# Course Description

This course is the second in a series of three field experiences. School counselor–trainees will perform all tasks and duties ascribed to school counselors as determined by the American School Counselor Association (ASCA) National Model under the supervision of an experienced professional school counselor and a university supervisor. Students seeking certification in school counseling must complete a minimum of 210 hours. This course includes 1.5 hours of synchronous group supervision weekly. Prerequisites: EDU/CNS 513.

**University Learning Outcomes (ULO)**

* **ULO1**:Knowledge of Human Cultures and the Physical and Natural World
* **ULO2**: Intellectual and Practical Skills
* **ULO3**: Personal and Social Responsibility
* **ULO4**: Integrative and Applied Learning
* **ULO5**: Immersed in the Critical Concerns of the Sisters of Mercy of the Americas

# Program Learning Outcomes (PLO)

* **PLO1:** Establish a counseling identity. (ULO1, 3, 4, 5)
* **PLO2:** Exhibit a strong consistent counseling disposition. (ULO1, 3, 4, 5)
* **PLO3:** Demonstrate proficiency in counseling knowledge and skills as outlined in the 2016 CACREP Standards as applicable to each student concentration area. (ULO1, 2, 3, 4, 5)
* **PLO4:** Demonstrate a multicultural sensitivity, knowledge and competency. (ULO1, 3, 5)
* **PLO5:** Implement the ethical guidelines of the American Counseling Association and its divisions in all counseling practice. (ULO2, 3, 4)
* **PLO6:** Use evidence-based intervention and assessment techniques. (ULO2,4)
* **PLO7:** Articulate the necessity of counseling advocacy and engage in advocacy activities with regard to the Mercy tradition. (ULO5)
* **PLO8:** Engage in life-long learning. (ULO1, 2, 3, 4)

# Course Outcomes

* **CLO1**: Synthesize and apply knowledge of counseling internship objectives and procedures to develop goals for meeting ASCA competencies in the areas of foundations and delivery systems. *(PLO3, 5)*
* **CLO2:** Deliver direct and indirect student services in accordance with ASCA standards that meet internship site and student needs. *(PLO1, 2, 3, 5, 7)*
* **CLO3:** Self-evaluate counselor performance in terms of ASCA National Model, ASCA Counselor Competencies and onsite and class supervision to improve school counseling skills and better address the needs of the site and its students. *(PLO1, 2, 3, 5, 7, 8)*
* **CLO4:** Analyze the leadership and advocacy responsibilities of professional school counselors. *(PLO1, 2, 6, 7)*

# Weekly Group Supervision

Weekly group supervision during the practicum/internship course is a state mandated requirement. Missing supervision will significantly impact your grade and could possibly cause you to fail the course. No more than one excused absence, which must be approved in writing by the faculty instructor prior to the absence, will be permitted. Excused absences are uncommon, as students should understand supervision is priority. Beyond one excused absence, any further absences will reduce your final course grade by one letter grade per absence. You are also required to be actively engaged throughout group supervision each week, which means at your computer participating through audio and video and free from other distractions. If the instructor feels you are not actively engaged, points will be deducted from your grade for that week's group supervision session at the instructor's discretion.

**Student Expectations**

Students are expected to:

* Ask probing and insightful questions related to course content.
* Make meaningful and relevant connections and application to their own learning process.
* Be productive and contributing members of class discussions.

# Required Course Materials

American School Counselor Association. (2012). *ASCA National Model: A framework for school counseling programs* (3rd ed.). Alexandria, VA.

Many readings require membership in the American School Counselor Association: <http://www.ascd.org/membership/student.aspx>

**Note**: Students are required to have access to a webcam, a microphone, and a scanner or a cellphone application for making digital copies of documents, such as CamScanner.

