



# Graduate Program in Counseling

---

Practicum & Internship Handbook  
School Counseling Track

*Revised 1/6/17*

Graduate Program in Counseling  
Messiah College  
One College Avenue Suite 3052  
Mechanicsburg PA 17055  
Phone: 717.796.1800 x2027  
Homepage: [www.messiah.edu/counseling](http://www.messiah.edu/counseling)



## Table of Contents

Preface .....	3
Mission Statement.....	3
Accreditation.....	3
Critical Competencies .....	4
Practicum & Internship Overview .....	5
Pre-requisites .....	5
Pre-registration .....	6
Finding a Site/Site Supervisor Requirements .....	7
Approval Process .....	8
Paperwork Due Dates .....	8
Registration .....	9
Hours Requirements .....	9-10
Course Requirements.....	11
Student Responsibilities .....	12-13
Disciplinary & Professional Conduct Policies.....	13-14
Faculty Qualifications & Responsibilities .....	15
Site Supervisor’s Qualifications & Responsibilities.....	16
Frequently Asked Questions .....	17-19

***Appendix – includes samples of many forms for your reference.***

*When ready to submit your documentation for practicum or internship, students should refer to the most updated version of these forms available in Canvas.*



## **PREFACE**

The School Counseling (SCH) Practicum & Internship Handbook serves as a reference guide regarding the Program's policies, procedures, and services. This handbook is not intended to, nor does it contain the complete and exact text of all rules, regulations, policies and procedures that relate to graduate students. The Messiah College Graduate Student Handbook also contains policies, procedures, and information about services for graduate students and should be used in conjunction with this program-specific handbook. It is not uncommon for individual programs to establish policy and expectations that exceed the minimum standards delineated in the general graduate student handbook. When this occurs, the text of this program-specific handbook supersedes that which addresses the same topic in the general graduate student handbook.

The provisions and requirements stated in the SCH Practicum & Internship Handbook are not considered to be an irrevocable contract between the student and Messiah College. The College reserves the right to amend, revise or modify content at any time and to revoke any rule, regulation and schedule, both academic and financial, within this publication. Changes will be communicated to all students with the effective date that has been established by the College. The College will endeavor to inform graduate students of any changes. However, it is the students' responsibility to keep themselves apprised of current policy and procedures by referencing the website. Publishing on the [graduate programs website](#) shall be deemed to be reasonable notice of any such change.

## **MISSION STATEMENT**

The mission of the Messiah College Graduate Program in Counseling is to provide curricular experiences and a meaningful learning environment that prepare students to become competent counselors working with a variety of clients in multiple setting. The program is intended to develop students' awareness, knowledge, and skills to serve others through the counseling process and become skilled practitioners with a strong sense of professional and personal identity. To carry out this mission, the Graduate Program in Counseling offers three programs of study; clinical mental health counseling, marriage, couple, and family counseling, and school counseling. All of the programs are facilitated by educators who have experience in the field, set high expectations for students, implement a rigorous standard-based curriculum, and possess a desire to build authentic relationships with students.

## **ACCREDITATION**

All three tracks of Messiah's M.A. in Counseling are accredited by The Council for Accreditation of Counseling and Related Educational Programs. CACREP is the national accrediting agency for graduate-level degree programs in counselor education that demonstrate prescribed levels of academic and professional excellence. The college's CACREP is accredited through 2020.

## CRITICAL COMPETENCIES

The Messiah College Counseling Program is committed to ensuring that students from our program are well-suited for the professional demands, roles, and responsibilities of the counseling profession. In order to help assess the students' preparation we have developed four critical competencies that all students must achieve throughout the program:

### The four critical competencies are:

1. **Quality of work** including:
  - a. the student's timely completion of all work
  - b. the student completes the course at a satisfactory level (B or better)
  - c. the student's ability to work collaboratively and cooperatively with others
  - d. the student's active participation in discussion boards, synchronous experiences, and other class-related activities
  - e. the student consistently demonstrates an understanding of the content of the course through completion of the course assignments at a satisfactory level (B or better)
  - f. the student demonstrates the ability to apply the skills taught in the course (including counseling skills, research skills, diagnosis skills or others as relevant to the course)
2. **Interpersonal and professional competence** including:
  - a. the student demonstrates respect for others' opinions
  - b. the student demonstrates a willingness to understand and respect diversity (including but not limited to race, gender, age, religion, ethnicity, disability, sexual orientation or any other area of diversity)
  - c. the student demonstrates interpersonal and professional competence (e.g. the ways in which the student relates to peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories)
  - d. the student resolves problems or issues that interfere with professional development or functioning in a satisfactory manner by responding constructively to feedback from supervisors or program faculty
3. **Self-awareness, self-reflection, and self-evaluation** including:
  - a. the student demonstrates the use of critical thinking skills in the areas of self-awareness, self-reflection, and self-evaluation
  - b. the student demonstrates personal and professional discretion in disclosing information about herself or himself
  - c. the student demonstrates self-awareness, self-reflection, and self-evaluation (e.g. knowledge of the content and potential impact of one's own beliefs and values on peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories)
  - d. the student demonstrates an openness to and application of feedback from the course instructor during the course
  - e. the student demonstrates appropriate interaction with others in the course (e.g. no inappropriate conflicts, confrontations, or disagreements)
4. **Written and oral communication** including:
  - a. the student demonstrates professional level standards for written communication
  - b. the student demonstrates professional level standards for oral communication
  - c. the student clearly articulates ideas, thoughts, and concepts effectively through written communication
  - d. the student clearly articulates ideas, thoughts, and concepts effectively through oral communication

Students will self-reflect upon these competencies from their application for admission to their application for graduation and at various points throughout their program, including prior to participating in their practicum experience.

## **PRACTICUM & INTERNSHIP OVERVIEW**

The Messiah College Counseling Program is a developmental model designed to train the novice counselor primarily through observation and co-facilitation. Practicum is a planned field-based clinical experience in which the student learns to develop basic counseling skills and integrate professional knowledge under the supervision of an experienced school counselor.

Since the practicum takes place relatively early in the student's master-level training, he/she will initially assist with intake and supportive services. With time, however, practicum students will ideally be able to move from observer to service provider (with supervision) as deemed appropriate within his/her respective field placement site. Typically, the opportunity to participate in the more advanced and complex counseling processes and procedures would take place during the student's internship experience(s), courses that students complete at or near the end of their program.

An internship is a supervised "capstone" clinical experience in which the student utilizes the knowledge gained during the coursework taken and refines and enhances basic counseling skills through observation, instruction, and experience. In keeping with the developmental model, students will be given opportunities to counsel and perform the other duties of a school counselor appropriate to their skill and knowledge base. During the internship, the student's status should gradually shift from that of a student to a pre-professional. By gaining opportunities to apply theories and techniques learned in academic settings, the student begins to contribute to the site by assisting its staff and carrying out many of the normal clinical activities at the site.

By the time you graduate, you will have completed three field experiences, including one practicum and two internships. In total, you will complete 700 (100 practicum and 600 internship) hours. Please note, field experiences require substantial time commitments. Often, students completing a practicum or internship experience choose to take a leave of absence from their current employment. Advanced planning is crucial to set everything up before the start of the semester!

### **PRACTICUM PRE-REQUISITES**

- COUN 501: Professional Issues and Ethics for Counselors
- COUN 508: The Foundations of Counseling Children and Adolescents in School
- COUN 520: Counseling Theories
- In addition, prior to the start of the practicum course, students must have an overall minimum GPA of 3.0.

