



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



College of Education,
Health and
Human Services

SCHOOL COUNSELING PRACTICUM AND INTERNSHIP MANUAL

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

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School Counseling Clinical Experience Planning Process

KENT STATE
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Human Services

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

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

IMPORTANT NOTES:

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

Depending on the Program of Study:

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

OR

Students can have 12 hours left in addition to Internship I and II at the end of their program. All required courses must be completed before CES 68192— Internship I School Counseling begins. The only exception to this standard is that students could take CES 68068—School Counseling Program Management and Leadership concurrently with CES 68192—Internship I: School Counseling. Three or four elective courses (four if School Counseling Program Management and Leadership is completed prior to Internship I) can be taken during Internship.

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

TEVERA REQUIREMENT

Tevera is a data management tool that will be used through your program. Tevera is not a Kent State University-designed product; to use Tevera, you must purchase an account with them. The purpose of Tevera is to help you and the program manage Key Performance Indicators, multiple points of evaluation, and your hours accrued during practicum and internship. To maintain FERPA and HIPPA compliance, you are never to include any identifying information pertaining to your clients or students, faculty and staff, supervisors, co-workers, and fellow students.



Step-by-Step Directions for Site Placement School Counseling Practicum or Internship

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

Complete Clinical Experience Eligibility Form: The first step of the practicum application process is completing the Clinical Experience Eligibility Form found in [Tevera](#). Be prepared to upload a current academic transcript.

Meet with Faculty Advisor: The next step in the process of locating a practicum/Internship site is meeting with your CES faculty advisor and discussing your Clinical Experience Eligibility Form and potential sites. It is recommended that you contact your CES faculty advisor early in the semester prior to the semester that you want to complete practicum. Discuss with your advisor ways in which to find a site and market yourself as a Counselor Trainee. Remember, it is your responsibility to initiate contact with potential practicum/internship sites, schedule interviews, and finalize the forms and information in Tevera. If you have any questions about your responsibilities, talk with your faculty advisor. Failure to submit necessary paperwork by the deadlines specified in the Table of Contents may **delay**, from one semester (practicum) up to a year (internship) the commencement of your experience.

Register yourself for CES 6/78392: School Counseling Practicum and CES 68192: Internship I: School Counseling. It is up to the student to register for the school counseling practicum and the Internship I course. Such sections fill up quickly so register as soon as possible because they are on a first come, first served basis. If the sections are filled and you need to enroll in a practicum course, please see the CES webpage for instructions on how to get on a Wait List. The School Counseling Wait Lists serve as the document to see if additional sections of practicum need to be opened or additional instructors need to be hired. There is NO guarantee that students on the Wait List will get into a practicum. The Master's Programs Coordinator will make every effort accomplish this but the addition of sections or instructors is dependent on funding, budget, and availability of qualified personnel. If the required paperwork for Practicum and Internship I is not submitted by the deadlines (see Table of Contents), the student will be dropped from their course.

Contact Potential Practicum/Internship Sites: Once you have identified several potential practicum/internship sites (as a result of conferring with your CES academic advisor or the Master's Practicum and Internship Coordinator), it is recommended that you begin making telephone calls and scheduling appointments early in the process (i.e., at the very beginning of the semester prior to the start of your proposed practicum/internship). When you call each school, ask to speak directly with the senior ranking school counselor and/or the building principal, inquire about the specific services provided by each school that a counseling practicum student would be able to offer (e.g., individual & group counseling) or an internship student (all functions related to school counseling include individual & group counseling, classroom guidance, consultation, etc.) and request an interview for a possible experience. Make the initial contact the contact person as directed in Tevera or on their website. In addition, do not base a practicum/internship agreement on a telephone interview! Schedule an in-person interview with the school contact person and meet directly with this person (if the school permits). Take a copy of this School Counseling Practicum and Internship Manual and your resume with you. Keep track of the schools and persons you contact and be certain you know with whom you are speaking and his/her title and position at the school. If in practicum keep in mind that this might be a potential internship site so you may want to discuss the possibility of also conducting your 600-hour (two semesters) School Counseling Internship at these school.

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

Securing the Practicum/Internship Site: It is strongly recommended that students only accept an offer of a counseling practicum/internship once they have completed an interview with the appropriate person at the site. If you have received more than one offer of a counseling practicum/internship, it is imperative that you inform the site(s) whose offer you will not be accepting that you have accepted an offer at another practicum/internship site and therefore will be declining that offer.