# Suggested Point Values

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Point Value** | **Due** |
| **Week 1** |  |  |
| Assignment: Field Experience Preparation | Required for passing  grade |  |
| Assignment: Action Plan | Included in grading of  final reflection paper |  |
| Wiki Assignment: Case Presentation Sign Up | Required for passing  grade |  |
| Discussion: Internship Handbook Feedback/Questions | 2 |  |
| Field Experience: Week One Field Experience Log | 1 |  |
| Group Supervision: Week One Consultation and Peer Supervision | 6 |  |
| Week One Reflection Journal | 7 |  |
| **Week 2** |  |  |
| Discussion: Student Services | 2 |  |
| Field Experience: Week Two Field Experience Log | 1 |  |
| Group Supervision: Week Two Consultation and Peer Supervision | 6 |  |
| Week Two Reflection Journal | 7 |  |
| **Week 3** |  |  |
| Assignment: Classroom Guidance | 32 | By end of class |
| Field Experience: Week Three Field Experience Log | 1 |  |
| Group Supervision: Week Three Consultation and Peer Supervision | 8 |  |
| Week Three Reflection Journal | 7 |  |
| **Week 4** |  |  |
| Assignment: Small Group Counseling Programs | 32 | By end of class |
| Field Experience: Week Four Field Experience Log | 1 |  |
| Group Supervision: Week Four Consultation and Peer Supervision | 8 |  |
| Week Four Reflection Journal | 7 |  |
| **Week 5** |  |  |
| Field Experience: Week Five Field Experience Log | 1 |  |
| Group Supervision: Week Five Consultation and Peer Supervision | 8 |  |
| Week Five Reflection Journal | 7 |  |
| **Week 6** |  |  |
| Field Experience: Week Six Field Experience Log | 1 |  |
| Group Supervision: Week Six Consultation and Peer Supervision | 8 |  |
| Week Six Reflection Journal | 7 |  |
| **Week 7** |  |  |
| Field Experience: Week Seven Field Experience Log | 1 |  |
| Group Supervision: Week Seven Consultation and Peer Supervision | 8 |  |
| Week Seven Reflection Journal | 7 |  |
| **Week 8** | | |
| Discussion: Pre-Referral and Referral Processes | 13 |  |
| Field Experience: Week Eight Field Experience Log | 1 |  |
| Group Supervision: Week Eight Consultation and Peer Supervision | 8 |  |
| Week Eight Reflection Journal | 7 |  |
| **Week 9** | | |
| Field Experience: Week Nine Field Experience Log | 1 |  |
| Group Supervision: Week Nine Consultation and Peer Supervision | 8 |  |
| Week Nine Reflection Journal | 7 |  |
| **Week 10** | | |
| Discussion: IEP Participation | 13 |  |
| Field Experience: Week Ten Field Experience Log | 1 |  |
| Group Supervision: Week Ten Consultation and Peer Supervision | 8 |  |
| Week Ten Reflection Journal | 7 |  |
| **Week 11** | | |
| Field Experience: Week Eleven Field Experience Log | 1 |  |
| Group Supervision: Week Eleven Consultation and Peer Supervision | 8 |  |
| Week Eleven Reflection Journal | 7 |  |
| **Week 12** | | |
| Discussion: Crisis Management | 13 |  |
| Field Experience: Week Twelve Field Experience Log | 1 |  |
| Group Supervision: Week Twelve Consultation and Peer Supervision | 8 |  |
| Week Twelve Reflection Journal | 7 |  |
| **Week 13** | | |
| Discussion: ESL Services | 13 |  |
| Field Experience: Week Thirteen Field Experience Log | 1 |  |
| Group Supervision: Week Thirteen Consultation and Peer Supervision | 8 |  |
| Week Thirteen Reflection Journal | 7 |  |
| **Week 14** | | |
| Discussion: Student Assistance Programming/Child Study | 13 |  |
| Field Experience: Week Fourteen Field Experience Log | 1 |  |
| Group Supervision: Week Fourteen Consultation and Peer Supervision | 8 |  |
| Week Fourteen Reflection Journal | 7 |  |
| **Week 15** | | |
| Discussion: Internship Strategies | 4 |  |
| Assignment: Final Reflection Paper | 166 |  |
| Field Experience: Week Fifteen Field Experience Log | 1 |  |
| Group Supervision: Week Fifteen Consultation and Peer Supervision | 4 |  |
| Group Supervision: Overall Case Presentations (2–3 minimum) | 130 |  |
| Week Fifteen Reflection Journal | 7 |  |
| Site Supervisor Evaluation | 185 |  |
| Field Supervisor Evaluation | 150 |  |
| **Total Points** | **1000** |  |

**Grading Scale**

|  |  |
| --- | --- |
| **Grade** | **Range** |
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 82-80 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |
| F | 59 |

