GUIDELINES FOR INTERNSHIP SITES

The supervised internship in counseling is the culminating course for a master's degree in counseling at the University of Southern Maine. It provides counseling students an opportunity to put into practice the cumulative skills, knowledge, and attitudes about helping people that they have developed throughout the program. Because this is the only time the student will have to learn under the supervision of a counseling professional in the school setting, we are looking for professional settings to provide a wide range of experiences. We are pleased that you have joined us in this venture.

Listed below are some of the experiences that we would like the school counseling intern to have. Please initial the activities when they have been completed.

DEVELOPMENTAL CLASSROOM LESSONS

_____ Observe the school counselor presenting classroom lessons
_____ Learn about preparation of classroom counseling units
_____ Assist the school counselor in preparing lessons and possibly units
_____ Assist the school counselor in facilitating and delivering classroom lessons
_____ Deliver classroom lessons

SMALL GROUP

_____ Learn about different types of groups that are led by the counselor
_____ Assist the counselor in the preparatory work for a group
_____ Co-lead a small group with the school counselor
_____ Lead a small group under the supervision of the school counselor

INDIVIDUAL COUNSELING

_____ Discuss the site supervisor's perspective on individual counseling in the school
_____ Observe the school counselor counseling students
_____ Counsel individual students under the supervision of the school counselor

CONSULTATION

_____ Observe the counselor consulting with teachers and parents
_____ Consult with the parents of a child that the intern is or will be counseling
_____ Consult with the teacher of a child that the intern is counseling

ACCOUNTABILITY

_____ Review and collect data pertaining to school counseling
_____ Develop a data collection project to demonstrate the efficacy of a counseling intervention
_____ Present data in an understandable format to inform stakeholders of the impact of the counseling program

OTHER ACTIVITIES

_____ Observe administration of student assessments (formal and informal)
_____ Assist/administer developmental, educational, or career assessment
_____ Interpret developmental, educational, or career assessment
_____ Explain information resources
_____ Assist with computerized information system
_____ Manage portfolio or individual planning and advising process
SYSTEMATIC INTERVENTIONS

_____ Observe a Pupil Evaluation Team, Student Assistance Team, or other systemic intervention procedure in the school
_____ Interview school specialists who provide intervention services for students (psychologists, social workers, occupational therapists, substance abuse counselors, etc.)
_____ Participate in PET, SAT, etc. (preliminary discussions, meetings, and case study presentations)
_____ Consult with specialist(s) involved with students in intern's caseload
_____ Examine school's Crisis Intervention Plan, if available
_____ Perform classroom observation--whole class or individual student
_____ Summarize findings of classroom observation

PROGRAM MANAGEMENT

_____ Participate in K-12 or building-level school counselor meetings
_____ Examine district's K-12 Counseling Plan
_____ Contribute to school or counseling department newsletter
_____ Contribute to department's/program's public relations initiatives
_____ Maintain appropriate records
_____ Conduct action research
_____ Coordinate special event or activity
_____ Develop curriculum or group work materials

PROFESSIONAL DEVELOPMENT

_____ Attend professional meetings
_____ Assist in the development of in-service education programs
_____ Conduct in-service education
_____ Discuss professional literature
_____ Discuss important ethical issue at the school/in the department
_____ Assess/reflect upon personal/professional competence

Your input and supervision is most valuable. You are the one who can share important feedback from on-site observations. Please put aside a minimum of one hour of uninterrupted time each week for mutual discussion (may be done in one session or several).

The University supervisor is available for consultation with you at any time. You may reach the supervisor through the USM office phone at 780-5316.

Thank you for making this commitment to our profession. This is the only way we are able to continue to enhance the quality of school counselors who are out there in the working world-- by your giving to them the experiences that cannot come from a textbook, listening to others, or by training exercises. Your guidance and supervision will serve them well!

8/2015