***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET***

*The following are part of the School Counseling PRACTICUM/INTERNSHIP application and these forms must be submitted to the School Counselor Program Coordinator or the Instructor the first day of class. Students should make copies of all forms turned in.*

**SCHOOL COUNSELING PRACTICUM/INTERNSHIP GUIDELINES**

STUDENT’S NAME: EMAIL:

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE:

PRACTICUM/INTERNSHIP SITE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRACTICUM/INTERNSHIP SUPERVISOR’S NAME:

TITLE AND/OR POSITION:

ADDRESS OF PRACTICUM/INTERNSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SITE SUPERVISOR” S TELEPHONE:

1. Students are to be placed in appropriate school or equivalent settings which will give them opportunities to apply the skills and knowledge they have acquired in their school counseling preparation program.
2. The PRACTICUM/INTERNSHIP setting should provide the student a broad range of experiences and responsibilities that are aligned with the ASCA Standards for School Counselors and the TEA Educators Ethical code.
3. The PRACTICUM/INTERNSHIP experience arrangement should be of such a nature as to be mutually beneficial to cooperating professionals and students. It is expected that students will have sufficient preparation to enable them to adjust rapidly and become productive colleagues during the period of the PRACTICUM/INTERNSHIP placement.
4. Students and their supervisors will be visited and observed during the PRACTICUM/INTERNSHIP experience by a UNT DALLAS CLINICAL UNIVERSITY SUPERVISOR three times for the purpose of evaluating student progress. Each observation will be 60 minutes. If progress is deemed unsatisfactory, either by the internship supervisor or the CLINICAL UNIVERSITY SUPERVISOR, the student will be withdrawn from the PRACTICUM/INTERNSHIP experience.
5. The student’s PRACTICUM/INTERNSHIP SITE supervisor will be asked to complete an online evaluation orm which will be used in evaluation conferences with the student. The form may be found on TK20, UNT DALLAS’s online assessment system. The site supervisor will be contacted by the PRACTICUM/INTERNSHIP coordinator at the University of North Texas Counseling Program early on in the semester with information on how to access Tk20.
6. Students are expected to abide by the professional conditions in effect at the specific school/institutional assignment. Including the State of Texas Educators Code of Ethics, ASCA Code of Ethics, and the ACA code of ethics.

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET***

**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).

***Please attach a copy of the following attestation to following the TEA ethical code.***

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET***

**(CON’T) FIELD SITE SUPERVISOR REGISTRATION: SCHOOL COUNSELING**

**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

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET***

**FIELD EXPERIENCE PLAN: SCHOOL SETTING**

*DIRECTIONS: complete this form with your supervisor*

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

Field Site Placement**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Times trainee is expected to be at field site** (e.g., 8am-2pm) | **# hours** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
|  | **Total weekly hours for PRACTICUM/INTERNSHIP = 8-10 hrs** |  |

**Please specify & describe activities likely to be undertaken by the counselor trainee during this placement experience. NOTE: the majority of trainee direct service hours MUST be in individual/group counseling and guidance activities.**

□ Individual counseling: □ adolescents □ children

□ Group counseling (leading or co-leading); please specify focus of planned groups:

□ Classroom guidance; please indicate type & focus of planned activity:

□ Career counseling:

□ Consultation (e.g., with parents, school officials):

□ Psychoeducational activities relevant to the field site:

□ Record keeping

□ Receiving supervision (individual or group at the field site). Please specify which:

□ Assessment (e.g., test interpretation). Please specify types:

□ Other (describe):

|  |  |
| --- | --- |
| Counselor Trainee (print) | Trainee signature & date |
|  |  |
| Field Site Supervisor (print) | Field Site Supervisor signature & date |

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET***

**(CON’T) FIELD EXPERIENCE PLAN: SCHOOL SETTING**

SUPERVISION WILL TAKE PLACE ON: AT

Day(s) Time(s)

NUMBER OF SUPERVISION HOURS PER WEEK: INDIVIDUAL GROUP

This agreement was developed in a conference between the student and the supervisor. Also discussed was school policy on dress, confidentiality, files, records, office hours, and those areas essential for job effectiveness.

Supervisor (print & sign) Date

Student (print & sign) Date

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION PACKET PAGE 6/8***

**PRACTICUM/INTERNSHIP CONTRACT Between UNTD and SITE**

This PRACTICUM/INTERNSHIP agreement between the UNT DALLAS Counseling Program and clarifies the

**(SITE NAME)**

joint and separate responsibilities of each institution for the selection and PRACTICUM/INTERNSHIP experiences of UNT DALLAS

Counseling Program students during the academic year.