# Weekly Learning Modules

|  |  |  |
| --- | --- | --- |
| Week One: Overview of School Counseling Internship |  | |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Identify school counseling guidelines for completing the internship. | CLO1 | |
| * 1. Determine how to properly complete documentation for the internship. | CLO1 | |
| 1.3 Create a plan for completion of required Internship activities  1.4 Develop personal goals for the internship experience.  1.5 Assess your proficiency in applying school counseling competencies during this internship class. | CLO1  CLO1, CLO2, CLO3, CLO4  CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week One Reading**  **Read** the Executive Summary and The ASCA National Model Themes sections in *ASCA National Model*.  **Read** the II. Foundations section in *ASCA National Model.*  **Read** the “Use of Time: Appropriate and Inappropriate School Counseling Activities” section (p. 45) in *ASCA National Model*.  **Download** and read the School Counselor Competencies from the ASCA, located at <https://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf> | 1.1, 1.3 |  |
| **Week One Videos**  **Watch** the following:   * “Webinar: ASCA National Model - Themes and Foundation” [45:00] on the American School Counselor Association website.   + Visit <https://videos.schoolcounselor.org/asca-national-model-fourth-edition-define>   + **Click** the “download” link under the “Webinar: ASCA National Model - Themes and Foundation” bullet. * “Confidentiality Matters” video [1:22] from YouTube: <https://www.youtube.com/watch?v=oKGtJE84wIQ>. | 1.1, 1.3 | Video: review = **1 hour** |
| **Group Supervision Contract**  You will attend weekly group supervisions or seminar sessions via Adobe Connect as scheduled by your university supervisor.  **Complete** and submit the contract prior to attending the sessions.  Note. Your instructor will describe to you the exact method of live meeting via announcement.  **Prepare** to discuss the relevant materials each week.  Note. If you will be unable to attend a session, contact your instructor as soon as possible. | n/a | n/a |
| **Tutorials**  During this course, you will be asked to use and participate in various technologies to complete activities and assignments. Below are tutorials available to you on how to use the technologies utilized in this course.  **Review** the tutorials available on Blackboard as needed.  **Click** the Technology Tutorials button from the menu on the left to view the tutorials available to you. | n/a | n/a |
| **Weekly Participation and Discussion**  The purpose of the weekly discussions is to provide you with a way to synthesize the concepts presented in this course. Each week, you will respond to the discussion questions with a substantive post of 200 to 250 words that addresses all the prompts for the question by 11:59 p.m. EST of the listed due date. By the conclusion of each week, Sunday at 11:59 p.m. EST, you will make at least one substantive comment of 100 to 150 words to three of your classmates’ posts for each assigned discussion question. Your comments must further the discussion by following the RISE Model for meaningful feedback. It is recommended that you check in periodically throughout the week to ensure that you are meeting the participation requirement.  **Review** the RISE Model for Peer Feedback. | n/a | n/a |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Assignment: Field Experience Preparation**  **Read** the Field Experience Activities and Assignments document on Blackboard. These are specific site activities you are to complete for this course. Please be mindful that these are minimum requirements. The more engaged and involved you are at your internship site the more it will benefit you in this class.  **Review** the course rubrics for these expectations.  **Review** these site activity expectations with your site supervisor. Make sure your site can provide these activities.  **Create** a personal timeline using the “Internship Timeline” as a reference for completing all these requirements.  *Note*. This timeline should be constructed in an electronic calendar or as a list explaining when you expect to complete all your field experience activities.  **Submit** your completed timeline as an attachment to Blackboard by Sunday. | 1.1, 1.2 | Review: one private post = **.5 hours** |
| **Assignment: Action Plan**  **Review** the information and video in the “Personal Goal Setting” section of the Mind Tools website, located at <http://www.mindtools.com/page6.html>.  **Review** the information in the “Action Plans” section of the Mind Tools website, located at <https://www.mindtools.com/pages/article/newHTE_04.htm>.  **Identify** four to five personal goals you will work towards during this internship experience, based on the materials you read/viewed this week;ASCA National Model, ASCA School Counselor Competencies, etc.  **Complete** the following in the Internship Action Plan:   * Reflect on the goals you developed for this internship experience. * Develop four to five goals for your internship that are specific, measurable, attainable, relevant, and time-bound. * Make sure two of these goals are related to the ASCA competencies in the areas of Foundations and Delivery Systems. * Develop an action plan for meeting these goals in internship.   Note: You will revisit the learning goals and evaluate whether you met them in your final reflection paper.  **Submit** the completed Internship Action Plan document as an attachment to Blackboard. | 1.4 | Review: one private post = **.5 hours** |
| **Wiki Assignment: Case Presentation Sign Up**  You are expected to present a minimum of two case studies (students, groups, guidance lessons, programs, etc.) throughout this course.  This is a minimum expectation.  You should expect to make a presentation at least once every seven weeks.  **Use** the Case Study Presentation wiki to sign up by the end of this week. | 1.3, 1.4 | Wiki Entry=  **15 minutes** |
| **Discussion: Internship Handbook Feedback/Questions**  **Read** the Internship Handbook on the student portal with particular attention given to the Internship expectations and grading.  **Post** any questions you have about any site or class expectations and/or grading questions to your Handbook Feedback discussion forum by Wednesday.  **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 1.1, 1.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week One Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  You must submit your time logs weekly and they must be signed off by your site supervisor. | 1.2, 1.5 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week One Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 1.1, 1.2, 1.3, 1.5 | 1.5 hours |
| **Week One Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 1.1, 1.2, 1.3, 1.5 | Journal: one private post = **.5 hours** |

