methods of empowering parents/guardians to act on behalf of their children.	1 2	3 4	5 6	N/A
3. Recognizes issues that affect the development and functioning of students and makes appropriate referrals.	1 2	3 4	5 6	N/A
4. Presents in-service training to staff and teachers.	1 2	3 4	5 6	N/A

**TECHNOLOGICAL:**

1. Demonstrates appropriate and effective use of technology to enhance the school counselor's role.	1 2	3 4	5 6	N/A
2. Uses technology in a secure and ethical manner in order to maintain privacy of students.	1 2	3 4	5 6	N/A

**ADMINISTRATIVE AND PROFESSIONAL BEHAVIOR:**

1. Displays knowledge of, and adheres to school programs and policies.	1 2	3 4	5 6	N/A
2. Participates in school in-service and group supervision activities.	1 2	3 4	5 6	N/A
3. Displays promptness, reliability, and responsibility.	1 2	3 4	5 6	N/A
4. Demonstrates ethical and professional behavior.	1 2	3 4	5 6	N/A

**ADDITIONAL COMMENTS:** This section may be used to provide additional information on low ratings, and to note specific strengths of the intern.

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
\*Signature of Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Internship Supervisor

\_\_\_\_\_  
Date

\*Intern's signature indicates that this evaluation has been read and discussed with the site supervisor. It does not necessarily indicate that Intern agrees with the evaluation in part or in whole.

Adapted from material in *Practicum and Internship Textbook for Counseling and Psychotherapy*, Boylan, Malley, and Scott, 1988.

**COUNSELING INTERN'S  
EVALUATION OF SUPERVISION**

Name of Counselor Trainee: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Site Supervisor (Please include License): \_\_\_\_\_

Beginning and Ending Dates of Evaluation: \_\_\_\_\_

**Instructions:** This form is to be used by the student intern to evaluate the performance of the site supervisor. The form should be completed at the end of each semester of placement. This evaluation must be complete, signed, and turned in to the School Counseling Coordinator in order to receive a grade for each semester's Internship Seminar. Interns are encouraged to share the information on this form with their site supervisor.

	<b>Poor</b>	<b>Avg.</b>	<b>Good</b>	<b>N/A</b>
1. Gives time and energy in observing and supervising	1 2	3 4	5 6	N/A
2. Accepts and respects me as a person.	1 2	3 4	5 6	N/A
3. Recognizes and encourages further development of my strengths and capabilities.	1 2	3 4	5 6	N/A
4. Gives me useful feedback when I do something well.	1 2	3 4	5 6	N/A
5. Provides me the freedom to develop flexible and effective counseling styles.	1 2	3 4	5 6	N/A
6. Encourages and listens to my ideas and suggestions for developing my counseling skills.	1 2	3 4	5 6	N/A
7. Provides suggestions for developing my counseling skills.	1 2	3 4	5 6	N/A
8. Helps me to understand the implications and dynamics of the counseling approaches I use.	1 2	3 4	5 6	N/A
9. Deals with both content and process.	1 2	3 4	5 6	N/A
10. Is spontaneous and flexible in supervision.	1 2	3 4	5 6	N/A
11. Helps me to devise and achieve specific concrete goals during the internship experience.	1 2	3 4	5 6	N/A

12. Gives me useful feedback when I do something wrong.	1 2	3 4	5 6	N/A
13. Pays attention to both my concerns and my students' concerns.	1 2	3 4	5 6	N/A
14. Focuses on both verbal and nonverbal behavior in me and my students.	1 2	3 4	5 6	N/A
15. Helps me define and maintain ethical behavior.	1 2	3 4	5 6	N/A
16. Encourages me to engage in professional behavior.	1 2	3 4	5 6	N/A
17. Maintains confidentiality in regard to material discussed in supervision.	1 2	3 4	5 6	N/A
18. Helps me apply counseling theory to practice.	1 2	3 4	5 6	N/A
19. Helps me in planning goals and strategies with my clients.	1 2	3 4	5 6	N/A
20. Helps me formulate a theoretically sound rationale of human behavior.	1 2	3 4	5 6	N/A
21. Offers and encourages me to use a variety of resource information.	1 2	3 4	5 6	N/A
22. Helps me develop increased skill in critiquing and gaining insight from counseling sessions.	1 2	3 4	5 6	N/A
23. Explains criteria for evaluation clearly and in behavioral terms.	1 2	3 4	5 6	N/A
24. Applies criteria fairly in evaluation my counseling skills and performance.	1 2	3 4	5 6	N/A

### **Internship Site Supervisor Support Services**

**To: All School Counseling Site Supervisors**

**Re: Internship Site Supervisor Support Services**

The Department of Counseling values the time and effort internship site supervisors put forth to enhance the professional development of student interns. The following letter is provided to describe support services that the Counseling Department offers to site supervisors during the internship process.

**Orientation:** Internship site supervisors are formally invited to attend a supervisor orientation at the beginning of each semester. Orientation is scheduled each semester, during the second class meeting time of Internship Seminar. Internship site supervisors will be notified in advance by email of each semester's scheduled orientation. This formal orientation is facilitated by the School Counseling Internship Supervisors and has three goals: 1) to provide information internship procedures and requirements; 2) to provide information on assistance and consultation processes; and 3) to provide site supervisors an opportunity to meet and become acquainted with University supervisors and the Internship Seminar group requirements.

**Assistance and Consultation:** Site Supervisors are strongly encouraged to request assistance or consultation at any time during the internship process. The School Counseling Coordinator is available for assistance or consultation by phone (330) 972-6748, or email [dowens1@uakron.edu](mailto:dowens1@uakron.edu). The School Counseling Coordinator is available for on-site visits anytime during the semester.

**Professional Development Opportunities:** The Counseling Department offers an annual Supervision Workshop that is provided free of charge to all site supervisors. This workshop provides an opportunity for site supervisors to gain professional development knowledge, and to meet with other site and university supervisors. Site supervisors will receive notification by email of any scheduled workshops in the Department of Counseling.

**Stipend:** The University of Akron is no longer able to pay a stipend to site supervisors based on a decision made by the Ohio Ethics Commission nor to provide CEU's for supervisory duties.

**Sincerely, Delila Owens, Ph. D., School Counseling Coordinator**

**School Internship Documentation**

Student's Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

**DIRECT CONTACT HOURS:**

**TOTAL:**

Individual:

Group:

- Divorce
- Friendship
- Social Skills
- Grief
- Study Skills
- Other (Specify)

Classroom Guidance:

Consultation:

- Parents
- Teachers
- Administration
- School Staff
- Outside Resources

Individual Supervision:

- Case report
- Audio
- Video
- Live

Group Supervision:

- Case report
- Audio
- Video
- Live

**INDIRECT CONTACT HOURS:**

**TOTAL:**

- Reports
- Documentation
- Lesson Planning
- Telephone contacts
- Testing
- Referrals
- Staff meetings
- Counselor workshops
- Board presentations
- Other (Specify)

**TOTAL DIRECT AND INDIRECT HOURS:**