**, as the participating School, will:**

**(SITE NAME)**

* Provide a **qualified field site supervisor** who will oversee the trainee’s field site experience and provide a minimum 1 hour weekly of individual supervision of the trainee’s work. **A qualified field site supervisor is fully certified school counselor in Texas and has at least 3 years of school counseling experience.**
  + Provide field training and **supervision** by the school counselor at times to be agreed upon by the Counselor and the UNT DALLAS intern for approximately ONE hour per week for \_\_\_\_\_\_\_\_weeks.
  + Provide such **cases and student/client contacts** as the School and the Counseling Program Supervisor deem appropriate for the student’s sill level and time allotted for the PRACTICUM/INTERNSHIP experience.
  + Provide **sufficient opportunities** for the trainee to fulfill during the semester a minimum of 40 hours of direct client contact (individual/group counseling, classroom/group guidance, parent consultation). The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
  + Provide opportunities for trainee to regularly **record (audio recordings/video recordings)** counseling sessions with informed consent. Recordings are used for the supervision and evaluation purposes. Recordings remain in the possession of the trainee and/or faculty instructor at all times, and all Recordings are erased by the end of the semester.
  + Provide the use of existing **office space**, privacy for counseling, use of available equipment and usual office supplies and clerical assistance necessary to the learning task.
  + Submit requested reports to provide the student’s Counseling Program Supervisor with an **evaluation** of the student’s activities. Specifically provide a written evaluation of the counselor trainee’s progress at the midpoint and end of PRACTICUM/INTERNSHIP using the SCHOOL COUNSELING PRACTICUM/INTERNSHIP PCPE.
  + Inform the Counseling Program of **changes in School policy**, procedures, and personnel that might affect the internship experience.
  + Sign a statement adhering to the **TEA Educators Ethics**. (PLEASE ATTACH SIGNED FORM)
  + Submit a copy of the supervisor’s **vita/resume** (PLEASE ATTACH)Submit a copy of the supervisor’s **School Counseling Certificate** (PLEASE ATTACH)
  + Develop a weekly **attendance and activity schedule** with the counselor trainee based on a minimum of 8-10 hours weekly spent at the field site. Emergency Certified Counselors may count only 10 hours weekly toward PRACTICUM/INTERNSHIP, NOT their entire work-week.

**The University of North Texas Dallas Counseling Program, as the participating University, will:**

* Provide counselor trainees who have completed the required **pre-requisites** for PRACTICUM/INTERNSHIP.
* Identify a qualified faculty instructor to **coordinate the PRACTICUM/INTERNSHIP** experience. The faculty instructor will be available for consultation with the field supervisor.
* Require the counselor trainee to provide **liability insurance**
  + Participate with the School in the **screening and selection** of the student counselors and honor a request by the School that the student be relieved of responsibilities when and if the student is not capable of functioning at the required level or if for any reason the student is found unsuitable for assignment in the School.
  + Share appropriate **requested information** regarding the student’s background experience and educational accomplishments and needs.
  + Enforce rules and r**egulations** governing the student that they are mutually agreed upon by the UNT DALLAS and the School. Students will be expected to abide by School office hours and personnel practices and to respect the confidential nature of School case records.
  + Provide **regular supervision** of the student’s experiences according to the policies the Counseling Program enforces.

**The counselor trainee agrees to:**

* + Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.
  + Develop a weekly attendance and activity schedule with the field site supervisor based on spending 8-10 hours weekly at the field site during PRACTICUM/INTERNSHIP. Emergency Certified Counselors may only count 10 hours weekly toward their PRACTICUM/INTERNSHIP, not their entire work week.
  + Provide counseling and counseling-related services consistent with the trainee’s level of training and supervision and the school counseling role.
  + Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The trainee will follow established guidelines to insure the security of recordings and will destroy all Recordings by the end of the semester.
  + Be acquainted with and follow field site policies and procedures and the directives of field site supervisors.
  + Purchase liability insurance and adhere to the current ethical guidelines of the American Counseling Association and the American School Counselor Association.
  + Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.
  + Provide the Counseling Program with a renegotiated field placement contract if there is a change of site supervisors or field site.

***SCHOOL COUNSELING PRACTICUM/INTERNSHIP APPLICATION***

**PRACTICUM/INTERNSHIP CONTRACT (CON’T)**

***Termination:*** *It is understood and agreed upon by all parties to this contract that the field site placement may terminate the UNTD PRACTICUM/INTERNSHIP experience of the counselor trainee if, in the opinion of the field site supervisor, the trainee’s behavior is detrimental to the operation of the field site and/or client care. The field site supervisor will notify the faculty instructor or the school counseling program coordinator of a termination action. A UNTDallas PRACTICUM/INTERNSHIP termination action is separate from any employment relationship the trainee may have at the field site (e.g., emergency certified school counselor).*

**The parties below agree to the terms of this contract:**

|  |  |
| --- | --- |
| Counselor Trainee (print) | Trainee signature & date |
|  |  |
| Field Site Supervisor (print) | Field Site Supervisor signature & date |
|  |  |
| PRACTICUM/INTERNSHIP Faculty Instructor (print) | PRACTICUM/INTERNSHIP Faculty Instructor signature & date |

**YOU MAY EMAIL ALL PRACTICUM/INTERNSHIP APPLICATION FORMS AS ONE PDF TO** [**SHELLEY.JACKSON@UNTDALLAS.EDU**](mailto:SHELLEY.JACKSON@UNTDALLAS.EDU)

**THANK YOU.**