CHECKLIST OF INTERNSHIP EXPERIENCES

ELEMENTARY

AWARENESS/EXPOSURE
Review district's guidance plan
Understand philosophy & objectives
Attend parent conference(s)
Attend support team meetings
Identify outside service agency staff
Become familiar with guidance office materials
Review developmental levels of kids
Understand personal & permanent record system

DIRECT INVOLVEMENT
Review & participate in the management activities of the guidance program
Plan & conduct classroom meeting or group guidance activity
Plan & implement group counseling sessions
Conduct individual counseling
Attend staff in-service
Attend support team meetings
Meet with outside service agency staff
Prepare a child study
Consult with parents
Consult with teachers
Conduct orientation activities (including assisting with transition program)
Involvement in career development activities
Meet with principal
Provide follow-up & interpretation of standardized tests used in the setting
Participate in semester-end activities
Assist with program evaluation & research

EXPLORATION
Attend workshops, conferences, etc. (professional development)
Tour community, visit key institution
Visit another elementary guidance program

INDIRECT INVOLVEMENT
Meet staff & administrators
Receive faculty & staff handouts
Work with special needs students

OTHER OPTIONS
(Co) Conduct staff in-service
Help with after-school activities (if applicable)
Attend meetings of school &/or community committees/boards
Work with special needs students
Meet with business & industry personnel

SUPERVISOR ISSUE
Meet regularly with supervisor
Keep a personal log
**MIDDLE**

**AWARENESS/EXPOSURE**
- Review district's guidance plan
- Understand philosophy & objectives
- Attend parent conference(s)
- Attend support team meetings
- Identify outside service agency staff
- Become familiar with guidance office materials
- Review developmental levels of kids
- Understand personal & permanent record system
- Understand vocational programs

**DIRECT INVOLVEMENT**
- Writing guidance plan
- Plan & implement group counseling sessions
- Consult with parents
- Consult with teachers
- Meet with principal
- Conduct individual counseling
- Attend staff in-service
- Attend support team meetings
- Be involved in student planning for education (including scheduling)
- Conduct orientation activities (including assisting with transition program)
- Be involved in career development activities
- Provide follow-up & interpretation of standardized tests used in the setting
- Assist with program evaluation & research

**EXPLORATION**
- Attend workshops, conferences, etc. (professional development)
- Tour community
- Visit another middle school guidance program

**INDIRECT INVOLVEMENT**
- Meet staff & administrators
- Receive faculty & staff handouts

**OTHER OPTIONS**
- (Co) Conduct staff in-service
- Help with after-school activities (if applicable)
- Attend meetings of school &/or community committees/boards
- Work with special needs students
- Meet with business & industry personnel

**SUPERVISOR ISSUE**
- Meet regularly with supervisor
- Keep a personal log
SECONDARY

**AWARENESS/EXPOSURE**
Review district's guidance plan
Understand philosophy & objectives
Attend PET meeting(s)
Attend parent conference(s)
Attend support team meetings
Identify outside service agency staff
Understand personal & permanent record system
Become familiar with guidance office materials
Review developmental levels of kids
Understand vocational programs
Investigate Talent Search Program(s)

**DIRECT INVOLVEMENT**
Plan & implement group counseling sessions
Consult with parents
Consult with teachers
Meet with principal
Conduct individual counseling
Attend staff in-service
Attend support team meetings
Meet with outside service agency staff
Be involved in student planning for education (including scheduling)
Conduct orientation activities
Be involved in career development activities
Provide follow-up & interpretation of standardized tests used in the setting
Write college recommendations/receive feedback
Assist with selection & referral of students for special programs (upward bound, scholars day, job corps, etc.)
Participate in semester-end activities

**EXPLORATION**
Attend workshops, conferences, etc. (professional development)
Explore financial aid and local scholarship options
Visit another high school guidance program

**INDIRECT INVOLVEMENT**
Meet staff & administrators
Receive faculty & staff handouts
Working with special needs students

**OTHER OPTIONS**
(Co) Conduct staff in-service
Help with after-school activities (if applicable)
Attend meetings of school &/or community committees/boards
Work with special needs students
Meet with business & industry personnel

**SUPERVISOR ISSUE**
Meet regularly with supervisor
Keep a personal log