

School Internship Guidelines **Guidelines for the School Counseling Internship (G550)**  
**Indiana University**  
**Department of Counseling and Educational Psychology**  
**Masters in Counseling and Counselor Education**

Completion of an internship is required of all students in the school counseling track of the Master of Science degree program in this department. The program requires students to complete a 600 hour supervised internship that begins after successful completion of the student's practicum.

Consideration is given to internship sites that offer opportunities for students to engage in both individual counseling and group work. The internship provides an opportunity for the student to perform, under supervision; a variety of professional activities that regularly employed staff members in the setting would be expected to perform. We are committed to placing students in agencies and schools in which site supervisors are interested in, and committed to, providing a quality training experience. In addition to working with the assigned site supervisor, each intern meets individually on a monthly basis with a faculty supervisor.

For additional information, please contact Catherine Gray at 812-856-8547 or by email at [catgray@indiana.edu](mailto:catgray@indiana.edu).

**Requirements for Students and Participating School Sites**

Internship experiences may vary according to the needs of the individual student and those of the internship site. Listed below are the general requirements for internship students:

1. Prior to beginning internship, all students must have returned the signed internship agreement to Catherine Gray (EDUC 0028).
2. Students are required to purchase personal liability insurance. Low cost student liability policies are available online through HPSO [www.hpsso.com/quick\\_quote/](http://www.hpsso.com/quick_quote/) or by calling 1-800-982-9491. Proof of insurance must be on file in the field placement office (EDUC 0028) prior to beginning internship.
3. The internship must consist of a minimum of 600 on-site hours (approximately 20 hours per week) with a minimum of 240 hours of direct client contact. The number and distribution of hours spent weekly at the school is negotiable between the intern and the school corporation, as long as the total number of hours is at least 600. The hours should be performed during one academic year (an academic year follows the participating school's calendar).
4. Of the 600 hours spent on-site:
  - a) If the student's primary placement is at a middle school or high school then the student must accumulate a minimum of 60 hours working with elementary school students (grades K-6) during the course of the internship year through a secondary placement.
  - b) If the student's primary placement is at an elementary school then at least 60 hours must be spent working with high school/middle school students (grades 7-12) through a secondary placement.

c) In accordance with Indiana state law students must have some experience with all four grade levels (pre-school, elementary, middle/junior high, and high school) during their fieldwork.

5. The intern's duties should include those regularly performed by a school counselor at the elementary, middle and/or secondary levels. Regular activities include individual and group counseling, classroom guidance, development or prevention activities, consultation with parents, staff and other relevant personnel, program development, academic advising and career guidance.
6. Routine administrative tasks normally performed by the counselors may be counted when computing internship hours. However, because the internship is intended primarily to enhance the intern's counseling and related skills, such tasks should be minimal.
7. The intern must be assigned a supervisor of record who will provide for the intern's supervision. The supervisor of record must be a certified/licensed school counselor in or an equivalent school professional such as a school social worker or school psychologist. The supervisor must also have a minimum of two years of pertinent professional experience. Other counselors, in addition to the supervisor of record, may provide supervision to the intern; however, the supervisor of record must monitor the activities of these supervisors. Special arrangements can be made for out of state placements on a case by case basis.
8. Interns may receive a salary or stipend for their services or may perform the internship without remuneration.
9. Interns must receive a minimum of 60 minutes of face-to-face supervision each week. During these meetings, the supervisor is expected to review the intern's work through discussion of activities, review of notes, reports and other written documents and, if possible, review of video taped or audio taped work samples. Hours spent in supervision are counted toward the total number of on-site hours.
10. Interns must be enrolled in G550 Internship in Counseling during the period in which the internship is performed and attend monthly supervision seminars. A total of six credits of G550 must be completed by the conclusion of the internship.
11. The intern must maintain a weekly time/activity log of internship experiences, recording the number of hours spent in the different professional activities.
12. Interns are encouraged to enroll in G598 (Seminar on Professional Issues) preferably during the first semester of their internship.
13. Interns must be formally enrolled in the Graduate division of the Indiana University School of Education, in a degree-granting program, in the Department of Counseling and Counselor education, unless special arrangements are made with the Counselor Education faculty.

**The following is requested of all internship sites:**

1. Assign a primary supervisor of record who will provide for the intern's supervision as described above.
2. Familiarize the student to the school's policies and procedures and discuss any special ethical and/or legal issues the student should be aware of when working with the target population.
3. Interns must be allocated sufficient space, materials, and staff support to conduct their activities and interview students in a confidential, effective manner.
4. Provide opportunities for students to meet the internship experience requirements for counseling and other direct service activities.
5. Participate in periodic evaluations of the intern's performance, including a formal written evaluation at mid-year and a final evaluation just prior to completion of the internship experience. Forms provided by the Field Placement Director.

### **Suggestions for Structuring the Internship Experience**

Although it is not required that specific amounts of time be spent in particular activities, it is suggested that the intern's time on-site be distributed to approximate the following:

Individual/Group Counseling 200 hours

Assessment/Appraisal 50 hours

Consultation/Guidance 80 hours

Program Development 50 hours

Direct Supervision Received 60 hours

Other Professional Activities 60 hours

These activities should include the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

### **Requirements of the Counselor Education Faculty**

The intern will be assigned to a faculty supervisor in the Department of Counseling and Counselor Education. The faculty supervisor is expected to:

1. Maintain regular contact with the intern and the participating school corporation to monitor the intern's activities and professional development.
2. Arrange and conduct monthly group supervision seminars (G550).
3. Obtain periodic evaluations of the intern's performance, including a formal final evaluation, from the on-site supervisor of record and other supervisors.
4. In conjunction with the Field Placement Director respond to problems and concerns raised by the site with regard to the intern's performance and other matters pertaining to the internship.
5. Issue a final evaluation of the intern's performance and a recommendation as to whether or not the intern should be certified as a school counselor.
6. Participate in the intern's supervision and assist the school corporation in a manner that facilitates the progress of the intern.

If any questions or problems arise regarding the student's responsibilities or performance, or the internship site's responsibilities, please contact Catherine Gray, Field Placement Director, by phone at 812-856-8547 or by email at [catgray@indiana.edu](mailto:catgray@indiana.edu).

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