Faculty Notes

**Evaluations:** Evaluations are collected at the end of the semester by the University Supervisor. The University Supervisor will communicate directly with your site. The University Supervisor will send evaluations to you in the middle of the semester and at the end of the course. You will receive two evaluations at the end of the semester, a Site Supervisor Evaluation and the supervisor’s evaluation of the student.

**Wiki Assignment: Case Presentation Sign Up**: This wiki assignment can be created by opening the attached document and copying and pasting the table into the Wiki.

**Group Supervision: Week One Consultation and Peer Supervision –** Whether you use a resource like Skype, WebEx, or Adobe Connect, announce to students how they will be expected to meet synchronously. Do not record group supervision sessions due to confidentiality issues.

**Site Experience Checklist:** Make sure all students are aware that they should check off the activities on the Site Experience Checklist as they complete them. These activities document their eligibility for a school counseling certificate.

|  |  |  |
| --- | --- | --- |
| Week Two: ASCA – Delivery System |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Identify direct and indirect student services. | CLO2 | |
| * 1. Explain the importance of providing services according to the ASCA delivery system. | CLO2 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Two Readings**  **Read** the IV. Delivery section in *ASCA National Model*.  **Read** Ch. 1, 2, 3, and 4 in “The Pennsylvania Companion Guide to the ASCA National Model” document from the Pennsylvania School Counselor Association (PSCA) at <http://associationdatabase.com/aws/PSCA/pt/sp/resources_guide>. | 2.1, 2.2 |  |
| **Resource: ASCA National Model - Delivery**  **Review** the ASCA website to watch the video [“ASCA National Model: Delivery”](https://videos.schoolcounselor.org/category/deliver). You must log into your ASCA account for access. If you have not already done so, create an ASCA account. | 2.1, 2.2 | Video: review = **1 hour** |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: Student Services**  **Respond** to the following questions in the Student Services discussion forum by Thursday:   * Reflect on your Week One Time Log. What are the differences between direct and indirect student services? * Why is it important to provide services according to the ASCA delivery system?   **Provide** constructive feedback on three of your classmates’ posts by Sunday. | 2.1, 2.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week Two Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **Note. You must submit your time logs weekly and they must be signed off by your site supervisor.** | 2.1, 2.2, 2.3 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Two Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 2.1, 2.2, 2.3 | **1.5 hours** |
| **Week Two Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 2.1, 2.2, 2.3 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Three: Classroom Guidance |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Design and implement guidance lessons that align to academic standards. | CLO1, CLO2 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Three Webinars**  **Watch** the webinar “Lessons that Sparkle” Part One [57:47] (2015) **OR** Part Two [58:04] (2016) based on which you feel best address your learning needs. Both webinars are with Julie Tayor and can be found ~~“~~on the American School Counselor Association website.   * Visit <http://www.schoolcounselor.org/school-counselors-members/professional-development/webinar-archive>. * Click the **download** under link under “Classroom Management” the “Lessons that Sparkle” Part One or Part Two download link | 3.1 | Video: review = **1 hour** |
| **Week Three Readings**  **Read** the following:   * Lesson Plans (p. 55–56) and the Lesson Plan template (p. 72) in ASCA text * “The Essential Role of High School Counselors” located on Blackboard. * “Pennsylvania Academic Standards” on the Pennsylvania Department of Education website: <http://www.pdesas.org/Standard/Views#105,106,107|785|0|0>. * “ASCA National Standards: Developmental Crosswalk Tool” on the North Dakota Department of Public Instruction website: <https://www.nd.gov/dpi/educators/school-counselors/designing-comprehensive-counseling-program> * “School Counseling Core Curriculum Action Plan” on the American School Counselor Association website: <https://goo.gl/9QcgQA> * “Guidance and Counseling Curriculum Guide Grades K–12” on the Pittsylvania County Schools website: <http://www.hnhsd.org/curriculum/all/guidance.pdf> * “Standards Blending: Aligning School Counseling Programs with School Academic Achievement Missions” on the Liberty University website: <http://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1177&context=educ_fac_pubs> * Ch. 4 Delivery Resources (p. 117–119) and Delivery Toolbox Templates (p. 120–166) in “The Pennsylvania Companion Guide to the ASCA National Model” document from the PSCA at <http://associationdatabase.com/aws/PSCA/pt/sp/resources_guide> * The ASCA Mindsets & Behaviors for Student Success from the ASCA Mindsets and Behaviors webpage at <http://www.schoolcounselor.org/school-counselors-members/about-asca/mindsets-behaviors> | 3.1 |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Assignment: Classroom Guidance**  **Design** and **implement** a minimum of 4 guidance lesson plansthat you will teach at your site.  **Ensure** the guidance lesson plans you create address identified needs in the school.  *Note*. Make sure to follow the instructions in the Field Experience Activities and Assignments document found on Blackboard for this activity as your lesson plans will be graded based on these instructions.  Once you have the lesson plans designed and approved, please offer them at your site. You must complete a minimum of 4 guidance lessons during this course. You should have at least two classroom guidance sessions by week 10 and the last one (if you chose only to complete 4) by week 15. | 3.1 |  |
| **Field Experience: Week Three Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor** | 3.2 | Onsite activities =  14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Three Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 3.2 | **1.5 hours** |
