



FLORIDA ATLANTIC UNIVERSITY

College of Education

Department of Counselor Education

SCHOOL COUNSELING

PRACTICUM AND INTERNSHIP APPLICATION GUIDE

School Counseling Faculty:

Greg Brigman, Ph.D.

Elizabeth Villares, Ph.D.

Melissa Mariani, Ph.D.

Hannah Bowers, Ph.D.

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Steps for Applying for a Field Experience

- 1. Consult with School Counseling Faculty Advisor Prior to Applying to discuss eligibility and placement site.
 - o Dr Brigman - gbrigman@fau.edu
 - o Dr. Villares - evillare@fau.edu
 - o Dr. Mariani - mmarian5@fau.edu
 - o Dr. Bowers - bowersp@fau.edu

The school district makes the final placement. The quality of the site’s school counseling program is the key factor.

- 2. Apply for placement. This usually opens up after the new semester starts.
<http://www.coe.fau.edu/students/oass/fieldexperience/LinkToApplication.aspx>
 - If you have a specific location in mind where you would like to complete your field experience (e.g., in your own school, a school or region near your home, out of district or state) please indicate that in the “Special Circumstances” field in the electronic application.
- 3. Turn in the Following Documents By Annual Deadlines (Paper Clip All Items Together)
 - a. **Passing FTCE Scores (required for Interns) OR Evidence of a Test Registration Date (for practicum placements only)**
 - b. Required FTCE exams include: Professional Educators Exam, General Knowledge Exam, and School Guidance and Counseling Subject Area Exam.
 - c. 1 Copy of a Current Security Clearance ID from the District in which you are seeking placement.
 - d. [1 Copy of the Placement Information Sheet. \(In-Own School Placements ONLY\)](#)

Where do I turn in my paperwork?

Boca Raton Campus College of Education, Rm 230 777 Glades Road Boca Raton, FL 33431 (561) 297-3570	Davie Campus College of Education, Rm 202 Education and Science Bldg. Davie, FL 33314 (954) 236-1028	MacArthur Campus College of Education, Rm 202 5353 Parkside Dr. Jupiter, FL 33458 (561) 799-8135
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- Applications for Practicum & Internship Applications Are Due By:
- **SPRING SEMESTER DUE** September 15th
 - **FALL SEMESTER DUE** January 31st

Note: Florida Department of Education and FAU’s College of Education Requires That Students Provide Passing Scores On The State Certification Exams (FTCE) To The Office for Academic and Student Services and Counselor Ed Office Before Being Cleared For Graduation. Visit <http://www.Coe.Fau.Edu/Counsel/Certification.htm> For Additional Information.

Field Experience Course Requirements

Any student who does not earn a rating of “Satisfactory” or higher on any competency assessment is required to remediate on the assignment before earning a grade in the course.

1. The Practicum consists of a minimum of 150 hours on site during the semester involving counseling and guidance related activities. Individual counseling, small group counseling, classroom guidance, and consultation with parents/teachers must account for at least 60 (40%) of the hours. Guidance related activities will be determined by the cooperating counselor and the University Supervisor.
2. The Internship consists of a minimum of 600 hours on site during the semester involving counseling and guidance related activities. Individual counseling, small group counseling, classroom guidance, and consultation with parents/teachers must account for at least 240 (40%) of the hours. The delivery of a ***parent/teacher workshop is required***. Guidance related activities will be determined by the cooperating counselor and the University Supervisor.
3. Students will meet with the University Supervisor weekly for individual/group supervision.
4. Summarize your counseling contacts and other activities weekly. Complete the Electronic Weekly Summary Log. Print the form then have it signed by your site supervisor and submit it to your University Supervisor. Keep a copy of each for your own records.
5. Students will present a minimum of **four** video tapes of counseling done at the Internship site during the semester. These tapes should include at least one individual, small group, consultation, and classroom guidance session. You should view your tape and complete a tape evaluation form prior to sharing the tape in class. If the quality of the tape is poor (can't hear/see or skills are not being adequately demonstrated) you will be expected to choose another experience to tape.
6. All SSS tape presentations must follow the classroom and small group lessons presented in the SSS ***manuals***.
7. Whenever possible all course documentation (internship activity plan, format sheets, tape review forms, case study, etc.) should be prepared electronically and not handwritten.
8. Students will participate in face-to-face individual supervision (practicum students) and an online discussion group (internship students). This Internet group activity includes responding to tasks that evoke thought/evaluation of the counseling experience in schools, exchanging ideas and information about resources, and networking with other interns about case concerns.
9. Students will provide peers with feedback on each taped session presented during group supervision.
10. Students will follow the FAU Counseling format and models for the four direct counseling services: individual counseling (including the use of the problem-solving model), small group counseling, classroom guidance and consultation.
11. Satisfactory evaluations on all competency assessments.
12. Students will create a portfolio of the work completed during the internship experience. The following sections should be included in the portfolio and must be uploaded to LiveText:
 - Table of Contents
 - School/Sample Data Profile, Semester Activity Plan/Agreement, Calendars
 - Permission letters from all parents/guardians of students you work with in small groups or individually
 - Individual counseling
 - Case study (case study format in packet) for one of our individual clients

