

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!

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