| **Week Three Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 3.2 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Four: Small-Group Counseling |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Design six-week small counseling-group experiences that meets school and student needs. | CLO1, CLO2, CLO4 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Four Readings**  **Read** the following:   * “Professional School Counselor Small Group Counseling Guide” on the Missouri Department of Elementary and Secondary Education website: <https://dese.mo.gov/sites/default/files/guid-respon-serv-small-group-counseling-guide-2015.pdf> * “Group Lessons” on the West Virginia Department of Education website: <http://wvde.state.wv.us/counselors/group-lessons.html> * “Group Counseling” information from the ASCA Resource Center <http://scene.schoolcounselor.org/communities/community-home/librarydocuments?communitykey=7da74d7b-6e8f-48e7-93fa-dd6f771c3f46&tab=librarydocuments>. Scroll down the list of options (left side) on the page and click the “Group Counseling” icon. Since these are forums you may have to agree to avoid some online behaviors before being granted access. | 4.1 |  |
| **Upcoming Assignments: Class Assignment Reminders:**   1. You should be engaged in your ongoing individual counseling by this time in your internship. 2. All of your required meetings (i.e. IEP or 504, IST or RtL and SAP) should be scheduled by this time in the class. 3. Remember you have specific assignments with required internship activities for    1. **Week 8** - Pre-Referral and Referral Process,    2. **Week 10** – Special Education    3. **Week 12** – Crisis Management    4. **Week 13** – English Language Learners    5. **Week 14** – SAP/Suicide Prevention | n/a |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Assignment: Small Group Counseling Programs**  Design a minimum of 2 small group counseling programs one of which you will implement at your site.  Make sure these group programs address identified needs in the school.  Make sure to follow the instructions in the Field Experience Activities and Assignments document found on Blackboard for this activity as your small group counseling program will be graded based on these instructions.  Once you have the small groups counseling plans designed and approved please offer them at your site. You must complete, at a minimum, 2 small group counseling groups during this course. You should have at least one of the groups complete by week 10 with the other group complete (if you chose only to complete 2) by week 15. | 4.1 |  |
| **Field Experience: Week Four Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor** | 4.2 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Four Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 4.2 | **1.5 hours** |
| **Week Four Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 4.2 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Five: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Assignment: Students must complete the weekly assignment(s).*** | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Field Experience: Week Five Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor** | 5.1 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Five Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 5.1 | **1.5 hours** |
| **Week Five Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 5.1 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Six: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Field Experience: Week Six Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 6.1 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Six Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 6.1 | **1.5 hours** |
| **Week Six Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 6.1 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Seven: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Class Assignment Reminders**   1. **Review** the instructions for the Pre-Referral and Referral Processes assignment, due in Week Eight. 2. **Finalize** preparations to complete this assignment. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Field Experience: Week Seven Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 7.1 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Seven Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 7.1 | **1.5 hours** |
| **Week Seven Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 7.1 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Eight: Pre-Referral and Referral Process |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Determine the counselor’s role in the pre-referral and referral process.   **8.2** Assess your proficiency in applying school counseling competencies during this internship class | CLO2  CLO1, CLO2,CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Eight Readings**  **Read** the following:   * “A Parent’s Guide to Response to Instruction and Intervention (RtII) in Pennsylvania” located on Blackboard. * <https://www.pattan.net/> * The resources on the “Pennsylvania Positive Behavior Support” website: <http://www.papbs.org/Home.aspx?PageID=68a5038d-36df-414f-8e1f-a78737463ace> * Ryan, T., Kaffenberger, C. J., & Carroll, A. G. (2011). [Response to intervention: An opportunity for school counselor leadership](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=58646973&site=ehost-live). *Professional School Counseling, 14*(3), 211–221 * The School Counselor and Multitiered System of Supports ASCA position paper found at <https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_MultitieredSupportSystem.pdf> | 8.1 |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: Pre-Referral and Referral Processes**  **Identify** the counselor’s role in the pre-referral and referral process.  **Participate** in an RTII meeting that reviews student progress to determine which students need interventions.  **Participate** in a parent meeting where an action plan based on student data is established.  **Respond** to the following questions in the Pre-Referral and Referral Processes discussion forum by Thursday:   * What procedures were used to identify students for evaluation? * What is the counselor’s role in the pre-referral and referral process? * What are your reactions and take away from the RTII, RTI and PBSP experiences you have had at your site?   **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 8.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week Eight Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 8.2 | Onsite activities = **14 hours**  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Eight Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 8.2 | **1.5 hours** |