Furthermore, if you have verbally accepted a practicum/internship offer, you need to follow-through and complete the practicum/internship forms in Tevera. If you need to decline an offer that you initially accepted, it is imperative that you speak directly with the person who offered you the practicum/internship position and explain your reason(s) for renegeing on the verbal agreement you made earlier. Remember that you are not only representing the School Counseling program at KSU, but you are also engaging in professional behavior and therefore making impressions to prospective employers.

Completing and Submitting Necessary Paperwork Upon securing a practicum/internship site: Meet with the school representative where you will be undertaking your practicum/internship experience to complete necessary paperwork. Failure to submit necessary paperwork by the deadlines specified in this Manual may delay (by as much as an entire semester/year) the commencement of your practicum/internship experience.

CES Program Practicum/Internship Forms and Documents (in Tevera)

1. Clinical Eligibility Form – Along with the Clinical Eligibility Form Students will upload a transcript of their Graduate coursework. This form is signed by the student’s Advisor.
2. All students will need to confirm that they have interviewed with and accepted an offer of a counseling practicum/internship at their site.
3. For Sites already approved in Tevera:
 - Practicum/Internship Agreement signed Student, then Site Supervisor, then Principal, and then CES Master’s Programs Practicum and Internship Coordinator
 - Verification of Submissions of Federal/State Background Check: Background checks are submitted to the appropriate individuals at the school or district. Students can obtain State and Federal Background Checks in White Hall 221, district office, etc. Results of the State and Federal Background check should be sent directly to the school or district in which you are completing practicum/internship.
 - Assigned Supervisor Qualification form signed by the student, then the site supervisor, and then the CES Master’s Programs Practicum and Internship Coordinator. If Site Supervisor is already approved in Tevera. You would just select the site supervisor from the list.
 - Proof of Professional Liability Insurance Policy. Students must have a personal policy. There are different ways to obtain professional liability insurance. The most common ways include coverage available through the American School Counselor Association (www.schoolcounselor.org) or the Ohio School Counselor Association (www.ohioschoolcounselor.org) Student members enrolled in a master’s level counseling program receive their professional liability insurance coverage compliments of of these organizations.

For Sites not approved in Tevera (Please contact the CES Master’s Programs Practicum and Internship Coordinator for approval before completing forms in Tevera.)

- Site Information Form- This is a form that is completed by someone at the site. This is general information about the site and not specific to a particular student’s placement. All students will have access to this information to review once the site is approved.
 - Practicum/Internship Agreement signed Student, then Site Supervisor, then Principal, and then CES Master’s Programs Practicum and Internship Coordinator
 - Verification of Submissions of Federal/State Background Check: Background checks are submitted to the appropriate individuals at the school or district. Students can obtain State and Federal Background Checks in White Hall 221, district office, etc. Results of the State and Federal Background check should be sent directly to the school or district in which you are completing practicum/internship.
 - Assigned Supervisor Qualification form signed by the student, then the supervisor, and then the CES Master’s Programs Practicum and Internship Coordinator. If Site Supervisor is already approved in Tevera. You would just select the site supervisor from the list.
 - Proof of Professional Liability Insurance Policy. Students must have a personal policy. There are different ways to obtain professional liability insurance. The most common ways include coverage available through the American School Counselor Association (www.schoolcounselor.org) or the Ohio School Counselor Association (www.ohioschoolcounselor.org) Student members enrolled in a master’s level counseling program receive their professional liability insurance coverage compliments of of these organizations.
4. All Students will need to confirm their dates for practicum/Internship.
 5. Attend CES 68392: School Counseling Practicum, CES 68192: Internship I: School Counseling or CES 68292: Internship II: School Counseling

Additional Reminders:

- Forms used for CES 68392: School Counseling Practicum CANNOT be used for CES 68192: Internship I: School Counseling or CES 68292: Internship II: School Counseling – even if you have the same supervisor!
- The Master’s Practicum and Internship Coordinator will enroll students in CES 68292: Internship II: School Counseling (3 credit hours) the second semester of internship.

