SCHOOL COUNSELING INTERNSHIP
HDCO 576-01

INTERNSHIP GOALS

To offer field experience to school counseling students as an integral part of the educational process.
➢ The student will be expected to assume full responsibility for his/her duties at the site and will receive competent supervision by a professional staff member.
➢ The student will develop a comprehensive view of the internship setting and gain skills and knowledge specific to a school setting.
➢ The student will be able to test the adequacy of his/her training and determine the level of interest in future employment in a similar setting.

To offer benefits to cooperating schools.
➢ The school has input into the training procedures for school counselors.
➢ Professional development and cooperation between schools and MSU is stimulated.
➢ The school is in a position to offer additional professional services.
➢ The school has the opportunity to evaluate a prospective employee.

To offer benefits to the school counseling program at Montana State University.
➢ Students gain the opportunity to experience counseling in a school setting.
➢ The school counseling program receives feedback from the cooperating schools regarding the relevance of training offered in the educational program.
➢ The school counseling program becomes more visible and more credible within the community.

INTERNSHIP ELIGIBILITY REQUIREMENTS

A student must meet the following requirements to be eligible for an internship:
➢ Be near the completion of an approved counseling program.
➢ Have completed practicum experience.
➢ Approval from his/her committee chair to enroll in an internship.
➢ Have liability insurance.

TIME AND ACADEMIC CREDIT

Students may enroll for 2-6 credits of internship. In order to fulfill the master's degree requirements, students must complete 600 hours of internship (6 credits). Students must accrue a minimum of 100 hours for each credit of internship (i.e. 3cr. = 300 hrs.). Students are encouraged to enroll for three credits for two consecutive semesters.
INTERNERSHIP ENROLLMENT PROCEDURES

The following steps offer a guide:
- Contact your advisor prior to pre-registration to discuss your internship and to secure their approval for enrollment in an internship experience (HDCO 576).
- Select an internship site, interview, and be offered a position the site. Clear the site with your internship university supervisor and obtain internship forms.
- Complete the Internship Contract with site supervisor in consultation with your university supervisor prior to registration.

SELECTION OF INTERNSHIP SITES

Internship sites include schools and other appropriate settings (with university supervisor's approval). Essential requirements for schools to participate include:
- Subscribe to the basic purpose of the internship program,
- Indicate a willingness to function within the intent of the program,
- Demonstrate a capability to utilize interns productively,
- Provide credentialed school counselors to supervise interns, and
- Be willing to help implement individualized intern objectives which offer a variety of experiences.

The selection process for the cooperating schools is outlined below:
- A student or the university supervisor may initiate the first contact to determine the school's interest in the internship program.
- The university supervisor will contact the school, explain the program, and determine the appropriateness and commitment of the school (based on the requirements indicated above).
- An approved site has responsibility for final selection of an intern. This process may be competitive and based on personnel hiring procedures of the school.

ROLE OF UNIVERSITY SUPERVISOR

The university supervisor's role is one of organizing, planning, consulting, and evaluating. The university supervisor is responsible for:
- Identifying schools for the program.
- Insuring appropriate students for internship.
- Evaluating individualized plans for the interns to insure appropriateness.
- Consulting (by phone or visitation) with the field supervisor or intern if it is deemed necessary.
- Evaluating all input for student's grade and assigning the final grade.
- Evaluation of the internship program.
ROLE OF SITE SUPERVISOR

Site supervisors must be credentialed school counselors or licensed professional counselors (LPC/ LCPC) who have at least two years experience. University supervisors may serve as site supervisors when other supervision is not available.

The site supervisor helps the intern prepare a realistic plan for the internship experience based on the intern's abilities and in accordance with the university's graduate student program. Site supervision of the intern may take different forms including individual meetings, group meetings, case conferences, and informal contacts.

The site supervisor will be asked to complete an evaluation form, provided by the university, concerning both the intern and the program. The university supervisor will conduct a telephone or on-site interview. Site or university supervisor may arrange additional contact.

INTERNSHIP PROGRAM DEVELOPMENT

The scope of the internship is broad. Areas of potential involvement include direct service (face-to-face) contact and other counselor functions. School counseling internships will consist of 6 credits (600 contact hours). A minimum of 240 of the 600 contact hours must be direct service (face-to-face) contact. During any semester of internship direct service hours must constitute 40% of the total hours accumulated.

Interns will work with the site supervisor to design an internship experience, which includes schedules and areas of involvement. It is important to schedule sufficient direct service hours. The university supervisor serves as a consultant to both parties and is the final authority on the appropriateness of the agreement. A wide range of valuable experiences can be planned for the intern. Planning will direct the intern toward experiences that will develop ability and stature as a professional, consistent with the established program goals. It should also direct the intern away from continuing assignments that involve unnecessary repetitions, routines, and clerical chores.

The intern will prepare a Placement Contract signed by the intern, site supervisor, and university supervisor. This form is to be completed and submitted at the beginning of each semester (unless the internship site conditions of the contract remain unchanged). A copy of the form should be given to the site supervisor, university supervisor, and retained by the intern.

ACTIVITY LOGS

Interns will be responsible to keep daily logs recording the activities they engage in and the amount of time spent in each. Direct Service and Other Counselor Function hours will be kept on separate logs. The log of time spent in activities will be used to make a final summary of internship activities, which will become part of the intern's permanent record.
EVALUATION AND PERMANENT DOCUMENTATION

The evaluation process will include:

➢ Evaluation of the stated goals and objectives in the Placement Contract by both the site and university supervisors.
➢ Evaluation of the Hourly Logs (Direct Service & Other Counselor Functions) by both the site and university supervisors.
➢ Evaluation of the intern by the site supervisor.
➢ Evaluation of the site and university supervisors by the intern.

The university supervisor is responsible for assessing the evaluations and assigning the final grade. The Placement Contract and Evaluations will become part of the student’s permanent file in the department. They will serve as proof of the number of supervised hours completed by the student and offer qualitative data on the student’s performance. This information will be useful when the student is applying for certification and licensure, and when requesting letters of recommendation.