| **Week Eight Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 8.2 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Nine: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Upcoming Assignments: Class Assignment Reminders**   1. **Review** the instructions for the IEP Meeting Observation assignment, due in Week Ten. 2. **Finalize** preparations to complete this assignment. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Field Experience: Week Nine Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 9.1 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Nine Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 9.1 | **1.5 hours** |
| **Week Nine Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 9.1 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Ten: Special Education |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Identify the role of the counselor in an Individualized Education Program (IEP) meeting. | CLO2; CLO4 | |
| * 1. Analyze the counselor’s role in supporting the learning needs of students with disabilities. | CLO2; CLO4 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Ten Readings**  **Read** the following:   * “Education ABCs” located on Blackboard. * The Disabilities/Special Needs folder from the ASCA Resource Center: <http://scene.schoolcounselor.org/communities/community-home/librarydocuments?communitykey=7da74d7b-6e8f-48e7-93fa-dd6f771c3f46&tab=librarydocuments>.   + Scroll down the list of options (left side) on the page and click the “Disabilities/Special needs icon. Since these are forums you may have to agree to avoid some online behaviors before being granted access. | 10.1, 10.2 |  |
| **Upcoming Assignments: Class Assignment Reminders**   1. **Classroom Guidance Reminder:** You should have completed a minimum of two classroom guidance lessons by the end of week 10! 2. **Small Group Counseling Reminder:** You should have completed half of your small group counseling program by the end of week 10! | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: IEP Participation**  **Participate** in an IEP meeting.  **Respond** to the following questions in the IEP Meeting Observation discussion forum by Thursday:   * What are the criteria used to determine if students are eligible for gifted and special education services? * What is the counselor’s role in developing and participating in individualized assessment plans? * What are your reactions and take away your involvement in the IEP process at your site?   **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 10.1, 10.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week Ten Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 10.3 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Ten Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 10.3 | **1.5 hours** |
| **Week Ten Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 10.3 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Eleven: Internship Experience |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Upcoming Assignments: Class Assignment Reminders**   1. **Review** the instructions for the Crisis Management assignment, due in Week Twelve. 2. **Finalize** preparations to complete this assignment. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Field Experience: Week Eleven Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 11.1 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Eleven Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 11.1 | **1.5 hours** |
| **Week Eleven Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 11.1 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Twelve: Crisis Management |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Explain counselor’s role in prevention, intervention and postvention. | CLO2; CLO4 | |
| * 1. Explain the purpose of crisis intervention teams. | CLO2 | |
| 12.3 Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Twelve Readings**  **Read** the following:   * The safety webpage from the Pennsylvania Department of Education Standards Aligned System (PDESAS) website at <http://www.pdesas.org/SafeSchools/Main/Standard/101552/> * Fein, A. H., Carlisle, C. S., & Isaacson, N. S. (2008). [School shootings and counselor leadership: Four lessons from the field](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=31906846&site=ehost-live). *Professional School Counseling, 11*(4), 262–271. * Studer, J. R., & Salter, S. E. (2010). The Role of the School Counselor in Crisis Planning and Interventionat <https://www.counseling.org/Resources/Library/VISTAS/2010-V-Online/Article_92.pdf> | 12.1 |  |
| **Upcoming Assignments: ESL Services Assignment**  **Review** the instructions for the English as a Second Language (ESL) Services assignment, due in Week Thirteen.  **Finalize** preparations to complete this assignment. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: Crisis Management**  **Interview** a member of the crisis management team, other than the school counselor, about the school’s procedures for the following:   * Crisis prevention * Crisis management * Postvention   **Respond** to the following questions in the Crisis Management discussion forum by Thursday. If you have had a crisis intervention experience at your site please include that experience in your response.   * The name and the position of the crisis management team member interviewed with contact information * What is the role of the school counselor in crisis response? * What is the purpose of crisis intervention team? * What should a counselor response to crisis situations involve from start to conclusion? * What are your reactions and take away from your involvement with the crisis team at your site?   **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 12.1, 12.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week Twelve Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  *Note.* You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 12.3 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Twelve Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 12.1, 12.2 | **1.5 hours** |