THIS IS A SAMPLE ONLY COMPLETE IN TEVERA



School Counseling Practicum Agreement Form

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

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and
(School Name):
of
(City and State):
is for the purpose of identifying responsibilities assumed in the provision of appropriate supervision for School Counseling Student
(Counselor Trainee Name):
while he/she is enrolled in the School Counseling Practicum course for (Semester and Year of Practicum Experience):

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a licensed school counselor.
- 2) This agreement shall remain in effect for the duration of the student’s practicum experience at the school specified above. Termination of this agreement prior to the successful completion of practicum requires the consultation of the assigned site practicum supervisor, school representative, Practicum Instructor, CES Master’s Practicum and Internship Coordinator at the University, the student’s faculty advisor, and the student.

3) The practicum experience is typically a voluntary arrangement with no financial remuneration required by the University or school for services provided in the course of fulfilling practicum duties; however, some schools may offer stipends to Counselor Trainees.

4) Practicum is typically a one academic semester experience (approximately 16 weeks), exclusive of vacations. Once all necessary paperwork and completed forms have been submitted to the CES Master's Practicum and Internship Coordinator by the deadline specified in this Manual, and the CES Master's Practicum and Internship Coordinator has determined that the proposed practicum site and expected experiences are appropriate for fulfilling both CES School Counseling program and state licensure eligibility requirements, the student will enroll for 3 credit hours in the Practicum in School Counseling course for the semester of the practicum experience.

5) Practicum hours shall be in accordance with school work hours and shall total a minimum of 8 clock hours per week for a minimum total of 100 clock hours. Of the 100 clock hours needed, 40 must be in direct and face-to-face service to students/clients. Of the 40 direct hours, a minimum of 20 hours must be individual counseling and a minimum of 10 hours must be small group counseling (not classroom guidance).

6) The practicum experience must be representative of a professional school counselor – with an emphasis on basic counseling skills / techniques. That is, during the practicum experience, the counselor trainee must utilize the CACREP (2016) standards.

7) Students cannot begin accruing clock hours towards practicum requirements until all site placement forms have been completed and signed by all required parties. See the deadlines above. The site and experience must be determined to be appropriate by the CES Master's Practicum and Internship Coordinator.

8) Students who are engaged in school practicum-related activities and are enrolled in the school counseling practicum course are required to attend weekly practicum class sessions.

9) It is important to note that School Counseling Counselor Trainees may wish to complete their internship experience after they complete their practicum at the same site/school as their practicum. However, the Counselor Trainee, the CES Master's Practicum and Internship Coordinator, and the site/school supervisor must agree to do this. Any of these three parties may nullify this agreement. The major difference between the School Counseling Practicum and the School Counseling Internship are as follows:

- Practicum is a 3-credit hour course to be completed over one semester with 100 hours of experience (40 hours of which are direct student contact). Internship I (3

credit hours) and Internship II (3 credits hours) total a 6-credit hour experience to be completed over two semesters with 600 hours of experience (240 hours of which are direct student contact).

- Students are required to complete four courses prior to enrolling in Practicum: Orientation and Ethics: School Counseling, Counseling Theories, Counseling Skills and Techniques, Group Work: Theory and Techniques.
- Practicum is an opportunity to PRACTICE therapeutic skill building, relating to students individually and in small groups, and in working through the therapeutic process.
- Students are required to complete the majority of their coursework prior to enrolling in Internship. Therefore, Internship is an opportunity to serve fully in the role and function of a Professional School Counselor under supervision.

Responsibilities of the University

The University agrees to:

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

Responsibilities of the School

The School agrees to:

- 1) Designate one staff person as site/school supervisor with appropriate graduate degree and a school counseling license / certificate. This person must be an employee (part-time, full-time, or contracted with the school) of the School where the practicum will be conducted. In addition, the school supervisor must be a professional practicing as a licensed / certified school counselor for at least two years. The designated

site/school supervisor will assume legal responsibility for the welfare of all students seen by the Counselor Trainee.

2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Practicum Instructor and CES Master's Practicum and Internship Coordinator.

3) Ensure that at least 40 clock hours are devoted to direct, face-to-face service to students and offer audio/visual recording access for a minimum of 5 counseling sessions. Recording should only occur with the permission of the student's parent/guardian. In addition, it is preferable that all sessions completed by the Counselor Trainee are recorded. For these additional sessions live or co-counseling can occur in the absence of recording. A minimum of 5 sessions must be recorded. Within these 40 hours, a minimum of 20 individual hours and a minimum of 10 small group counseling hours (not classroom guidance) must be accrued but shall not exceed 20 hours of group counseling.