### **INTERNSHIP PRE-REQUISITES**

- COUN 532: Group Counseling
- COUN 540: Counseling Techniques
- COUN 583: School Counseling Practicum
- In addition, students must have completed 30 credits and earn an overall minimum 3.0 GPA

## PRE-REGISTRATION

A completed pre-registration form is due long before a student may officially register for a practicum or internship course. This form must be submitted according to the following due dates:

**Fall practicum or internship:** *February 1<sup>st</sup>*

**Spring practicum or internship:** *September 15<sup>th</sup>*

A pre-registration form is required each semester even if you are planning to stay at the same site. Once your pre-registration form is approved, a seat will be saved for you in the course and you will be invited to the Field Experience site in Canvas where you will be able to view the documents you need to submit as assignments along with their specific due dates. *Student registration holds for the course will only be lifted after your site has been approved and all documents are submitted/approved.* **Students must be registered for class one week prior to the start of the semester.**

- **Documents and materials which must be submitted prior to registering for the Practicum course.**
  1. A completed Practicum Pre-Registration Form
  2. Appropriate State and Federal Clearances, and Child Abuse Clearance, when applicable by state.
  3. Self-reflection essay on critical competencies
  4. Personal Counseling Verification Form with reflection essay (Personal counseling consists of 4-6 sessions with a licensed counselor, therapist, or psychologist) (See *Appendix Page V*)
  5. Proof of student membership in the American Counseling Association and/or the American School Counseling Association (membership includes liability insurance)
  6. Proof of liability insurance
  7. A completed Site Supervisor Application
  8. Practicum Contract (See *Appendix Page VI*)
  9. Current TB test results (results must be no more than three months old when received by the school district)
  
- **Documents and materials which must be submitted prior to registering for the Internship course.**
  1. A completed Internship Pre-Registration Form
  2. Updated copies of FBI Background Check, Criminal Record Check, Child Abuse History Clearance if new ones are required by your site or if it has been longer than 4 years since you submitted them to us.
  3. Proof of renewed student membership in the American Counseling Association and/or American School Counseling Association (membership includes liability insurance)
  4. Proof of renewed liability insurance
  5. A completed Site Supervisor Application
  6. Internship Contract (See *Appendix Page IX*)
  7. Current TB test results (results must be no more than three months old when received by the school district)

## REGARDING CLEARANCES

All clearances must be no more than one-year-old when submitted and may be no older than 4 years at any time during Practicum or Internship. If a student has not been continuously enrolled in the Graduate Program, clearances may need to be re-submitted upon re-enrollment. Students are also required to obtain any additional clearances requested by their site. This includes situations in which the site requires the clearance to be more recent than the time frame determined by Messiah College. Please refer to our [website](#) for more detailed instructions on obtaining your clearances.

**\*\*Please be advised: Many PA school districts require updated clearances each year.**

## FINDING A SITE

In order to secure a site, you will list approximately 3-5 districts you are interested in working with (in order of preference) on your pre-registration form. The School Site Coordinator will then make the initial contact to each district on your behalf. After contact has been made, you will be notified about proceeding with the next step. **Per school districts' request, students are asked not to contact schools on their own until the coordinator has established contact, unless it is your workplace.**

In certain instances, a school may request your resume. You should focus attention to updating and organizing your cover letter and resume. Resources are available to help students update their resumes.

It is recommended that students start searching a full semester before planning to complete the practicum/internship and pay close attention to due dates. Students are encouraged to refer to the Practicum/Internship Planning Guides available in the Counseling Student Resources section of the [webpage](#). Planning ahead will minimize stress caused by unanticipated issues.

The department maintains a field experience site database, accessible through MCSquare, which comprises all the sites in good standing that previously hosted placements for students in the program. Students are also welcome to suggest other districts.

The following **site supervisor requirements** are necessary for site approval (*See At-A-Glance on Appendix Page IV*):

- Master's degree in counseling or a related profession
- Certification as a school counselor
- A minimum of three years of school counseling experience and one year of experience within the school where he/she currently works
- Relevant training in counseling supervision
- Provide opportunity for video/audio recording
- Must agree to weekly scheduled individual supervision with the student

Completing Practicum/Internship at a site where dual relationships are possible is strongly discouraged (i.e., the school your children attend, a school you recently attended) and will be reviewed by the Counseling Department on a case-by-case basis. If a student suspects he/she will encounter a dual relationship at the potential site, this information should be disclosed on the Pre-Registration Form.

Proposals to complete a Practicum/Internship at a student's place of employment should be included in the Pre-Registration Form and will be reviewed by the Counseling Department and approved on a case-by-case basis. Careful consideration should be made when proposing a practicum/internship experience at the student's place of employment. The experience must be distinctively different than the student's regular job with different goals, objectives, and supervised by someone other than the student's work supervisor. The experience must be clearly defined by the student to the Counseling Department in order to obtain approval.

## APPROVAL PROCESS

The approval of a site by the Practicum and Internship Coordinator largely depends on site supervisor qualifications noted throughout this handbook and is initiated by submission of the Site Supervisor Application.

Once the student receives approval, he/she must formalize the arrangement with a signed contract. A new contract is required each semester even if the student is staying at the same site. In addition to the student's signature, this document must contain the signature of the individual who will be personally supervising the student at the agency site. A representative of the agency is not sufficient; the signature must be that of the direct, day-to-day supervisor. If a situation occurs where there is a need for the student to switch supervisors, the new supervisor must also go through the approval process. Individual supervision should be conducted only by a supervisor who has been officially approved.

It should be noted that professional standards apply to all paperwork being submitted throughout the approval process. All paperwork submitted must be completed in full and correctly or will not be accepted (i.e. correct semester dates on contracts, not submitted upside down).

## PAPERWORK DUE DATES

In order to enroll in Practicum/Internship, there are several paperwork items you will need to submit, some of which are associated with activities that take many weeks to complete. The following chart provides a list of due dates for these documents. Please refer to Canvas for all assignments and exact due dates.

SCHOOL COUNSELING DATES	For Fall Semester	For Spring Semester
<b>Practicum/Internship Pre-Registration Form</b>	February 1 <sup>st</sup>	September 15 <sup>th</sup>
<b>Site Supervisor Application</b>	July 15 <sup>th</sup>	December 1 <sup>st</sup>
<b>Final Practicum/Internship documents</b> <i>(including, but not limited to, proof of liability insurance, clearances and contract)</i>	August 1 <sup>st</sup>	December 15 <sup>th</sup>

According to the late registration policy:

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1<sup>st</sup> for fall term & December 15<sup>th</sup> for spring term) will be charged a \$100 late registration fee. The required documents are outlined in Canvas.
2. Students **must** be registered for class one week prior to the start of the new semester.
3. No students will be allowed to accumulate any on site hours until their contract has been accepted, liability insurance has been verified, and all site-required background checks have been received by Messiah College.



## REGISTRATION

Students will not be registered for SCH Counseling Practicum (COUN 583), Internship (584) or Internship II (585) until all of the pre-requisites have been met and a signed contract has been submitted and approved. Upon approval of the contract (provided all other criteria have been met), the student will be granted permission to enroll in the appropriate course. Late fees will apply if documents are not turned in by the designated registration due date.

***Please note: Students are NOT permitted to begin accumulating hours on site (even if the site has been approved) until they are registered for the course and the semester has begun. Students may only be on site and collect hours within the confines of the semester's beginning and end dates. Fixed training or orientation dates that occur before the start of the semester may only be approved in advance on a case-by-case basis by the Practicum and Internship Coordinator. In the event of a student withdrawal from the course, the published semester dates will be used for reporting enrollment and calculating refunds and billing.***

## HOURS REQUIREMENTS

**Practicum  
minimum of 100 clock hours.**

**Each Internship  
minimum of 300 clock hours**

These hours must take place on site and be evenly distributed over the entire semester specified for the course, according to the dates of the academic calendar.

- **Direct Hours:** A minimum of **40 practicum hours** or **120 hours per internship** must be in direct service to actual clients.
- **Direct service** means “working directly with actual clients that contributes to the development of counseling skills” (per CACREP) and includes interactive activities such as intake interviewing, individual co-counseling, group co-counseling, testing assistance, etc.
- Students are also highly encouraged to work with **clients with diverse cultural backgrounds** (different from their own) for 10 hours (direct or indirect) and with **clients with disabilities** for 10 hours (direct or indirect) when such opportunities are available.
- The remainder of the required hours may be indirect or direct service hours.
- **Indirect hours** include observing counseling sessions, weekly meetings with the site supervisor, administrative work, staff meetings, in-services, treatment planning, and report writing.
- **Group counseling:** All students are required to gain experience in facilitating or co-facilitating groups. This requirement may only be satisfied once the student has had the necessary pre-requisite, COUN 532 Group Counseling. For example, if a student wishes to satisfy this requirement during their practicum, they will need to satisfactorily complete COUN 532 prior to the start of their practicum.

In addition to meeting with his/her site supervisor for one hour per week, the student will meet (online) regularly with his/her Messiah College faculty supervisor and classmates for the entire time frame specified of the course. Group supervision sessions will take place on either Tuesday or Thursday evenings and participation is **mandatory**. These supervision hours are *not* included in the required clock hours the student is required to complete on site. Failure to attend the mandatory group supervision hours could result in failing the course.

