

## Counseling and Development Program PreK-12 Practicum and Internship Contract

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_,  
(Date) (GMU Student Counselor)

\_\_\_\_\_ at \_\_\_\_\_, and  
(On-Site Supervisor) (Practicum/Internship Site)

\_\_\_\_\_. The agreement will be effective from \_\_\_\_\_ to  
(University Supervisor) (Month, day, year)

\_\_\_\_\_ for a total number of clinical experience hours: Practicum - 200 hrs. Internship - 200 hrs.

The Practicum/Internship Student Counselor will work\_\_\_\_\_.  
(State specific days and time)

### **Purpose of Contract**

The purpose of this contract is to identify specific responsibilities for the GMU Student Counselor and the On-Site and University Supervisors; and to determine basic site experiences for the qualified P/I student with a specialization in PreK-12 school counseling.

### **Responsibilities of the PreK-12 Student Counselor**

The Student Counselor is simultaneously a temporary staff member of the cooperating site and a student of George Mason University. The duality of roles includes specific responsibilities.

- 1) The Student Counselor must maintain a 3.0 GPA (B average). Only 6 credits of C's are allowed for graduation. Grades of C are not acceptable in the following skills courses: EDCD 603, EDCD 606 EDCD 608, EDCD 755, or in any courses in the school counseling program for state licensure (i.e., EDCD 611 or 626). All skills courses and courses in the school counseling program for state licensure must be completed before the Student Counselor may participate in the practicum and internship courses. The Student Counselor will attend all GMU Practicum/Internship classes (EDCD 755 - EDCD 791).
- 2) It is the responsibility of the Student Counselor to make certain the Practicum/Internship application is completed and on file with the Office of Student and Faculty Services (OSFS) by the specified deadline date. Late applications will not be processed.
- 3) Student Counselor *must* purchase professional counseling liability insurance for the Practicum/Internship experience (See Appendix T).
- 4) The Student Counselor will purchase two current copies of the *PreK-12 Practicum / Internship Manual*. One copy is for student use; the other is to be given to the On-Site Supervisor prior to the initial visit by the University Supervisor. Total number of hours needed for Practicum/Internship: Prac.-200 hrs. Intern.-200 hrs.
- 5) The Student Counselor will have two supervisors: On-Site Supervisor and University Supervisor. The Student Counselor is responsible for coordinating conferences between the two supervisors.
- 6) The Student Counselor will attend the initial site visit by the University Supervisor. The purpose of that meeting:
  - a.) Set the direction, tone, and pace of the clinical field experience.
  - b.) Agree upon specific times (days and hours) the Student Counselor will work on site;
  - c.) Agree upon specific roles/responsibilities for On-Site Supervisor & Student Counselor;
  - d.) Agree upon specific site experiences, to adhere to the four phases of the clinical field experience described in the *PreK-12 Practicum/Internship Manual*.

- e.) Student Counselor, On-Site Supervisor, and the University Supervisor will sign a P/I contract. Student Counselor will provide the University Supervisor with the original contract and make two copies of the contract -- one for the On-Site Supervisor and one for the Student Counselor. All parties must agree upon additional experiences/goals.
- 7) The Student Counselor will keep a daily log of activities (See Appendix D). This log will be reviewed during the weekly supervision meeting by the On-Site Supervisor to ensure that a variety of experiences are occurring over the duration of the semester. The log will reflect a balance of experiences as they directly relate to PreK-12 counseling. ***The log will also document all required weekly supervision meeting dates and times.*** The log must be signed by the On-Site Supervisor and submitted to the University Supervisor at the termination of the Practicum or Internship. No final grade will be entered until all documentation is in the student's permanent file: site contract, log of hours, final evaluation from On-Site Supervisor, and final evaluation of the site by the student.
- 8) The Student Counselor is required to audiotape record individual counseling sessions with students (a minimum of two tapes for Practicum and two tapes for Internship). The On-Site Supervisor will help to elicit volunteers or identify students for this assignment. The Student Counselor will obtain written permission (from the legal guardian) if the client is a minor. Generic taping guidelines and permission forms are included in Appendix E of this manual. These tapes will be presented in the P/I class where the Student Counselor will receive feedback from classmates and University Supervisor. Additionally, tapes may be presented to the On-Site Supervisor for individual feedback. The Student Counselor will destroy all tapes once supervision is completed.
- 9) The Student Counselor is required to engage in specific site experiences to ensure a broad understanding of the role of the school counselor, to include: an understanding of the primary functions of the school counselor (Counseling, Advocacy, Leadership, Collaboration, Systemic Change, Assessment and Use of Data); appropriate counselor responses in addressing special issues (e.g., child abuse, sexual harassment, student personal data, runaways, suicides, drug abuse, etc.); a working knowledge of the special education process; and a working knowledge of the organizational dimension of the school site. P/I student is to attach any additional site-specific experience lists to this agreement. The Student Counselor is required to have a working knowledge of ASCA's National Model. ASCA's model defines the four main components of a school counseling program. These areas are to be the primary emphases for the Student Counselor:
1. **Foundation**
    - Beliefs and Philosophy; Mission; Domains: Academic, Career, & Personal/Social Development
    - ASCA National Standards and Competencies
  2. **Delivery System**
    - School Guidance Curriculum; Individual Student Planning; Responsive Services; System Support
  3. **Management System**
    - Agreements; Advisory Council; Use of Data; Monitoring Student Progress; Closing the Gap; Action Plans; Guidance Curriculum; Closing the Gap; Use of Time; Calendars
  4. **Accountability**
    - Results Reports; Impact Over Time; School Counselor Performance Evaluation; Program Audit
- 10) *Site Accountability Project*. The purpose of this is to help interns see the role of the professional school counselor as change agents within school communities and to support the goals of the school counseling program at their site. This assignment will be individualized to the particular site and therefore the written requirements will be determined in coordination with the site supervisor and your instructor. Some general examples of this might include:

- Evaluate an existing counseling program. Design and implement an evaluation of an existing counseling program. The purpose is to apply what you have learned about program evaluation, evaluate effectiveness of counseling programs and services, determine program needs, and areas of change. The basic question to be answered is: *How are students different because of the school counseling program?*
  - Develop a counseling program. Design and implement a school counseling program based on a needs assessment. This might be a series of parenting workshops or a series of in-services for staff, etc. The basic issue to be addressed answers the question: *How are students different because of the school counseling program?*
  - Develop and conduct small group (SG) counseling sessions for a specific guidance topic based on a needs assessment. The basic issue to be addressed answers the question: *How are students different because of the school counseling program?*
- 11) On-Site Supervisor, or qualified designee, must be present when the Student Counselor is on-site. Student Counselor will follow the site calendar until the end of the GMU semester. Exceptions to this schedule will be discussed at initial site visit.
  - 12) Student Counselor must recognize the intensity of the requirements of the Practicum/Internship experiences. S/he is expected to budget time wisely, making the P/I experience the primary focus.
  - 13) Student Counselor is required to ***maintain a professional attitude and professional appearance*** during the entire P/I experience. Conduct at the site must be in accordance with site *and* the C&D program standards in regard to appropriate appearance, conduct, work proficiency, and relations with students, colleagues, and supervisors. Student Counselors must adhere to GMU University and C&D's Professional Dispositions (See Appendix F) and Dress Code Guidelines (see Appendix G).
  - 14) Student Counselor is required to follow site policy regarding notification of absences for illness. All other absences must be pre-approved by the On-Site Supervisor. The University Supervisor should be notified of all absences by the following weekly class meeting.
  - 15) **CONFIDENTIALITY.** The Student Counselor must respect the confidentiality component of the supervisory relationship and field experience situation. The only place where additional discussions of site experiences take place is in the weekly university classes, under the supervision of the university instructor. Student Counselors who fail to comply face ethical and/or legal consequences.
  - 16) Student Counselor will provide the University Supervisor with a packet of final Practicum/Internship documents before any final grade is submitted to the registrar. Included in this packet:
    - a) Original copy of P/I contract (See Appendix A);
    - b) Log of hours (See Appendix D);
    - c) Mid-Semester Evaluation of Student Counselor by On-Site Supervisor (See Appendix N)
    - d) Final Evaluation of Student Counselor by On-Site Supervisor (See Appendix P);
    - e) Final Evaluation of clinical field experience by Student Counselor (See Appendix Q).

### **Responsibilities of the On-Site Supervisor**

All On-Site Supervisors for a George Mason University Student Counselor must meet the following requirements:

- Hold a master's degree in school counseling,
  - Possess current licensure as a professional school counselor in the state in which the field experience takes place,
  - Have a minimum of three years of PreK-12 school counseling experience,
  - Be considered by his/her school district to be a model practicing professional school counselor.
- 1) On-Site Supervisor will provide orientation to the site, to include a tour of the campus/department, an introduction to administrators, faculty, students, and parents. Student Counselor should be given an accurate description of office routines and regulations, including school hours, use of equipment, clerical personnel, and the duties and responsibilities of the professional school counselor. On-Site Supervisor will encourage the cooperation of the school community for acceptance and involvement of the Student Counselor.