4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to students.

5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of students, etc.).

6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.

7) Complete the student evaluation materials in a timely fashion.

8) Inform the University of School policies and procedures that are relevant to the experience of students.

9) Provide appropriate working conditions and physical arrangements for the practicum, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with students/clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:

- a) settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and recording);
- b) settings for small-group work with assured privacy and sufficient space for appropriate equipment;

- c) necessary and appropriate technologies that assist learning, such as recording and telecommunications equipment;
- d) settings with observational and/or other interactive supervision capabilities; and procedures that ensure that the client's confidentiality and legal rights are protected.

10) Maintain close communication with the University in relation to practicum activities through available means such as field supervisor meetings, correspondence with the CES Master's Practicum and Internship Coordinator, on-site visits by the Practicum Instructor, and/or telephone/e-mail contacts.

11) Monitor student performance and report to the University Practicum Instructor and/or CES Master's Practicum and Internship Coordinator if difficulties in performance, ethics or other practicum related activities arise.

12) Allow the practicum student to attend weekly practicum class.

Responsibilities of the Student / Counselor Trainee

1) The Counselor Trainee will enroll in the Practicum for School Counseling course for one semester (3 semester hours) and will attend all classes/seminars for School Counseling practicum for the entire length of the practicum experience. Within this class, 2.5 hours of group supervision /instruction will be provided and students will be actively participating in this experience

2) The Counselor Trainee will complete a weekly School Counseling Practicum Log and submit it on a weekly basis to their site/school Practicum Supervisor and the Practicum Instructor.

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

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

5) Counselor Trainees are responsible for seeing that ALL paperwork related to the practicum is completed and submitted in a timely fashion (i.e., according to deadlines

specified in this Manual and in Practicum class).

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

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

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

The School Counseling Practicum will begin

(month/date/year): and conclude (month/date/year): for a total of (number of weeks):

THIS IS A SAMPLE ONLY COMPLETE IN TEVERA



School Counseling Internship Agreement Form

Directions: This agreement is to verify for the University, the Internship Site, and the Counselor

Trainee the expectations of the internship experience and to document that all parties have agreed to take part in this experience. This agreement **MUST** be completed and signed by all appropriate parties, and submitted to the CES Master's Practicum and Internship Coordinator **by May 1st if starting Fall and December 1st if changing sites for Internship II.**

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

(School Name):

of

(City and State):

is for the purpose of identifying responsibilities assumed in the provision of appropriate supervision for School Counseling Student

(Counselor Trainee Name):

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

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a licensed school counselor.

- 2) This agreement shall remain in effect for the duration of the student's internship experience at the school specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned site internship supervisor, school representative, Internship Instructor, CES Master's Practicum and Internship Coordinator at the University, the student's faculty advisor, and the student.

- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or school for services provided in the course of fulfilling internship duties; however, some schools may offer stipends to Counselor Trainees.

- 4) Internship is a two-semester experience (e.g., Internship I in the fall semester then Internship II in the spring semester). Once all completed forms have been submitted to the CES Master's Practicum and Internship Coordinator by the deadline specified in the SCON Practicum and Internship Manual, and the CES Master's Practicum and Internship Coordinator has determined that the proposed internship site and expected experiences are appropriate for fulfilling both CES School Counseling Program and state licensure eligibility requirements, the student will be cleared to enroll in the appropriate Internship course.

- 5) Internship hours shall be in accordance with school work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to students, other school personnel regarding students, or parents.

- 6) The internship experience must be representative of the role and function of a professional school counselor. That is, during the internship experience, Counselor Trainees must utilize the current CACREP academic standards. It is critical that students receive a wide variety of experiences during their internship – students from the Kent State University, School Counseling master's degree program have completed all CACREP core curriculum standards prior to the start of internship.

- 7) Students cannot begin accruing clock hours towards requirements until all placement forms have been completed and signed by all required parties. See the deadlines above. The site and experience must be determined to be appropriate by the CES Master's Practicum and Internship Coordinator.

8) Students who are engaged in school counseling internship-related activities are enrolled in a school counseling internship course and are required to attend weekly internship class session.