## HOURS REQUIREMENTS CONTINUED

Also, three times over the course of the semester, each student is required to have an individual supervision session with his/her faculty supervisor for one hour (this could be either in-person or via video conference). This individual supervision will be considered off-site time and, therefore, not counted towards the required on-site hours.

***Based on the above, a summary of the 100-hour practicum on-site requirement would look like this:***

1. 40 or more hours of direct service in group and individual counseling
2. 10 or more hours with clients with a cultural background different than your own (direct or indirect, highly encouraged where possible to obtain)
3. 10 or more hours with clients with disabilities (direct or indirect, highly encouraged where possible to obtain)
4. 17 or more hours of individual supervision with your site supervisor
5. Any combination of indirect/direct service for the remaining hours

***Based on the above, a summary of each 300-hour internship on-site requirement would look like this:***

1. 120 or more hours of direct service in group and individual counseling
  2. 10 or more hours with clients with a cultural background different than your own (direct or indirect, highly encouraged where possible to obtain)
  3. 10 or more hours with clients with disabilities (direct or indirect, highly encouraged where possible to obtain)
  4. 17 or more hours of individual supervision with your site supervisor (Summer minimum 14 hours)
  5. Any combination of indirect/direct service for the remaining hours
-

## COURSE REQUIREMENTS

In addition to the course assignments specified in the course syllabus, all practicum and internship students must satisfy the following requirements before completing the practicum or internship course. A student will not receive a passing grade unless these additional requirements are met.

1. The development of audio/video recordings for use in supervision or live supervision of the student's interactions with clients. A signed consent form from the client or client's guardian must be obtained before recording begins.
2. Review of the site supervisor's mid-term and final evaluation of the student. This will typically occur on site with the site supervisor.
3. Completion of a mid-term and final self-evaluation by the student.
4. Completion of a final evaluation of the site by the student.
5. Submission of summary log signed and sent by the site supervisor to the Counseling Program Administrative Assistant.

All evaluations will be distributed and collected via Qualtrics. Links to the evaluations will be sent to each site supervisor and student's email address prior to the due date. Students will be evaluated according to the following scale (*See Appendix Page XIII*):

<b>Far Below Expectations:</b> needs much improvement, a concern
<b>Below Expectations:</b> needs some improvement to meet standards
<b>Acceptable:</b> meets standards at average level
<b>Above Expectations:</b> performs at above average level
<b>Far Above Expectations:</b> a definite strength, performs well beyond average levels

Student performance in the following areas will be addressed in each evaluation:

- Professionalism
  - Cultural Competency and Ethical Conduct
  - Counseling Skills: Rapport and Relationship
  - Counseling Skills: Assessment and Intervention
  - Engagement and Response to Supervision
-

## STUDENT'S RESPONSIBILITIES

1. Students are required to read this handbook prior to their practicum or internship course. As a pre-requisite for the course, the student must sign and submit an acknowledgment form indicating that he/she has read, understood, and agrees to abide by the policies and procedures in it. Students should pay particular attention to the section in the Practicum and Internship Handbook titled "Disciplinary and Professional Conduct Policy."
2. When a student is approved for a site, he/she agrees to comply with the expectations of the site supervisor and the agency's standards. As a representative of the Graduate Program at Messiah College, the student also agrees to demonstrate exemplary conduct, dress appropriately, and behave professionally while participating in his/her field experience.
3. When required by site and/or supervisor, supervision feeds in Practicum and/or Internship will be the responsibility of the student.
4. If difficulties occur for the student in meeting the site supervisor's expectations, the student has the responsibility to discuss the problem with both the faculty and site supervisor. Conflicts between the student and the field site supervisor/personnel should be handled by the site supervisor and student with applicable discussion or advice from the faculty supervisor. If the conflict requires further intervention, the faculty supervisor will be a facilitator with a goal of reaching an appropriate resolution. If for disciplinary measures or some other justifiable reason, a student is removed from his or her practicum/internship assignment, the student will forfeit this experience for the remainder of the semester. If further disciplinary action is warranted, the Graduate Program policies and procedures will be followed.
5. The student is also responsible for:
  - a. notifying the faculty supervisor, site supervisor, and Practicum and Internship Coordinator of any changes of address (street, city and state), phone numbers, change of supervisor, and/or schedules affecting on-site hours, etc.
  - b. preparing for weekly group supervision meetings with the faculty supervisor and individual supervision. In the event of an emergency that prohibits the student from meeting at the assigned time, the student is responsible for notifying the Messiah College faculty supervisor in advance of the appointment.
  - c. providing students with a quality experience.
  - d. promptly keeping appointments with students. In the event of illness or emergency, the student must notify the student, the site supervisor, and the faculty supervisor of any change in appointments.
  - e. obtaining the signature of each student he/she works with (or a parent/guardian signature when working with minors) on the Informed Consent Form, informing them of the role and limitations of a counselor-in-training.
  - f. informing the Messiah College faculty supervisor and site supervisor of any problems with cases or student emergencies.
  - g. seeking supervisory help with cases where the student questions his/her own effectiveness and/or feels uncomfortable. For instance, the student may recognize that the present problem, values, race, sexual preference, etc. of the student is impacting on his/her ability to be helpful.
  - h. requesting additional supervision if needed.
  - i. following directives given by the faculty or site supervisor regarding interventions with a student. The faculty or site supervisor should advise the student when an intervention is

- not optional but must be performed to insure the student's well-being. Any disagreement with directives should be discussed during supervision.
- j. being aware of legal and ethical issues related to counseling (e.g., confidentiality and privilege, duty to warn, malpractice, negligence).
  - k. understanding and following the American Counseling Association (ACA) Code of Ethics available [online](#) including the Ethical Responsibilities section F.5.a-c. which states:
    - i. Students have the same obligation to clients as those required by professional counselors.
    - ii. Students monitor themselves for signs of impairment from their own physical, mental, or emotional problems and refrain from offering or providing professional services when such impairment is likely to harm a client or others. They notify their faculty and/or supervisors and seek assistance for problems that reach the level of professional impairment, and, if necessary, they limit, suspend, or terminate their professional responsibilities until it is determined that they may safely resume their work
    - iii. Before providing counseling services, students disclose their status as supervisees and explain how this status affects the limits of confidentiality. Supervisors ensure that clients are aware of the services rendered and the qualifications of the students and supervisees rendering those services. Students obtain client permission before they use any information concerning the counseling relationship in the training process.
  - l. Keeping copies of all paperwork (including logs, evaluation forms, liability insurance, facepage, and contract)
- 

## **DISCIPLINARY AND PROFESSIONAL CONDUCT POLICY**

### ***Faculty supervisors and site supervisors have a professional and ethical responsibility to:***

1. evaluate the interpersonal competence and emotional well-being of practicum and internship students who are under their supervision, and who provide services to students
2. ensure, insofar as possible, that the practicum and internship students who complete their programs are competent to manage future relationships (e.g., student, collegial, professional, public, scholarly, supervisory, teaching, etc.) in an effective and appropriate manner
3. not automatically approve program completion for practicum and internship students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large

**Students enrolled in the Practicum or Internship course may be given a failing grade or be withdrawn from their field experience if any of the following apply:**

1. Disciplinary actions that are the result of unprofessional/unethical conduct either at the Practicum/Internship site or in the classroom and/or failure to comply with directions and consultation given by either the faculty supervisor or site supervisor.
2. If the faculty supervisor and/or site supervisor determines that the student intern's current emotional, mental or physical well-being compromises the integrity of the field experience or potentially places the student or others in harm's way or in an unduly vulnerable position. All such cases will be brought to the attention of the Program Director and the student intern's academic advisor.
3. If there is a question or concern of competency in areas such as (but not limited to):
  - a. **Interpersonal and professional competence** including:
    - i. the student's ability to relate to peers, faculty, professional, the public, and individuals from diverse backgrounds or histories in an appropriate manner
    - ii. the student's ability to resolve problems or issues that interfere with professional development or functioning in an appropriate manner
    - iii. the student's ability to respond constructively to feedback from supervisors or program faculty, including participating in personal therapy in order to resolve problems or issues if necessary
  - b. **Self-awareness, self-reflection, and self-evaluation** including:
    - i. the student's knowledge of the content and potential impact of one's own beliefs and values on peers, faculty, professionals, the public, and individuals from diverse backgrounds or histories is appropriate
    - ii. the student's openness to the process of supervision
    - iii. the student's ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning
  - c. **Written and oral communication** including:
    - i. the student's ability to articulate ideas, thoughts, and concepts clearly and at a professional level appropriate to the discipline, both orally and in writing
    - ii. the student's knowledge and use of the APA style format is satisfactory
  - d. **Quality of work** including:
    - i. the student's timely completion of all work at a satisfactory level
    - ii. the student's ability to work collaboratively and cooperatively with others
    - iii. the student's active participation in discussion boards, synchronous experiences, and other class-related activities
    - iv. the student's ability to obtain knowledge and understanding of the content area is satisfactory
    - v. the student's ability to appropriately apply skills necessary for counseling

If any of the above criteria are applicable, students may be subject to disciplinary action in accordance with Messiah College policy.