- 2) On-Site Supervisor will meet with the University Supervisor and Student Counselor during the first week.
  - a.) The purpose of that meeting is to set the direction, tone, and pace of the clinical field experience.
  - b.) Agree upon the specific times (days / hours) the Student Counselor will work on site.
  - c.) Agree upon specific roles/responsibilities for On-Site Supervisor & Student Counselor;
  - d.) Agree upon the specific site experiences, to adhere to the four phases of the Practicum/Internship found in the *PreK-12 Practicum/Internship Manual*.
  - e.) At this meeting, the Student Counselor, On-Site Supervisor, and the University Supervisor will sign a Practicum/Internship contract. The Student Counselor will provide the University with the original contract and make two copies of the contract -- one for the On-Site Supervisor and one for the Student Counselor. The contract should include an attached sheet for site-specific experiences not included in the standard contract. All parties must agree upon these additional experiences/goals.
- 3) On-Site Supervisor will adhere to the four phases of the Practicum/Internship found in the *PreK-12 Practicum/Internship Manual*. ASCA delineates the basic types of interventions that counselors perform as they provide direct services to students. These include individual counseling and small and large group counseling. These areas are to be the primary emphasis for the Student Counselor, regardless of site.
- 4) On-Site Supervisor must be present when the Student Counselor is on-site. It is permissible to designate another qualified site employee as a temporary supervisor for brief periods of time.
- 5) On-Site Supervisor will provide specific site experiences to ensure a broad understanding of the role of the PreK-12 counselor, to include: an understanding of the primary functions of the school counselor (Counseling, Advocacy, Leadership, Collaboration, Systemic Change, Assessment, and Use of Data). The On-Site Supervisor will provide experiences (direct experiences or background information) pertaining to special issues (e.g., child abuse, sexual harassment, student personal data, runaways, suicides, drug abuse, etc.); a working knowledge of the special education process; and a working knowledge of the organizational dimension of the site. The Student Counselor is required to have a working knowledge of ASCA's National Model. It emphasizes student achievement and success. ASCA's model defines the four main components of a school counseling program. These areas are to be the primary emphases for the Student Counselor:

**1. Foundation**

- Beliefs and Philosophy; Mission; Domains: Academic, Career, & Personal/Social Development
- ASCA National Standards and Competencies

**2. Delivery System**

- School Guidance Curriculum; Individual Student Planning; Responsive Services; System Support

**3. Management System**

- Agreements; Advisory Council; Use of Data; Monitoring Student Progress; Closing the Gap; Action Plans; Guidance Curriculum; Closing the Gap; Use of Time; Calendars

**4. Accountability**

- Results Reports; Impact Over Time; School Counselor Performance Evaluation; Program Audit

- 6) On-Site Supervisor will schedule a minimum of one hour of individual *supervision* per week (See Appendix L). {The C&D Clinical Coordinator will provide supervision training at the beginning of each semester. New On-Site Supervisors are required to attend this training.} During the weekly supervision meetings, the On-Site Supervisor will provide verbal feedback on observed Student Counselor's counseling skills, highlighting the student's strengths and areas for growth. S/he will review the Student Counselor's weekly log sheet to ensure that a variety of experiences are occurring over the duration of the semester. [Practicum - 200 hrs.; Internship -200 hrs.]

### *Supervision:*

The On-Site Supervisor will address the identified focus/function areas of the Student Counselor:

- a) *Intervention*: Student Counselor's counseling performance skills
- b) *Conceptualization*: Student Counselor's cognitive counseling skills regarding the client's situation
- c) *Self-awareness*: How the Student Counselor's personality or personal issues affect the counseling interaction
- d) *Professional behaviors and standards*.

On-Site Supervisor will address the identified focus/function areas of the Student Counselor using one of the following three supervisory roles:

- *Teacher* role involves giving information & demonstrating specific techniques.
- *Counselor* role draws on the supervisor's counseling skills to help the supervisee reflect on and explore the identified issue(s).
- *Consultant* role utilizes an egalitarian interaction to allow the supervisee to examine issues in supervision.

While one role may be primary, all three roles may come into play during a supervision session.