| **Week Twelve Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 12.3 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Thirteen: English Language Learners (ELL) |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| 13.1 Identify the data used to determine services received by English Language Learner (ELL) students  13.2 Identify the emotional and social support ELL students may need.  13.3 Determine how counselors support English as a Second Language (ESL) programming.  13.4 Assess your proficiency in applying school counseling competencies during this internship class. | CLO2  CLO2, CLO4  CLO2, CLO4  CLO1, CLO2 CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Thirteen Readings**  **Read** the following:   * Academic Language on the WiDA website: <http://www.wida.us/aboutUs/AcademicLanguage/> * Color in Colorado website: <http://www.colorincolorado.org/> * Read Lucy Lewis Purgason, L. L. & Jose Villalba, J. (2015), “A Network for New Comers” ASCA School Counselor. Available at <https://www.schoolcounselor.org/magazine/blogs/january-february-2015/a-network-for-newcomers> * Arco, F. T. (2008) “Pulling in Parents”. ASCA School Counselor. Available at <https://www.schoolcounselor.org/magazine/blogs/september-october-2008/pulling-in-parents> | 13.1, 13.2, 13.3 |  |
| **Resources: ELL Webinars**  **Watch** the following webinars from World-Class Instructional Design and Assessment (WiDA): <http://wida.us/standards/eld.aspx#webinar>.   * “Part I: My child is an English Language Learner. What does that mean?” [24:00] * “Part II: My child is an English Language Learner. How is my child's language development supported at school?” [16:00] * “Part III: My child is an English language learner. How do I know if my child is making progress? [15:57] | 13.1, 13.2, 13.3 |  |
| **Upcoming Assignments: Class Assignment Reminders**   1. **Review** the instructions for the Student Assistance Programming assignment, due in Week Fourteen. 2. **Finalize** preparations to complete this assignment. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: ESL Services**  **Interview** an ESL teacher.  **Respond** to the following questions in the ESL Services discussion forum:   * The name of the ESL teacher interviewed with contact information * What are the criteria for ESL services? * What data are used to determine ELL placement? * What emotional and social support may ELL students need? * What ELL services are provided by the school? * How should counselors support ELL programming? * What is the school counselor’s role in working with ESL students? * What are your reactions and take away in regards to what you have learned about ESL services at your site?   **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 13.1, 13.2, 13.3 | Discussion: one post and replies to three other posts = **1 hour** |
| **Field Experience: Week Thirteen Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 13.4 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Thirteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 13.4 | **1.5 hours** |
| **Week Thirteen Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 13.4 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Fourteen: SAP/Suicide Prevention |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Identify the goals and procedures of Student Assistance Programming (SAP). | CLO2 | |
| * 1. Determine the role of the counselor in delivering SAP. | CLO2, CLO4 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Week Fourteen Readings**  **Read** the following:   * The “Pennsylvania Student Assistance Program Best Practice Guidelines for New Teams” on the Pennsylvania Student Assistance Program website: <http://pnsas.org/Portals/1/Uploaded%20Files/SAPbestpracticeguidelines-8-17-12.pdf> * The “Caron SAP Videos” on the YouTube:   + “Student Assistance Program - Part 1 - Prevention, Intervention and Assessment Services” [4:58]:<https://www.youtube.com/watch?v=oooufxW7Y2Y>   + “Student Assistance Program - Part 2 - Smoking Cessation and Training” [3:48]: <https://www.youtube.com/watch?v=fKD4COJUYOs>   + “Student Assistance Program - Part 3 - Parent Programs” [3:47]: <https://www.youtube.com/watch?v=Yxb3asXs9qI> | 14.1, 14.2 |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Discussion: Student Assistance Programming/Child Study**  **Interview** an SAP/Child Study team member, other than the counselor, about SAP/Child Study and suicide prevention~~.~~  **Write** a 500- to 700-word reflection on your interview that includes the following:   * The name and the position of the SAP/Child Study team member interviewed with contact information. * An overview of the SAP/Child Study process * The procedures used to administer SAP/Child Study * The signs/presentation of a typical child eligible for SAP/Child Study * The goal of student assistance programming * The services provided by SAP/Child Study * Members of the SAP/Child Study team * The role of the counselor in delivering SAP/Child Study * Required training for team members * How staff receive in-service training on SAP/Child Study   Make sure this answer is specific to the site you are at. All schools do things differently.  **Participate** in a SAP/Child Study meeting, if possible.  **Submit** your reflection to Blackboard by Thursday.  **Provide** constructive feedback to three of your classmates’ posts by Sunday. | 14.1, 14.2 | Paper: one private post = **.5 hours** |
| **Field Experience: Week Fourteen Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  Note: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 14.3 | Onsite activities =  **14 hours**  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Fourteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | 14.3 | **1.5 hours** |
| **Week Fourteen Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 14.3 | Journal: one private post = **.5 hours** |