---

## **MESSIAH COLLEGE FACULTY SUPERVISOR'S QUALIFICATIONS**

Program faculty members serving as individual or group practicum/internship supervisors must have:

1. A doctoral degree and/or appropriate counseling preparation;
2. Relevant experience and appropriate credentials/license and/or demonstrate competence in counseling, and
3. Relevant supervision training and experience.

## **MESSIAH COLLEGE FACULTY SUPERVISOR'S RESPONSIBILITIES**

1. The Counseling faculty supervisor will meet three times over the course of the semester (either in-person or via video conference.) with each student for individual supervision.
  2. The faculty supervisor will facilitate regular group supervision.
  3. If a student is removed from his or her site for disciplinary measures, the student will forfeit this practicum/internship experience for the remaining academic year. The student will need to re-register for Practicum/Internship the following academic year. The faculty supervisor will carefully document the situation and bring it to the attention of the student's academic advisor, the Practicum and Internship Coordinator, and the Director of the Program.
  4. Assign a grade for the practicum/internship experience based upon the course requirements, evaluations, audio/video presentations, practicum/internship log submissions, including semester summary log, and any other relevant data or documentation.
  5. Faculty must participate in consultation on a regular schedule with the site supervisors in accordance with the supervision agreement. A regular schedule is considered at least once each month at the pivotal points of the semester: within in the first month, after the midterm, and near the conclusion of the semester. A concerted effort should be made for live contact either by video conference or through a site visit. (*See Contract: Appendix Page VI or IX*)
  6. The faculty supervisor will evaluate the student through midterm and final evaluations provided and do so in a timely manner.
-

## **SITE SUPERVISOR'S QUALIFICATIONS**

Individuals serving as site supervisors for a practicum or internship experience must have:

1. a minimum of a master's degree in counseling or a related profession;
2. be a certified school counselor with a minimum of 3 years of school counseling experience and one year of experience within the school where he/she currently works; and,
3. relevant training in counseling supervision.

## **SITE SUPERVISOR'S RESPONSIBILITIES**

1. The site supervisor must be willing to:
    - a. complete and sign a Contract
    - b. complete the orientation module provided by the Messiah College Graduate Counseling Program
    - c. dedicate an average of at least one hour per week to supervise the practicum or internship student
    - d. attempt to provide the student intern with direct or indirect opportunities to work with students of diversity, i.e. students with a cultural background different than the student intern's own background, and students with disabilities (student interns are required to record a minimum of 10 hours for each of these categories) when available
    - e. provide the student intern with the opportunity to participate in as many of the following activities as possible. Student interns are required to report which of these they were able to experience.
      - i. Individual Co-Counseling/Counseling (Personal/Social, Crisis, Academic)
      - ii. Group Co-Counseling/Counseling
      - iii. Career Counseling
      - iv. Classroom Guidance
      - v. New Student Orientation
      - vi. Individual Appraisal
      - vii. Teacher/Admin. Consultation
      - viii. Parent Consultation
      - ix. Observations
      - x. Scheduling
      - xi. Group Testing/Assessment
      - xii. Supervision
      - xiii. Info/Data Search
      - xiv. Student Record Review
      - xv. Staff/Team Meetings
    - f. examine and provide timely feedback on student intern work using audio/video recordings (as allowed by the site), observation, and/or live supervision
    - g. consult with the Messiah College faculty supervisor on a regular basis. This expectation can be met in person or via video conference.
    - h. evaluate the student intern and the program through the evaluations provided and do so within the stated time frame.
-



## **Practicum & Internship FAQs**

**1. What is the process for completing a practicum or internship? Where do I start?**

Students are required to read the entire Practicum and Internship handbook. That is the first step. The rest of the process will begin a full semester (or more) before your desired practicum/internship semester beginning with a site search. The necessary Pre-Registration Form is located on the Forms page of the Counseling Student Resources section of the department website. It will also be sent to your email from the Practicum and Internship Coordinator. After your pre-registration form has been approved, you will be invited to the appropriate Canvas site where you will be able to find all the necessary documents under the "Assignments" tab. You should upload and submit these documents through Canvas.

Documents can also be found on [Messiah College's Counseling Graduate Program's webpage](#). From the Counseling homepage, click on "Counseling student resources", "Forms", and then your prospective field experience (practicum or internship).

**2. How do I go about finding a site in the SCH counseling track?**

In order to secure a placement as a school counseling student, please submit your pre-registration form listing the districts you are interested in working with in order of preference. The School Site Coordinator will then make the initial contact to each district on your behalf. After contact has been made, you will be contacted about proceeding with the next step. *Per school districts' request, students are asked not to contact schools on their own until the coordinator has established contact, unless it is your workplace.* Please note that we are at the mercy of the school districts to accommodate our placements and while every effort is made to match you within your desired geographic location, the potential for some commuting time is a possibility and should be expected.

**3. What is the timeframe for completing a practicum or internship?**

A Fall or Spring semester is 17 weeks. This works out to be about 6-7 hours per week for practicum and about 18-20 hours per week for internship, not including the time spent in group supervision (class) or in individual supervision with the faculty supervisor for the course.

**4. What should I know about class attendance for my practicum or internship course?**

Participation in weekly live supervision (class) is mandatory. Classes typically meet for the full semester on Tuesdays or Thursdays as determined in advance by the faculty.

**5. What is required of my site supervisor?**

Site supervisors for both practicum and internship experiences must have the following qualifications:

- A minimum of a master's degree in counseling or a related profession;
- Be a certified school counselor with a minimum of three years of school counseling experience
- Relevant training in counseling supervision.
- Must agree to provide at least one hour of individual supervision each week.

**6. What is individual supervision?**

During a student's practicum or internship, individual or triadic supervision is required for one hour each week throughout the semester with that student's supervisor. CACREP defines supervision as a tutorial and mentoring relationship between a member of the counseling profession and one counseling student. Supervision time is an opportunity to discuss case consultations, discuss any system related questions, discuss learning objectives and how those are being met, review any audio/video recordings students are able to make, etc.

**7. Can I have more than one supervisor and/or more than one internship site at a time?**

It is strongly encouraged that practicum and internship students have only one site and one supervisor at a time. Students may seek additional supervision or consultation, but one official supervisor of record needs to be the primary supervisor. In rare instances, a student may be allowed to utilize two sites, for instance, if the primary site does not provide opportunities for group counseling. At times a site may not be able to commit to providing a student with enough hours to complete a full 300-hour internship and students may seek approval to complete a single internship at two different sites to reach the minimum number of hours. Both sites and site supervisors must be approved in advance.

**8. Can I do my practicum and/or internship where I am currently employed?**

Situations in which a student would like to complete Practicum/Internship at his/her place of employment will be reviewed by the Counseling Department and approved on a case-by-case basis. Consideration will be given to the following factors included in the pre-registration form:

- Is the student doing a new job with goals and objectives different from those of his/her day-to-day job? Explain.
- Is the student obtaining a distinctively different experience than is received from his/her regular job? Provide job descriptions and explain.
- Is the proposed site supervisor also the student's work supervisor? If not, please identify each individual.
- What are the student's reasons for wanting to complete the Practicum/Internship at his/her place of employment?
- How will the student adjust his/her schedule to accommodate the Practicum/Internship hours?

Your clinical/site supervisor may not have any administrative supervision relationship with you (such as hiring, firing, or performance review) which would constitute a dual relationship.

