

G647 School Counseling Internship Guidelines
Indiana University Department of Counseling and Educational Psychology
Master's 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 regular basis with a faculty supervisor. For additional information, please contact Director of Field Experience (DFE) Andy Bosk at abosk@iu.edu or 812-856-8035.

Requirements for Students (prior to beginning):

1. Students must follow the department's protocol in arranging practicum sites. This protocol is essential to the long-term success of all of our field experience opportunities.
 - a) Schedule an individual meeting with the DFE, bringing a current copy of your resume.
 - b) Read all email correspondence from the DFE regarding deadlines for submitting site preferences.
 - c) Respond in a timely manner to all contacts from schools about possible interviews.
 - d) Never decline an offer for a field experience until you have finished all your interviews. If you are unsure about your offers, consult with the DFE as early in the process as possible.
 - e) Inform the DFE of your placement as soon as you have accepted it.
 - f) Do not directly contact any site without permission of the DFE. Initiating contact without permission could lead to a delay in your progress through the program.
2. Prior to beginning practicum, all students must have returned the signed practicum agreement to the Director of Field Experience (DFE).
3. Students are required to purchase personal liability insurance. Low-cost student policies are available at <https://www.schoolcounselor.org/Membership/Proof-of-Insurance>.

Internship Requirements:

1. 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).

2. 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.
3. 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.
4. 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 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.
5. Interns may receive a salary or stipend for their services or may perform the internship without remuneration.
6. 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, live observation of counseling skills through live or recorded means at least once per semester. Hours spent in supervision are counted toward the total number of on-site hours.

Requirements for Students (during internship):

1. Interns must be enrolled in G647 Internship in Counseling during the period in which the internship is performed and attend weekly supervision seminars. A total of six credits of G647 must be completed by the conclusion of the internship.
2. Maintenance of an hour log detailing all time spent at the practicum site, as well as time spent in various professional activities. Hour logs should be completed monthly in CEPEX and approved by your site supervisor and your G647 instructor. It is also highly suggested that you keep a second running log as a backup.
3. Interns are encouraged to enroll in G598 (Seminar on Professional Issues) preferably during the first semester of their internship.
4. 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.

Responsibilities of Schools:

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, provided by the Director of Field Experience.

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.

Responsibilities of the Counselor Education Program:

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 weekly group supervision seminars (G647).
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 Director of Field Experience, 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 you have questions about internship guidelines or site responsibilities, please contact Andy Bosk, Director of Field Experience, at 812-856-8035 or abosk@iu.edu.

G647 School Counseling Internship Agreement
Indiana University Department of Counseling and Educational Psychology
Master's in Counseling and Counselor Education

This agreement is established between:

1. the Counseling and Counselor Education Program, School of Education, Indiana University,
2. _____, a graduate student in said Program, and
3. _____, the Participating School Corporation.

Participating School Corporation:

On behalf of the Corporation, I indicate by my signature below that I have read the requirements for the counseling internship described in the attached guidelines and requirements document and that I have explained same to those persons in the Corporation who will be involved in the conduct of the internship. Our questions about the internship requirements have been answered to our satisfaction and the Corporation will abide by them when providing an internship to the above-named student. I understand that the Corporation may replace the supervisor of record upon written notice to the Director of Field Experience for the Counseling and Counselor Education Program, School of Education, Indiana University. I understand that modifications to the internship requirements described in the attached document may be made only after written agreement between this Corporation, the intern, and the Counselor Education Program.

Intern:

By my signature below, I indicate that I have read and understand the internship requirements described in the attached guidelines and requirements document. My questions about the internship requirements have been explained to my satisfaction and I agree to abide by same when performing an internship in the above-named School Corporation.

Counseling and Counselor Education Program:

On behalf of the faculty of the Counseling and counselor education Program, School of Education, Indiana University, I have read and understand the internship requirements described in the attached guidelines and requirements document and have explained them to those persons in the Program who will be involved in the conduct of the internship. Our questions have been answered to our satisfaction and we will abide by all previously referenced