9) It is important to note that School Counseling Counselor Trainees may have completed their practicum experience at the same site/school as they wish to complete their internship. However, the Counselor Trainee, the CES Master's Practicum and Internship Coordinator, and the site/school supervisor must agree to do this. Any of these three parties may nullify this agreement. The major differences between the School Counseling Practicum & School Counseling Internship are as follows:

- Practicum is a 3-credit hour course to be completed over one semester with 100 hours of experience(40 hours of which are direct student contact).
- Internship I (3 credit hours) and Internship II (3 credit hours) total 6-credit hour experience to be completed over two semesters with 600 hours of experience(240 of which are direct student contact).
- Students are required to complete four courses prior to enrolling in Practicum: Orientation and Ethics: School Counseling, Counseling Theories, Counseling Skill and Techniques, and Group Work: Theory and Techniques. Practicum is an opportunity to PRACTICE therapeutic skill building, relating to student individually and in small groups, and working through the therapeutic process.
- Students are required to complete the majority of their coursework prior to enrolling in Internship. Therefore, Internship is an opportunity to serve fully in the role and function of a Professional School Counselor under supervision.

Responsibilities of the University

The University agrees to:

1) Assume full responsibility for the administrative duties associated with the academic requirements of the School Counseling Internship, including approval of the internship site and experience, maintaining on-going and direct communication with school representatives, ensuring that Counselor Trainees are academically ready to begin the internship experience, and grading.

2) Provide information regarding the CES School Counseling program and curriculum in order that the school may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and the Practicum and Internship Manual.

3) Designate one CES faculty member each academic semester to serve as the Internship Instructor for the student and to communicate directly with the site/school

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

Responsibilities of the School

The School agrees to:

- 1) Designate one staff person as site/school supervisor with appropriate graduate degree and a school counseling license/certificate. This person must be an employee (part-time, full-time, or contracted with the school) of the School where the internship will be conducted. In addition, the school supervisor must be a professional practicing as a licensed/certified school counselor for at least two years. The designated site/school supervisor will assume legal responsibility for the welfare of all student clients seen by the Counselor Trainee.
- 2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Internship Instructor and CES Master's Practicum and Internship Coordinator.
- 3) Ensure that internship hours shall be in accordance with school work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to students, other school personnel regarding students, or parents.
- 4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to students.
- 5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of students, etc.).
- 6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.
- 7) Complete the student evaluation materials in a timely fashion.
- 8) Inform the University of School policies and procedures that are relevant to the experience of students.

9) Maintain close communication with the University in relation to internship activities through available means such as field supervisor meetings, correspondence with the CES Master's Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and/or telephone/e-mail contacts.

10) Provide appropriate working conditions and physical arrangements for the internship, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with students/clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:

- a) settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and recording);
- b) settings for small-group work with assured privacy and sufficient space for appropriate equipment;
- c) necessary and appropriate technologies that assist learning, such as recording and telecommunications equipment;
- d) settings with observational and/or other interactive supervision capabilities; and
- e) procedures that ensure that the client's confidentiality and legal rights are related

11) Monitor student performance and report to the University Internship Instructor and/or CES Master's Practicum and Internship Coordinator if difficulties in performance, ethics, or other internship related activities arise.

12) Allow the student intern to attend weekly internship class.

Responsibilities of the Student / Counselor Trainee

1) The Counselor Trainee will be enrolled in Internship I then Internship II and will attend all classes/seminars for School Counseling Internship for the entire length of the internship experience.

2) The Counselor Trainee will complete a weekly School Counseling Internship Log and submit it on a weekly basis to their site/school internship supervisor and the Internship Instructor, and copies to the site/school supervisor.

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

4) Counselor Trainees will be expected to conduct themselves in a professional manner throughout the entirety of the internship experience. This means up-holding and abiding by the most current revision of the American Counseling Association's Code of Ethics

and Standards of Practice, the ethical codes provided by the American School Counseling Association, and FERPA laws.

5) Counselor Trainees are responsible for seeing that ALL paperwork related to the internship is completed and submitted in a timely fashion (i.e., according to deadlines specified in this Manual and in the Internship course).

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

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

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

Internship I: School Counseling will begin (month/day/year):
and conclude
(month/day/year):

For a total of this many weeks (number of weeks):

Internship II: School Counseling will begin (month/day/year):
and conclude
(month/day/year):

For a total of this many weeks (number of weeks):