**9. Can I complete my practicum/internship at a site where I may encounter dual relationships (e.g., my church, the school my children attend, a school or agency I previously attended, etc...)?**

Completing a Practicum/Internship at a site where dual relationships are possible is strongly discouraged and will be reviewed by the Counseling Department and approval will be made on a case-by-case basis. If approved, supervising faculty should be aware of the situation so they can help prepare the student for the role change, relationship change, and dynamics that may be experienced. If a student suspects he/she will encounter a dual relationship at the potential site, this information should be disclosed on the Pre-Registration Form.

**10. Can I do both internships at one time?**

Only students in the school counseling track may complete two internships in one semester because their internships do not build on one another developmentally the same way the CMH and MCF internships do.

**11. What should I know about the group counseling requirement?**

All students must gain experience in facilitating or co-facilitating groups. The new CACREP standards (2016) have been updated to allow students to meet the requirement for group counseling facilitation during their practicum or internships. Students must take the group counseling class before they are able to satisfy this requirement.

**12. What if my site does not allow video recording?**

It is important, as well as necessary to meet our accreditation standards that students have the opportunity to develop videotapes of their interactions with clients appropriate to the area of specialization for use in supervision, while still complying with confidentiality and privacy laws and only with signed consent of the client. Students may not select sites for all three field experiences that do not allow videotaping. If videotaping is not allowed at your site, please refer to the following options:

- Video Session with camera focused only on you (not the client): Most ideal.
- Audio Sessions: If opting for audio only, we would like the audio sessions you complete to be supervised live by your site supervisor so that she/he can write notes about what may be happening non-verbally during the session and can debrief the session with you. It would be like them watching a video and taking notes but instead they would be doing it live, yet you would still have the audio recording to meet the course assignment/CACREP requirement and could listen to the session while reading the notes. If video or audio tapes are not permitted to leave your site, you may transcribe the sessions to present during group supervision.
- Videotaping a mock session: Cannot be used as an option for all three classes, must have approval by your advisor at internship level.

**13. Does a middle school placement count towards a secondary or elementary Internship?**

Elementary is considered to be pre-kindergarten – grade 8 and secondary is for grades 7-12. One internship must be elementary and one must be secondary. Efforts are made to ensure that students gain experience at both the elementary and high school level. Each student in the School Counseling track is strongly recommended to have field experiences at the elementary and high school level, with a minimum of at least 20 hours of experience at each level. Practicum may be spent working with either elementary, middle, or high school students.

**14. Can I complete all three field experiences at the same site?**

Students are each required to have at least two different field experience sites. This could be in the form of a Practicum at Site A and two Internships at Site B; one Practicum and one Internship at Site A and a second Internship at Site B; or a Practicum at Site A, first Internship at Site B, and second Internship at Site A.

**15. May I start accruing hours before the beginning of the semester or finish my hours early?**

Students are NOT permitted to begin accumulating hours on site (even if the site has been approved) until they are registered for the course and the semester has begun. Students may only be on site and collect hours within the confines of the semester's beginning and end dates. Any requests to attend training or orientation activities prior to the semester to count towards their field experience starting must be approved by the Practicum & Internship Coordinator and will be considered on a case-by-case basis.

Students are not permitted to front-load hours in order to finish their field experience early. Obviously there will be some fluctuation from week to week, but generally the hours should be equally divided over the course of the full semester.

**16. What is the difference between direct and indirect hours?**

CACREP defines direct hours as "direct service with actual clients that contributes to the development of counseling skills". Direct service would include counseling or co-counseling with individuals, couples, families, or groups, or consulting with the parents/family of a client. Indirect hours include weekly meetings with the site supervisor, administrative work, case consultation, staff meetings, in-services, treatment planning, observing sessions, and report writing.

**17. What do I need to know if I am planning to stay at the same site for both internships, or a practicum and an internship?**

You will need to pre-register for each field experience separately so we can be sure to save you a seat in the course and so we can give you access to the Canvas site to submit your paperwork. A new contract is required for each semester to reflect the dates associated with each semester. **Due to liability issues, no hours may be completed between semesters.**



## **APPENDIX**

***Please note: The documents provided here may not be the most recent version but are provided to you here as a reference. When it is time for you to submit these documents, you will find the most up to date forms in the Graduate Counseling Field Experience Canvas site for your specific field experience.***

Paperwork Due Dates.....	I
Practicum Planning Guide .....	II
Internship Planning Guide .....	III
At-A-Glance .....	IV
Counseling Verification Form .....	V
Practicum Contract.....	VI
Internship Contract.....	IX
Informed Consent Form .....	XII
Evaluation Sample .....	XIII



Masters of Arts in Counseling

## Paperwork Due Dates

In order to enroll in Practicum/Internship, there are several paperwork items you will need to submit, some of which are associated with activities that take many weeks to complete. The following chart provides a list of due dates for these documents. Please refer to Canvas for the exact due dates.

<i>MENTAL HEALTH COUNSELING &amp; MARRIAGE, COUPLE &amp; FAMILY COUNSELING TRACKS</i>	<b>For Fall Semester</b>	<b>For Summer Semester</b>	<b>For Spring Semester</b>
<b>Pre-Registration Form</b>	May 1 <sup>st</sup>	February 1 <sup>st</sup>	September 15 <sup>th</sup>
<b>Potential Supervisor Application</b>	July 15 <sup>th</sup>	April 15 <sup>th</sup>	December 1 <sup>st</sup>
<b>Final Internship Documents</b>	August 1 <sup>st</sup>	May 1 <sup>st</sup>	December 15 <sup>th</sup>

<i>SCHOOL COUNSELING TRACK</i>	<b>For Fall Semester</b>	<b>For Spring Semester</b>
<b>Pre-Registration Form</b>	February 1 <sup>st</sup>	September 15 <sup>th</sup>
<b>Potential Supervisor Application</b>	July 15 <sup>th</sup>	December 1 <sup>st</sup>
<b>Final Internship Documents</b>	August 1 <sup>st</sup>	December 15 <sup>th</sup>

According to the late registration policy:

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1<sup>st</sup> for fall term, May 1<sup>st</sup> for summer term & December 15<sup>th</sup> for spring term) will be charged a \$100 late registration fee. The required documents are outlined in Canvas.
2. Students **must** be registered for class one week prior to the start of the new semester.
3. No students will be allowed to accumulate any on site hours until their contract has been accepted, liability insurance has been verified, and all site-required background checks have been received by Messiah College.



Masters of Arts in Counseling

## Practicum Planning Guide

The following is the suggested stages of when to complete each of the required tasks prior to your enrollment in the Practicum course. Items with asterisks correspond with the deadlines outlined on the attached “Paperwork Due Dates” document. You should refer to Canvas for the exact due dates and detailed submission requirements.

---

**Stage 1:** *Suggested completion 1-2 full semesters before practicum start date.*

- Read the [Practicum Handbook](#).
- Read the “[Practicum and Internship Policies: FAQs](#)” document.
- Make arrangements to begin [personal counseling](#).
- CMH/MCF Tracks Only:** Begin contacting sites.

**Stage 2:**

- Complete the [Practicum Pre-Registration form](#)\* by the required date (See “**Paperwork Due Dates**” attached).
- Accept Canvas invitation to the Graduate Counseling Practicum Pre-Registration Site.
- CMH/MCF Tracks Only:** As needed, continue searching for a practicum site, scheduling interviews, and finalizing plans.
- Register online for FBI Clearance (For more information, check the [Clearance Policy](#)). Complete payment and personal information and make arrangements to be fingerprinted. (Submit on Canvas and send originals to Administrative Assistant)
- Apply for your Child Abuse History Clearance.
- Register for your Criminal Background Check.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.

**Stage 3:**

- Send link for application to potential site supervisor\* (**Required by above due date**). Upon approval, you will receive a notification from the Practicum & Internship Coordinator. *Your site and site supervisor will need to be approved before you are able to complete the Practicum Contract.*
- Submit your [critical competencies](#) reflection essay.
- Submit your Personal Counseling verification form along with your reflection essay.
- SCH Track Only:** Submit a copy of your current TB test results under “Additional Documents” on Canvas (results must be no more than three months old when received by the school district).

**Stage 4:**

- Complete and submit the Practicum Contract. *This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved. **After all of your paperwork has been submitted and approved, you will receive notification of your registration hold being removed and will be able to register for the course.***
- Obtain ACA, ASCA, or AAMFT student membership.
- Obtain liability insurance (likely included with your ACA, ASCA, or AAMFT membership).

---

The Practicum Handbook and all mentioned forms can be found under the Practicum Forms section of our website as well as, on the Grad Counseling Field Experience Canvas Site.



