

INTRODUCTION TO PRACTICUM AND INTERNSHIP

BUTLER UNIVERSITY SCHOOL COUNSELING PROGRAM

We are officially accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Under CACREP guidelines, Clinical Instruction includes supervised practica and internships completed within a student's program of study. Practicum and internship requirements are considered to be the most critical experience elements in the program.

This packet of material has been developed to introduce you to the Clinical Instruction component of the program and to hopefully answer most of your questions. This information will be reviewed with you during the spring semester of your first year as well as in the practicum and internship courses. As always feel free to consult with faculty as needed. It is our intent to conduct a high quality clinical training experience and we welcome your questions and input into the process.

SELECTING A SITE

The Counselor Education program area maintains a list of approved sites along with the contact person and phone number. Please consult with a faculty member to obtain a copy. Students are not limited to these sites however. If you know of a particular school or perhaps you already teach at a school not on our list, you should consult with the faculty to begin the approval process for this site. A faculty member will visit the prospective site and site supervisor in order to clarify expectations before granting final approval. Our experience is that this arrangement has worked well both in meeting students' needs and in helping Butler develop additional sites for other students.

You should begin the process of locating a site about two months before the semester in which you plan to start. Your first step is to consult with a faculty member. It is then your responsibility to contact the site and to share any related written materials with the site supervisor. We encourage you to approach this contact like you would if seeking employment there. Interview them also so that you find the best match for your needs. Report your contacts back to the faculty. We will make any other necessary initial contacts (letter, phone, and/or visit). Make sure the agreement form/contract is signed and returned. We will also visit your site supervisor during the semester. In each semester of internship, we will arrange to observe you during one of the visits. It is permissible to contact several sites as you engage in the selection process. You may also arrange to work in more than one site in a particular semester. Two is the limit on the number of concurrent placements. During the internship, you may elect to move to a different site(s) for the second semester making sure to follow the above steps again. Remember, you are required to gain clinical experience in at least two developmental levels.

It is unlikely you will be paid while completing your clinical work, but if this option presents itself- great!

THE SITE SUPERVISOR

CACREP has established the following criteria for a site supervisor:

- minimum of a master's degree in counseling or a closely related field and appropriate certifications and/or licenses.
- minimum of two years of pertinent experience.
- knowledge of the program's expectations, requirements, and evaluation procedures for students.

It is also our preference that the person has some experience supervising students, but we know that good supervisors can be developed as they gain their initial experience as a supervisor.

Practicum supervision includes weekly interaction with an average of one hour per week of *individual and/or triadic supervision* which occurs regularly over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member and an average of one and one half hours per week of *group supervision* by a program faculty member or a supervisor under the supervision of a program faculty member.

Internship supervision includes weekly interaction with an average of one hour per week of *individual and/or triadic supervision* throughout the internship (usually performed by the on-site supervisor) and an average of one and one half hours per week of *group supervision* provided on a regular schedule throughout the internship, usually performed by a program faculty member.

LOGGING HOURS

It is your responsibility to keep an up-to-date accurate log sheet (see **The Log** for Practicum and Internship) of your hours and to have your site supervisor sign-off on each sheet.

Keep a copy of all log sheets turned in to your faculty supervisor. Round off minutes to the nearest quarter hour.

Please refer to the forms **Counting Hours in Practicum** and **Counting Hours in Internship** for further explanation.

Please refer to the **Activities for School Counselors** (end of this document) to get some feel for the variety of activities that you may engage in and receive credit. As a general

guideline, CACREP states that the student will perform a variety of activities that a regularly employed school counselor would be expected to perform.

TAPING REQUIREMENTS AND SUPERVISION

Practicum students and interns are expected to submit videotapes of a specified number of counseling sessions, classroom guidance activities, or small group work. Most schools have their own taping equipment and will assist you in making arrangements to make tapes. You may also borrow point-and-shoot cameras from your faculty supervisor, but plan ahead, as availability is limited.