- Summary notes for all sessions for case study client
 - Videotape feedback forms completed by peers and University Supervisor for an individual counseling session
- Group counseling
 - Structured session plans for one academic, one social skills and one career group
 - Group session plan (see group counseling format in packet) for video taped session for class presentations
 - Videotape feedback forms completed by peers and University Supervisor for the group counseling session
 - All small group counseling student feedback forms
- Classroom guidance
 - Structured lesson plans for one career, one learning, and one social skills unit
 - Lesson summary form (see classroom guidance in packet) for videoed lesson
 - Videotape feedback forms completed by peers and University Supervisor for the classroom guidance session
 - Classroom guidance teacher evaluations with reflections (2 for practicum, 5 for internship)
- Consultation
 - Consultation summary for videoed lesson (see consultation format in packet)
 - Videotape feedback forms completed by peers and University Supervisor for the consultation session
 - Workshop format
- Professional practice self-reflections (see packet).
- Site Supervisor and University Supervisor evaluation forms from:
 - Site Supervisor – FAU Counselor Education Dept. Practicum evaluation form
 - University Supervisor – FEAP evaluation form
 - Evaluation of Practicum Site experience
- Contact logs to document 150 total and 60 direct contact hours (Practicum) or 600 total and 240 direct contact hours (Internship)
 - Electronic Weekly Summary Log (each experience is documented)
 - Semester summary (printed from the electronic database)
 - End of Semester Checklist

Having a Successful Field Experience

The field experience is an opportunity for you to put into practice what you have been learning in your classes. That often means that you need to review theories and techniques and read about other approaches when working with different kinds of problems. Try various theories and styles until you find approaches that are comfortable for you and your client.

It is **your responsibility to ask for assistance** whenever you are in doubt or have a question about policies or procedures. Your Site Supervisor and University Supervisor are available to help you. If in doubt, **ASK! Revisit the ACA & ASCA Ethical Standards and abide by them. If you perceive a violation of any of the ethical standards you should consult with your Site and University Supervisor immediately. You will become a professional counselor by conducting yourself in a professional and ethical manner. You are encouraged to affiliate with professional associations such as ACA, ASCA, FSCA, FCA, and other related associations, and to continue to learn by attending and presenting at professional conferences and subscribing to and reading professional journals.**

**While we strongly encourage you to belong to your professional organizations, you do not have to be part of a professional organization in order to obtain this insurance. However, the American School Counseling Association (ASCA) <http://www.schoolcounselor.org> offers professional liability to student members at no additional cost.

The American Counseling Association (ACA) has a professional liability insurance program through Health Care Providers Service Organization (HPSO). To obtain Professional Liability Insurance through Health Care Providers Service Organization (HPSO) log onto <http://www.hpso.com> The phone number is 1-800-982-9491. To get the student rate, make sure you clarify that you are a student. The cost is \$20 for the year. You are not limited to these insurance carriers. We offer this information as one option to you. Other professional organizations and insurance providers offer professional liability.

Additional notes

- ***Graduate practicum/internship students will be expected to follow the policies and procedures of their host institutions and consult with the on-site counselor with regard to abuse/neglect referrals and suicide intervention.***
- Students will bring a copy of the session summary for each class member on the date of each videotape review.
- Students are responsible for the quality of their tapes.
- Students are responsible for filing electronic weekly logs with University Supervisor.
- The student will keep portfolios at the end of the semester. However, University Supervisors will keep the Site and University Supervisor Evaluation form (students should make their own copies), the University Supervisor Tape Evaluation forms for each of the four direct counseling areas, and the electronic weekly summary logs to document experiences and hours. Students will submit an End of Semester Checklist as a cover page to the documents provided to the University Supervisor.
- Students will complete a course evaluation as well as an evaluation of the on-site experience at the end of the semester.

Practicum and Internship Recommended Weekly Schedule for the Required Direct Contact Hours			
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	Practicum	Full Internship	Split Internship
Individual counseling: Brief counseling model. <i>Usually 1-3 sessions per week</i> that are goal focused and involve the problem solving model. Referral, if needed, is then made in conjunction with site supervisor.	= 15	= 60	= 30
Small group counseling: <i>Approximately 5 groups per week.</i> Students will plan for academic skills groups (eight SSS sessions/required), personal/social (loss, divorces, social problem solving) and career focused groups as needed. You will most likely not be able to run all these groups but you are expected to facilitate several types of groups prior to completing the <i>internship</i> .	= 15	= 60	= 30
Classroom guidance: <i>Approximately 5 lessons x 12 weeks.</i> Students will plan for academic (SSS six sessions/required), personal/social, and career focused classroom experiences. As with group, you will most likely not be able to run all of these but are expected to facilitate several types of classroom sessions prior to completing the <i>internship</i> .	=15	= 60	= 30
Consultation: <i>Approximately 5 per week x 12 weeks &</i> includes parent or teacher education workshop. Students will plan to provide consultation to parents, teachers and conduct at least one teacher workshop. Students will also be involved in other types of consultative services such as conferences, peer facilitation and child study teams meetings.	=15	= 60	= 30
Total Required Direct Service Hours	150	240 (Full)	120 (Split)

School Counseling Intern Profile

All Practicum and Internship students will need to complete the following survey available at: <https://www.surveymonkey.com/s/Y9CNGFQ> in order to become a registered user of the School Counseling Internship database.