## Internship Planning Guide

The following is the suggested stages of when to complete each of the required tasks prior to your enrollment in an Internship course. Items with asterisks correspond with the deadlines outlined on the attached “Paperwork Due Dates” document. You should refer to Canvas for the exact due dates and detailed submission requirements.

---

### **Stage 1:** *Suggested completion 1-2 full semesters before internship start date.*

- Read the [Internship Handbook](#).
- Read the “[Practicum and Internship Policies: FAQs](#)” document.
- CMH/MCF Tracks Only:** Begin contacting sites.

### **Stage 2:**

- Complete the [Internship Pre-Registration form\\*](#) by the required date (See “Paperwork Due Dates” attached).
- Accept Canvas invitation to Graduate Counseling Internship Pre-Registration Site.
- CMH/MCF Tracks Only:** As needed, continue searching for an internship site, scheduling interviews, and finalizing plans.

### **Stage 3:**

- Send link for application to potential site supervisor\* (See “Paperwork Due Dates” attached).
- Review the [clearance policy](#) on the website to determine if you need to renew any of your clearances.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.
- SCH Track Only:** Submit a copy of your current TB test results (results must be no more than three months old when received by the school district).

### **Stage 4:**

- Complete and submit the Internship Contract. *This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved. **After all of your paperwork has been submitted and approved, you will receive notification of your registration hold being removed and will be able to register for the course.***
- Provide copies of your clearances to your site.
- Renew ACA, ASCA, or AAMFT student membership.
- Renew liability insurance.

---

The Internship Handbook and all mentioned forms can be found under the Internship Forms section of our website as well as, on the Grad Counseling Field Experience Canvas Site.

**CAGS students** will have additional assignments required. Pay close attention to the Internship pre-registration Canvas course for more information.



*Masters of Arts in Counseling*

## PRACTICUM & INTERNSHIP “AT – A – GLANCE”

*SCHOOL COUNSELING TRACK*

<b><u>Site Supervisor Qualifications</u></b>	<ul style="list-style-type: none"> <li>✓ Master’s degree in counseling or a related profession</li> <li>✓ Certification as a school counselor</li> <li>✓ Minimum 3 years of school counseling experience and 1 year of experience within the school where he/she currently works</li> <li>✓ Provide weekly scheduled individual supervision with the student</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>✓ Maintain regular communication with the College faculty supervisor regarding the student’s performance</li> <li>✓ Meet with faculty supervisor via phone, video conference, or a site visit after the midterm evaluation</li> <li>✓ Provide opportunity for video/audio recording or mock counseling</li> <li>✓ Opportunity for group counseling facilitation*</li> <li>✓ Disclose any potential dual relationships the student may encounter at the site</li> <li>✓ Complete a midterm &amp; final evaluation of the student</li> </ul>

### HOURS REQUIREMENTS

<b><u>PRACTICUM</u></b>	<ul style="list-style-type: none"> <li>✓ <b>Total:</b> 100 hours over the course of one academic semester</li> <li>✓ <b>Direct Hours:</b> Minimum of 40 hours in direct service with students</li> <li>✓ Exposure to diversity among students and students with disabilities</li> <li>✓ Weekly individual or triadic supervision</li> </ul>
<b><u>INTERNSHIPS</u></b>	<ul style="list-style-type: none"> <li>✓ <b>Total:</b> Each internship requires 300 hours over the course of one academic semester</li> <li>✓ <b>Direct Hours:</b> Minimum of 120 hours in direct service with actual students</li> <li>✓ Exposure to diversity among students and exposure to students with disabilities</li> <li>✓ Weekly individual or triadic supervision</li> </ul>

**Possible Practicum/Internship Activities:** Individual Co-Counseling/Counseling; Group Counseling; Career Co-Counseling/Counseling; Classroom Guidance; New Student Orientation; Individual Appraisal; Teacher/Admin. Consultation; Parent Consultation; Individual Supervision; Observations; Scheduling; Group Testing/Assessment; Administrative Conferences; In-Services; Staff Meetings; Child Study Team Meetings; Computer Technology (counseling use)

**\*Group counseling requirement:** Students are required to gain experience in facilitating or co-facilitating groups during one semester. If group counseling facilitation cannot be obtained at your site, the student is responsible to meet this requirement in a different field experience.

**Please note:** This document serves only as an overview of the requirements for supervisors. For further explanations, please refer to the Practicum & Internship Handbook, Orientation, and Contract.





Messiah College  
Masters of Arts in Counseling

### Personal Therapy/Counseling Verification Form

By my signature below, I verify that  completed at least four  
Student Name (please print)

Individual counseling/therapy sessions with me on the following dates:

By the student's signature below, he/she indicates that he/she gives permission for me to release this information to Messiah College Graduate Counseling Program for the purposes of Practicum Clearance.

Name of Practice (if applicable):   
Counselor's Name:   
Counselor's License Type:   
Counselor's License Number:   
Counselor's Phone Number:

<input type="text"/>	<input type="text"/>
Counselor's Signature	Date
<input type="text"/>	<input type="text"/>
Student's Signature	Date

*Due Dates: for spring practicum, Dec. 1<sup>st</sup>; for fall practicum, August 1<sup>st</sup>.*



*Masters of Arts in Counseling*

## **SCHOOL COUNSELING PRACTICUM CONTRACT**

The purpose of this agreement is to provide a qualified Counseling graduate student with a field based supervised clinical experience in counseling. The student must complete a minimum of 100 clock hours during the course of the practicum placement, which must extend over the entire semester established for the practicum experience and may only take place during the contracted dates of the semester.

### **The Messiah College Graduate Program in Counseling Agrees:**

- 1) To assign a faculty practicum supervisor who will oversee the student's experience with the field site/supervisor;
- 2) To provide orientation, assistance, consultation, and professional development opportunities to the site supervisor;

### **The Practicum Site Agrees:**

- 1) To assign a supervisor who is a certified school counselor with a minimum of three satisfactory certified years of school counseling experience and one year of certified experience within the school he/she currently works.
- 2) To assign a supervisor who has the time for and interest in supervising the practicum student;
- 3) To provide 100 on-site hours which include opportunities for the student to engage in a variety of school counseling activities including counseling students who represent the ethnic and demographic diversity of their community and fulfill the following requirements:
  - Direct service: a minimum of 40 hours of direct service to students which can include face-to-face individual and group counseling, classroom guidance, direct consultation with parents, etc.
  - Indirect service: the remainder of the 100 hours can be indirect hours, which may include professional development, staff meetings, file review, case notes, in-services, etc.
  - Site Supervision\*: (included as indirect service) weekly interaction with an average of one hour per week of individual and/or triadic supervision focused on the student (no more than two students at a time).
- 4) To provide necessary and appropriate technological resources that assist with learning;
- 5) To provide a setting for individual counseling, with assured privacy and sufficient space for appropriate equipment;

### **The Site Supervisor Agrees:**

- 1) To review the Graduate Program in Counseling's Orientation Module and uphold the standards and expectations as outlined in the Orientation and Practicum Handbook;
- 2) To provide weekly one-to-one and/or triadic supervision at least one hour per week, which involves some examination of student work using audio/video tapes (as allowed by site), observation, and/or live supervision;
- 3) To maintain regular communication with the College faculty supervisor and respond to communication within a week. The faculty supervisor will initiate contact at least every four weeks throughout the semester via phone or email.
- 4) To contact the faculty supervisor immediately should there be any problem or change in relation to the student, site, licensure status, or college;
- 5) To provide regular feedback on the student's performance including completion of the midterm and final evaluations using the forms provided and submit these documents in a timely fashion;

- 6) To participate in a live scheduled meeting with the faculty supervisor shortly after the midterm evaluation has been submitted. This meeting could take place as a phone or video conference, or site visit.

**The Messiah College Faculty Supervisor Agrees:**

- 1) To maintain regular communication with the site supervisor including initiating contact at least every four weeks;
- 2) To maintain regular communication with the student and provide regular feedback on the student's performance including completion of the midterm and final evaluations;
- 3) To assign a grade for the student upon the successful completion of the practicum;
- 4) To conduct ongoing group and individual supervision with the student and provide consultation to the student and/or site supervisor as needed.

