**FIELD SITE SUPERVISOR REGISTRATION: SCHOOL COUNSELING**

**TO: PRACTICUM/INTERNSHIP FIELD SUPERVISOR:** Please complete the following information and submit it to your PRACTICUM/INTERNSHIP Student or email it to [Shelley.jackson@untdallas.edu](mailto:Shelley.jackson@untdallas.edu). Thank you.

Counselor Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Yr: \_\_\_\_\_\_\_\_\_

PRACTICUM/INTERNSHIP Effective from \_\_\_/\_\_\_/\_\_\_\_\_ through \_\_\_\_/\_\_\_/\_\_\_\_\_\_

**SITE INFORMATION**

Site (School): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Building Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIELD SITE SUPERVISOR INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emails: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest degree earned: □ EdD □ PhD □ MS □ MEd □ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year degree earned: \_\_\_\_\_\_\_\_\_\_\_\_ Discipline (e.g., counseling, psychology) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Credentials: □ Texas Certified School Counselor Certification #: \_\_\_\_\_\_\_\_\_\_\_

□ Texas LPC, license # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ NCC, certification #: \_\_\_\_\_\_\_\_\_\_

□ Other? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s years of experience at setting appropriate to this setting? \_\_\_\_\_\_\_\_\_

NOTE: A qualified Field Site Supervisor for a School Setting must: have a master’s degree in counseling or a counseling-related field, be a fully certified TX school counselor, and have a minimum 3 years of experience (post-master’s).

**CODE OF TEA ETHICS ACKNOWLEDGEMENTMUST BE COMPLETED BY SITE SUPERVISORS AND REMAIN ON FILE IN THE CCC**

*SITE SUPERVISERS: DIRETIONS: PLEASE SIGN AND DATE THE FOLLOWING FORM AND SUBMIT TO PRACTICUM/INTERNSHIP STUDENT OR EMAIL THIS FORM TO SHELLEY.JACKSON@UNTDALLAS.EDU*

**CODE OF ETHICS POLICY**

All UNT DALLAS students, supervisors, and faculty are expected to abide by the “Ethical Agreement and Guidelines in APPENDIX A. In addition, all students admitted to the UNT DALLAS School Counseling EPP are expected to adhere to the **Educators’ Code of Ethics** and to sign a statement attesting to such adherence.

**Ethics Statement Acknowledgement by SUPERVISOR**

As an on Site Supervisor for the University of North Texas Dallas Master of Education in School Counseling degree, I hereby acknowledge an understanding of the *Code of Ethics and Standard Practices for Texas Educators* Texas Administrative Code, Title 19, Part 7, Chapter 247, Rule §247.2 (Dec 2016) *and the American School Counselor Association Ethical Standards for School Counselors* (2016) and agree to abide by these codes in fulfillment of my responsibilities as an educator in the state of Texas.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

PRACTICUM/INTERNSHIP Site Supervisor Signature Date