Students or clients in schools are often eager to assist you with your taping responsibilities, particularly when you emphasize that the purpose of the taping is to help you become a better counselor. Those few students who may be resistant often benefit from seeing themselves on a practice tape before the taping of the real counseling session begins.

For supervisory purposes, the best tape is the one that shows both counselor and client or intern and student. If it becomes apparent that the camera is intrusive on the counseling process, i.e., the student or client frequently glances at the camera over an extended period of time, you might offer to position the camera in such a way that only you are taped.

Also, consult your on-site supervisor for details of the school's procedures regarding the obtaining of parental permission before videotaping. Some schools require no permission; some require that you only notify parents of your intent to tape; others require the written signature of a parent or guardian before you may tape. Sample permission forms are included here for your use and may also be downloaded from the WWW.

Consult your faculty practicum or internship instructor for specific taping requirements. In general, the more taping you do and the more time you spend critiquing your own work, the better counselor you will become.

It is your responsibility to protect your client's confidentiality. This means erasing tapes when you are finished using them and it means not leaving tapes where they are accessible for unauthorized use. It is also your responsibility to actively participate in individual and group supervision by asking questions, making suggestions, and giving feedback to fellow students. The supervisor will be doing this but your input is valued as well and helps promote a good learning environment.

NOTE: The practicum and internship supervisors vary each semester and reserve the right to vary their form of instruction and/or set additional requirements.

LIABILITY INSURANCE

It is highly unlikely that practicum/internship students will be involved in litigation related to their clinical experiences. This of course assumes that you will be performing in a professional manner and in accordance with ethical and legal guidelines. Nevertheless, we do require you to obtain liability coverage.

Liability insurance is automatic if you are a member of the American School Counselor Association (<http://schoolcounselor.org>) or bought separately through the American Counseling Association (www.counseling.org). You should apply for coverage **approximately two months** before the start of your practicum in order to insure timely coverage.

Also, the National Board for Certified Counselors is offering liability insurance. Applicants need not be certified by NBCC or a member of any professional organization. Go to www.nbcc.org and click on NBCC Insurance Center.

SCHOOL COUNSELING ACTIVITIES

NOT LISTED IN ORDER OF IMPORTANCE. ACTIVITIES WILL VARY ACCORDING TO GRADE LEVEL AND NEEDS OF THE SCHOOL

- Study Skills
- Time management
- Post-secondary planning
- Scholarship and financial aid info
- Master school schedule
- Student scheduling
- Personal-social counseling
- Group counseling
- Crisis counseling
- Conflict management
- Violence prevention/school safety issues
- Attendance follow-up
- In school suspension
- Assisting with discipline program
- Hall and lunchroom duty
- Transcript review
- Class rank and honor roll tracking
- Tracking student progress and behavior
- Letters of recommendation
- Program planning and evaluation
- Consultation with principal and faculty
- Consultation/counseling with families
- Consultation with community agencies
- Drug and alcohol information
- Drug and alcohol counseling
- At-risk student services
- Apprenticeship Fair
- Grant proposals
- Fund-raising
- Networking
- Professional development
- Orientation Activities
- Special Needs student services
- Rape/Harassment
- Child Abuse reports
- Seminars for Students
- Seminars for Parents
- Teacher In-service
- Adv Placement Testing
- Applications to colleges
- Awards/recognition Programs
- Gifted/Talented Identification
- Suicide pre/post intervention
- College Fair
- Work permits/Employment
- Attending student activities
- Suspension conferences
- Shadowing a teacher
- Shadowing an administrator
- Assistance to transfer students
- Attend teacher team meetings
- Hospital discharge planning

- Special education team collaboration
- Peer facilitation, tutoring, and mentoring
- Military and college liaison
- Computer-aided information searches
- Career Day
- Student testing and assessment (ISTEP, PSAT, SAT, interests, aptitudes, etc.)
- Designing and implementing classroom guidance curriculum
- Coordinate with alternative ed
- Coordinate college visits
- Middle School Advisories
- Coordinate resource room
- PTO involvement