**The Practicum Student Agrees:**

- 1) To submit a resume and any necessary documentation to the site/site supervisor;
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the site and College;
- 3) To be punctual and present at the scheduled times of the student's practicum;
- 4) To retain professional liability insurance at their own expense for the duration of the experience;
- 5) To participate in each Tuesday/Thursday faculty led group supervision session;
- 6) To ensure appropriate written consent is obtained before any video/audio recordings are made;
- 7) To complete the necessary evaluations, including a midterm and final self-evaluation and evaluation of the student's site.
- 8) To complete hours at the site only within the contracted dates of the semester.

**POSSIBLE PRACTICUM ACTIVITIES**  
*Site Supervisors: Please check all activities that apply.*

- |  |   |
|--|---|
| <input type="checkbox"/> Individual Co-Counseling/Counseling (required) <ul style="list-style-type: none"> <li><input type="checkbox"/> Personal/Social</li> <li><input type="checkbox"/> Crisis</li> <li><input type="checkbox"/> Academic</li> </ul> | <input type="checkbox"/> Observations                         |
| <input type="checkbox"/> Group Counseling <ul style="list-style-type: none"> <li><input type="checkbox"/> Co-Leading</li> <li><input type="checkbox"/> Leading</li> </ul>  | <input type="checkbox"/> Scheduling                           |
| <input type="checkbox"/> Career Co-Counseling/Counseling   | <input type="checkbox"/> Group Testing/Assessment             |
| <input type="checkbox"/> Classroom Guidance  | <input type="checkbox"/> Administrative Conferences           |
| <input type="checkbox"/> New Student Orientation   | <input type="checkbox"/> In-Services                          |
| <input type="checkbox"/> Individual Appraisal  | <input type="checkbox"/> Staff Meetings                       |
| <input type="checkbox"/> Teacher/Admin. Consultation   | <input type="checkbox"/> Child Study Team Meetings            |
| <input type="checkbox"/> Individual Supervision  | <input type="checkbox"/> Computer Technology (Counseling use) |
|  | <input type="checkbox"/> (Other) _____                        |

Within the specified time frame, \_\_\_\_\_ is the primary practicum site supervisor. The  
 (Site Supervisor)

student will participate in the practicum activities (checked above) in sufficient amounts as to allow an adequate evaluation

of the student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
(Faculty Supervisor)  
practicum supervisor.

---

---

**This agreement\* is made on \_\_\_\_\_ by and between \_\_\_\_\_**  
(Date) (Please print - Practicum Site Name)  
**and Messiah College Masters of Arts in Counseling Program. This agreement will be effective**  
**from \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) to \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) for**  
**\_\_\_\_\_ hours per week for \_\_\_\_\_ 3 \_\_\_\_\_ credit hours for \_\_\_\_\_.**  
(Please print - Practicum Student )

### *Signatures*

**By signing this contract I agree to fulfill the above statements related to my role and will uphold the American Counseling Association Code of Ethics or the ethical code of my profession.**

\_\_\_\_\_  
(Site Supervisor) **Date:** \_\_\_\_\_

**I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.**

\_\_\_\_\_  
(Student) **Date:** \_\_\_\_\_

**I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.**

\_\_\_\_\_  
(Faculty Supervisor) **Date:** \_\_\_\_\_

**I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.**

---

---

## **SITE INFORMATION**

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

Site Address, City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **Practicum Site Supervisor Licensure Information:**

Type of Certification (s): \_\_\_\_\_

Date First Licensed: \_\_\_\_\_



*Masters of Arts in Counseling*

## **SCHOOL COUNSELING INTERNSHIP CONTRACT**

The purpose of this agreement is to provide a qualified Counseling graduate student with a field based supervised clinical experience in counseling. The student must complete a minimum of 300 clock hours during the course of the internship placement, which must extend over the entire semester established for the internship experience and may only take place during the contracted dates of the semester.

### **The Messiah College Graduate Program in Counseling Agrees:**

- 1) To assign a faculty internship supervisor who will oversee the student's experience with the field site/supervisor;
- 2) To provide orientation, assistance, consultation, and professional development opportunities to the site supervisor;

### **The Internship Site Agrees:**

- 1) To assign a supervisor who is a certified school counselor with a minimum of three satisfactory certified years of school counseling experience and one year of certified experience within the school he/she currently works;
- 2) To assign a supervisor who has the time for and interest in supervising the internship student;
- 3) To provide 300 on-site hours which include opportunities for the student to engage in a variety of school counseling activities including counseling students who represent the ethnic and demographic diversity of their community and fulfill the following requirements:
  - Direct service: a minimum of 120 hours of direct service to students which can include face-to-face individual and group counseling, classroom guidance, direct consultation with parents, etc.
  - Indirect service: the remainder of the 300 hours can be indirect hours, which may include professional development, staff meetings, file review, case notes, in-services, etc.
  - Site Supervision\*: (included as indirect service) weekly interaction with an average of one hour per week of individual and/or triadic supervision focused on the student (no more than two students at a time).
- 4) To provide necessary and appropriate technological resources that assist with learning;
- 5) To provide a setting for individual counseling, with assured privacy and sufficient space for appropriate equipment;

### **The Site Supervisor Agrees:**

- 1) To review the Graduate Program in Counseling's Orientation Module and uphold the standards and expectations as outlined in the Orientation and Internship Handbook;
- 2) To provide weekly one-to-one and/or triadic supervision at least one hour per week, which involves some examination of student work using audio/video tapes (as allowed by site), observation, and/or live supervision;
- 3) To maintain regular communication with the College faculty supervisor and respond to communication within a week. The faculty supervisor will initiate contact at least every four weeks throughout the semester via phone or email.
- 4) To contact the faculty supervisor immediately should there be any problem or change in relation to the student, site, licensure status, or college;
- 5) To provide regular feedback on the student's performance including completion of the midterm and final evaluations using the forms provided and submit these documents in a timely fashion;

6) To participate in a live scheduled meeting with the faculty supervisor shortly after the midterm evaluation has been submitted. This meeting could take place as a phone or video conference, or site visit.

**The Messiah College Faculty Supervisor Agrees:**

- 1) To maintain regular communication with the site supervisor including initiating contact at least every four weeks;
- 2) To maintain regular communication with the student and provide regular feedback on the student's performance including completion of the midterm and final evaluations;
- 3) To assign a grade for the student upon the successful completion of the internship;
- 4) To conduct ongoing group and individual supervision with the student and provide consultation to the student and/or site supervisor as needed.

**The Internship Student Agrees:**

- 1) To submit a resume and any necessary documentation to the site/site supervisor;
- 2) To adhere to the administrative policies, rules, standards, schedules, and practices of the site and College;
- 3) To be punctual and present at the scheduled times of the student's internship;
- 4) To retain professional liability insurance at their own expense for the duration of the experience;
- 5) To participate in each Tuesday/Thursday faculty led group supervision session;
- 6) To ensure appropriate written consent is obtained before any video/audio recordings are made;
- 7) To complete the necessary evaluations, including a midterm and final self-evaluation and evaluation of the student's site.
- 8) To complete hours at the site only within the contracted dates of the semester.

**POSSIBLE INTERNSHIP ACTIVITIES**

*Site Supervisors: Please check all activities that apply.*

- |   |   |
|---|---|
| <input type="checkbox"/> Individual Co-Counseling/Counseling (required) | <input type="checkbox"/> Individual Supervision               |
| <input type="checkbox"/> Personal/Social                                | <input type="checkbox"/> Observations                         |
| <input type="checkbox"/> Crisis   |   |
| <input type="checkbox"/> Academic                                       | <input type="checkbox"/> Scheduling                           |
| <input type="checkbox"/> Group Counseling (required)                    | <input type="checkbox"/> Group Testing/Assessment             |
| <input type="checkbox"/> Career Co-Counseling/Counseling                | <input type="checkbox"/> Administrative Conferences           |
| <input type="checkbox"/> Classroom Guidance                             | <input type="checkbox"/> In-services                          |
| <input type="checkbox"/> New Student Orientation                        | <input type="checkbox"/> Staff Meetings                       |
| <input type="checkbox"/> Individual Appraisal                           | <input type="checkbox"/> Child Study Team Meetings            |
| <input type="checkbox"/> Teacher/Admin. Consultation                    | <input type="checkbox"/> Computer Technology (Counseling use) |
| <input type="checkbox"/> Parent Consultation                            | <input type="checkbox"/> (Other) _____                        |

Within the specified time frame, \_\_\_\_\_ is the primary internship site supervisor. The  
(Site Supervisor)

student will participate in the internship activities (checked above) in sufficient amounts as to allow an adequate evaluation

of the student's level of competence in each activity. \_\_\_\_\_ will be the faculty  
(Faculty Supervisor)

internship supervisor.77

---

---

This agreement\* is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Please print - Internship Site Name)  
and Messiah College Masters of Arts in Counseling Program. This agreement will be effective  
from \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) to \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Day) \_\_\_\_\_ (Yr.) for  
\_\_\_\_\_ hours per week for 3 credit hours for \_\_\_\_\_.  
(Please print - Internship Student )

**Signatures**

By signing this contract I agree to fulfill the above statements related to my role and will uphold the American Counseling Association Code of Ethics or the ethical code of my profession.