- 8) On-Site Supervisor will model appropriate legal and ethical practice (See Appendixes I-K). The On-Site Supervisor will model acceptance, openness, and positive regard for the Student Counselor, by making the Practicum/Internship experience a model of the counseling process itself.
- 9) Student Counselor is required to audiotape record individual counseling sessions with students (a minimum of two tapes for Practicum, two tapes for Internship). The On-Site Supervisor will elicit volunteers or identify students for this assignment. The Student Counselor will obtain written permission from the custodial parent or guardian. The On-Site Supervisor will determine the specific permission form to be used as required by the site. (Taping guidelines and generic permission forms are in Appendix E of this manual.)
- 10) **Mid-Semester Evaluation**. At the middle of the semester, the On-Site Supervisor will provide George Mason University with a written, one-page evaluation of the Student Counselor (See Appendix N).
- 11) **Final Evaluation**. At the end of the semester, the On-Site Supervisor will provide George Mason University with a written final evaluation of the Student Counselor (See Appendix P). While the final evaluations are to be discussed between the Student Counselor and the On-Site Supervisor, neither is required to share the actual written document. The On-Site Supervisor's evaluation will be placed in a sealed envelope and given to the P/I student on the last day of the Practicum/Internship.
- 12) On-Site Supervisor will *immediately* contact the University Supervisor with any questions or concerns. Honest and open communication will ensure the growth and development of the Student Counselor.

### **Responsibilities of the GMU Supervisor**

- 1) University Supervisor will model acceptance, openness, and positive regard for students, by making EDCD 755 (Practicum) - EDCD 7791 (Internship) a model of the counseling process itself.
- 2) University Supervisor will serve as the University liaison for the On-Site Supervisor. The University Supervisor will also serve as the University's agent if placement must be terminated.
- 3) University Supervisor will provide supportive classroom activities/supervision as described in the syllabus.
- 4) University Supervisor will schedule additional assignments only if they are reasonable and directly applicable for the Practicum/Internship experience. **IMPORTANT**: Due dates for counseling tapes should not be scheduled prior to the third week of the Practicum/Internship. This is to allow sufficient time for the P/I student to establish rapport with the site and specific students, and to begin Phase Two of the site experience.

- 5) University Supervisor will contact the On-Site Supervisor a minimum of three times.
  - a) Meet with the University Supervisor and Student Counselor during the first week. The purpose of that meeting is to set the direction, tone, and pace of the clinical field experience.
    - i) Agree upon specific times (days and hours) the Student Counselor will work on site;
    - ii) Agree upon specific roles / responsibilities for On-Site Supervisor and for Student Counselor;
    - iii) Agree upon specific site experiences, to adhere to the four phases of the Practicum/Internship found in the *PreK-12 Practicum/Internship Manual*.
    - iv) At this meeting, the Student Counselor, On-Site Supervisor, and the University Supervisor will sign a Practicum/Internship contract. The Student Counselor will provide the University with the original contract and make two copies of the contract -- one for the Site Supervisor and one for the Student Counselor. The contract should include an attached sheet for site-specific experiences not included in the standard contract.
  - b) The second scheduled contact will occur at mid-semester, either via a phone conference or site visit.
  - c) The final conference will be toward the end of the site experience, either via phone conference or site visit. The third scheduled contact is to discuss the Student Counselor's final evaluation by the On-Site Supervisor.
- 6) University Supervisor will be available for questions and/or additional site visits as necessary. The University Supervisor will provide general oversight to facilitate a successful experience for all.
- 7) University Supervisor will collect the final P/I packet from each Student Counselor and turn in the completed packets to the Clinical Coordinator for placement in the Student Counselor's permanent folder. Included in this packet: Original copy of Practicum/Internship contract, signed by Student Counselor, On-Site Supervisor, and University Supervisor; log of hours, signed by Student Counselor and On-Site Supervisor; On-Site Supervisor's mid-semester and final evaluations of Student Counselor; and the Student Counselor's evaluation of the Practicum/Internship site.
- 8) University Supervisor will contact the Clinical Coordinator with any questions or concerns about the Student Counselor or the site placement.
- 9) University Supervisor will provide an up-dated list of names and addresses of On-Site Supervisors to C&D's Clinical Coordinator for the purpose of a final certificate of acknowledgement and nominal stipend payment.

NOTE: In order to maintain the integrity and high quality of the GMU Counseling and Development program, the Clinical Coordinator will periodically conference with the school systems' counselor coordinators to discuss placement issues and share a summary of the results of the site evaluations.

On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

George Mason University Supervisor \_\_\_\_\_ Date \_\_\_\_\_

P/I Student Counselor \_\_\_\_\_ Date \_\_\_\_\_