After you have submitted the form you will receive an email with your userID, password, video clip on how to record your field experience activities, and a web link to School Counseling Internship database. If you have any questions, please contact Dr. Elizabeth Villares at evillare@fau.edu

School Counseling Electronic Weekly Summary Log

Practicum and Internship students with a userID and password should access the Electronic Weekly Summary Log on a weekly basis and enter your Individual, Small Group, Large Group, Consultation and Indirect Guidance activities. Students must complete an intern profile form (available online) before being issued a userID and password.

Once the activities have been entered into the database, print the page and meet with your site supervisor to discuss your activities and sign off on your form. **The form needs to be printed at the end of each login session!**

Bring your signed form to class and give it to your university supervisor. Use this log to show site supervisor how your time is being spent each week and as evidence that your weekly signed log is accurate.

Important tips to remember:

The userID and password should be entered with no spaces and is case sensitive. If you get a blank page after entering your data you have entered incorrect information. Check your userID and password and try it again.

Interventions should be recorded once a week. **Print the page at the end of each login session.** Your site supervisor must verify and sign the form. The signed form is to be given to your university supervisor in your supervision class.

When entering your activities, you will need to include a numerical value for both hours and minutes. For instance, if you met with a small group for 45 minutes you would still need to include a 0 (zero) for the hours. Leaving the hours or minutes space blank prohibits the program from totaling your semester hours. This will prevent you from saving logging your interventions.

Counseling Field Experience Semester Summary Log

At the end of the semester, students will log onto the electronic database and print out a semester summary log. Students can do this by clicking “print out” on the website. Students, site supervisors and university supervisors must sign the form to verify total semester hours.



FLORIDA ATLANTIC UNIVERSITY
DEPARTMENT OF COUNSELOR EDUCATION

Site Supervisor Registration – FAX to 561-297-2309

To ensure that receive a Certificate of Participation from Florida Atlantic University good for credit tuition waivers. Please complete this registration form and return to Florida Atlantic University Department of Counselor Education.

Please Print:

Student's Name: _____

Semester and Year:

Fall _____ Year _____ Spring _____ Year _____ Summer _____ Year _____

Please Print:

Site Supervisor Name: _____

Site Supervisor SS#: _____

Phone: _____ Professional Email: _____

District:

School (Agency) Name: _____

School (Agency) Address: _____

City: _____ State: _____ Zip: _____

Counselor Education Student supervision hours:

Practicum: (150) hours: _____

Internship (300) hours: _____

Internship (600) hours: _____

Site Supervisor Signature: _____ Date: _____

End of Semester Practicum/Intern Checklist

This page will serve as a checklist and as a cover page for the documents you are required to submit at the end of your practicum/internship experience.

Practicum/Intern name _____

Name and address of school site _____

Site supervisor _____

Site Supervisor Contact Info _____

University Supervisor _____

Date of completion of Practicum/Internship _____

Submission of certification exam grades to 1.) Dept. of Counselor Ed.: Semester _____ Year _____

2.) Dept. of Student Services: Semester _____ Year _____

Please submit the following documents to your University Supervisor at the end of your practicum/internship. If you would like to keep copies, please make them ahead of the final meeting.

- Semester summary log of hours signed by Student, Site and University Supervisors (print final electronic summary from database)
- Supervisor Evaluations: Florida Educator Accomplished Practices Evaluation (University Supervisor) and Site supervisor evaluation (Site Supervisor), Site Evaluation (Graduate Student)
- School/Sample Data Profile, Semester Activity Plan/Agreement, Calendars
- Case Study and supporting Individual Summary Notes for each session
- Small Group Counseling Action Plan and Results (SDS 6820), Question of Balance form, and Small Group Lesson Plan
- Classroom Guidance/School Counseling Core Curriculum Action Plan and Results (MHS 6800), and Classroom Guidance Lesson Plan
- Teacher evaluations of graduate student's classroom guidance lesson facilitation (Two for MHS 6800, five for SDS 6820)
- Parent/Teacher Consultation Format
- University supervisor tape evaluation forms for all tapes presented
- Written workshop format, agenda, flyer, PPT slide handout and sample evaluations (MHS 6820)
- Self-evaluations for all tapes presented and Professional Practices Self-Reflections
- Weekly Summary Logs

The student named above has submitted met all the field experience requirements.

Student _____ Date _____

University Supervisor _____ Date _____