\_\_\_\_\_  
(Site Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Student) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

\_\_\_\_\_  
(Faculty Supervisor) Date: \_\_\_\_\_

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

---

---

**SITE INFORMATION**

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

Site Address, City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Internship Site Supervisor Licensure Information:**

Type of Certification (s): \_\_\_\_\_

Date First Licensed: \_\_\_\_\_



**Signatures Needed**

- Client signature is needed if client is 18 or over
- Either parent/guardian or client signature is needed if client is 14-17
- Parent/guardian signature is needed if client is under 14

**INFORMED CONSENT FORM**

Name \_\_\_\_\_

DOB \_\_\_\_\_

This informed consent document is intended to provide general information about the counseling services provided by a Messiah College graduate student. This is a legal document; please read it carefully before signing.

- **Nature of Counseling:** The type and extent of services that I/my child will receive will be determined following an initial assessment and through discussion with me. I understand that there may be both benefits and risks associated with participation in counseling. Counseling may improve ability to relate to others, provide a clearer understanding of self, values, and goals, and an ability to deal with everyday stress. I understand that counseling may also lead to unanticipated feelings and change, which might have an unexpected impact on me/my child and my/my child's relationships.
- **Supervision:** I understand that \_\_\_\_\_ (name of graduate student) is currently completing his/her master's degree in \_\_\_\_\_ at Messiah College. In order to improve his/her skills, he/she is required to complete a practicum and two internships. Currently, \_\_\_\_\_ (students' name) is completing his/her practicum/internship under the direct supervision of a trained counselor at \_\_\_\_\_ (agency) and a Messiah College faculty supervisor. \_\_\_\_\_ (student's name) will be on-site regularly until \_\_\_\_\_ (date of last day on-site).
- **Confidentiality:** I understand that counselors maintain confidentiality in accordance with the ethical guidelines and legal requirements of their profession. Effective counseling, however, sometimes requires that confidential information be shared with other staff members, professors, or graduate students who are training at Messiah College. I understand that no records or information about me will be intentionally released outside Messiah College without my permission, except under specific circumstances: if I/my child present/presents a serious danger to self or other person(s); if there is a suspicion or actual incident of child abuse or neglect; or a valid subpoena is issued for my/my child's records, or my/my child's records are otherwise subject to a court order or other legal process requiring disclosure.

If I have any questions regarding this consent form or about the services offered, I understand that I may discuss them with my counselor or his/her supervisor.

I have read and I understand the above. I understand that treatment may be stopped at any time and there are no penalties for denying permission. I hereby consent to:

participate/permit my child to participate in the above described counseling activities

\_\_\_\_\_  
Client Name (please print)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)  
(Required for clients under 14 years of age)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Trainee Signature

\_\_\_\_\_  
Date



## School Counseling Final Evaluation by Site Supervisor

---

Thank you for serving as a supervisor for one of Messiah College's graduate students this semester. Your feedback is a valuable piece of the experience and this evaluation will serve as a permanent record of the student's professional performance.

Please note: This evaluation is designed to be used for all levels of field experience students and the questions assess both basic and advanced skills. In light of this, as well as accounting for diversity among sites, it is not the expectation that all skills will be observed.

Site Supervisor's Information

**This evaluation is provided here as a reference so you can see the areas students will be evaluated on. All evaluations are completed through our evaluation software.**

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

Semester:

\_\_\_ Spring

\_\_\_ Summer

\_\_\_ Fall

Frequency of Supervision: \_\_\_\_\_

**Please use the following rating system when answering the questions below:**

**Far Below Expectations:** needs much improvement, a concern

**Below Expectations:** needs some improvement to meet standards

**Acceptable:** meets standards at average level for students

**Above Expectations:** performs at above average level for students

**Far Above Expectations:** a definite strength, performs well beyond average levels for students

### **A. Professionalism:**

1. Arrives on time consistently
2. Informs supervisor and makes arrangements for absences
3. Reliably completes requested or assigned tasks on time
4. Presentation of professional appearance and demeanor
5. Demonstrates effective oral communication
6. Demonstrates effective written communication
7. Able to cultivate professional relationships with school colleagues
8. Able to consult with teachers, staff, and community-based organizations to promote student academic, career, and personal/social development (N.3)
9. Able to engage and work with parents/families to help address the academic, personal/social, and career needs of students (F.3 & N.I)
10. Knowledge of school district procedures, policies, events, and professional development opportunities
11. Able to articulate, model and advocate for an appropriate school counselor identity and program
12. Use technology appropriately and professionally in the workplace

**B. Cultural Competence and Ethical Conduct:**

13. Demonstrates self-awareness, sensitivity, and skillfulness in relating to diverse individuals and/or groups
14. Able to promote a positive school climate that is equitable and responsive to multicultural student populations (F.3)
15. Displays multicultural competencies in relation to diversity, equity, and opportunity in student learning and development
16. Able to assess and interpret students' strengths and developmental or environmental needs, recognizing uniqueness in cultures, languages, backgrounds, and abilities (H.1)
17. Knows general ethical guidelines and demonstrates sensitivity to ethical issues
18. Behaves in accordance with ethical and legal requirements for a professional counselor
19. Consults with others and seeks supervision for ethical issues if necessary
20. Ability to locate resources in the community and to know referral procedures in order to make appropriate referrals to school and/or community resources (H.4, N.2, & N.5)

**C. Counseling Skills:**

21. Demonstrates good use of non-verbal attending skills (e.g., eye contact, body language)
22. Communicates effectively with students demonstrating respect and sensitivity
23. Demonstrates good use of basic counseling skills (e.g. empathy, case conceptualization, confrontation, facilitate expression of thoughts and emotions, decision making, goal setting)
24. Able to develop rapport, effective counseling relationships, and appropriate boundaries with students
25. Able to select and use appropriate assessment strategies/information to identify and access student issues and/or barriers (H.2, H.3, & H.5)
26. Able to provide effective individual, group counseling and/or classroom guidance for students' career, academic, and personal/social development (D.2)

**D. School Counseling Programming**

27. Able to advocate and/or plan and/or conduct learning experiences to promote students' career, academic, and personal/social development using sound educational/counseling principles/theories (F.2 & L.3)
28. Able to attend to student academic development and prepare students for a full range of post-secondary planning options and opportunities (L.1)
29. Able to design and implement prevention and intervention plans to address student issues (e.g. atypical development, language, health/wellness, ability level, resiliency) (D.3)
30. Able to assess, design, implement, manage, and evaluate programs/interventions/strategies to enhance the academic, career, and personal/social development (C.2)
31. Able to develop measurable outcomes and analyze data for school counseling programs, activities, interventions, and experiences (J.2 & J.3)
32. Able to plan and present school counseling presentations/programs for teachers and/or parents (P.2)
33. Understanding of the various peer programming interventions (e.g., peer mediation, peer mentoring, peer tutoring) and how to coordinate them (M.6)

**E. Response to Supervision**

- 34. Actively seeks supervision
- 35. Receptive to feedback and suggestions
- 36. Understands information communicated in supervision
- 37. Willing to explore personal strengths and weaknesses
- 38. Able to recognize limitations as a counselor and seek supervision or refer students when appropriate (D.5)

What are the student's counseling strengths?

What are the areas of continued growth for this student?

Do you have any concerns about the student's personal life that would affect his/her counseling?

Yes

No

If you answered "Yes" to the previous question, may we contact you to discuss further?

Yes

No

What other opportunities or experiences would enhance this student's learning?

**Additional comments:**

Overall rating for the student:

Very Unsatisfactory

Unsatisfactory

Satisfactory

Very Satisfactory

Please discuss your feedback with your student. Please also give the student either a paper or electronic copy.

Thank you for taking the time to complete this evaluation!