|  |  |  |
| --- | --- | --- |
| Week Fifteen: Internship Experience Wrap-Up |  |  |
| ***Learning Objectives*** | ***Alignment*** | |
| * 1. Evaluate the completion of your goals for meeting ASCA counselor competencies. | CLO1 | |
| * 1. Assess your proficiency in applying school counseling competencies during this internship class. | CLO1, CLO2, CLO3, CLO4 | |
| ***Required Learning Resources and Activities****: Students must complete any resources activities listed in this section as selected by the instructor.* | ***Alignment*** | ***Pages/AIE/***  ***Generic*** |
| **Upcoming Assignments: Class Assignment Reminders**   1. **Classroom Guidance Reminder:** You should have completed a minimum of 4 classroom guidance lessons by the end of week 15. 2. **Small Group Counseling Reminder:** You should have completed a minimum of 2 small group counseling groups by the end of week 15. | N/A |  |
| ***Assignment****: Students must complete the weekly assignment(s).* | ***Alignment*** | ***Points/AIE/***  ***Generic*** |
| **Important Note About the Evaluations**   * **Site Supervisor Evaluation** - You are not responsible for collecting your site supervisor evaluation at the end of the course. The University supervisor will communicate and collect evaluations from your site. The University supervisor is not the same as your course instructor. Your instructor will let you know the name of the University Supervisor. * **Student Evaluation of Internship Site** – Complete the evaluation of your site located in the internship handbook or the student portal. |  |  |
| **Discussion: Internship Strategies**  **Reflect** on your experiences in this internship, including your successes and obstacles  **Formulate** two to three strategies you would recommend to future internship students to help them be successful.  **Create** a two- to five-minute narrated presentation, audio file, or video using an online tool of your choice, such as the Video Everywhere tool in Blackboard, Microsoft® PowerPoint, PowToon (<http://www.powtoon.com>), SoundCloud (<https://soundcloud.com/>), or your smartphone, in which you share your strategies.  **Post** a link to your completed audio or video to the Internship Strategies discussion forum by Friday.  *Note*. Your video may be shared with future internship students. Alert your instructor if you would prefer that your assignment not be shared. | 15.1, 15.2 | Presentation: private post, share = **1 hour** |
| **Assignment: Final Reflection Paper**  You are required to provide a written reflection/critique of your internship experience. Please see Final Reflection Paper assignment/rubric for more information on this assignment. | 15.1, 15.2 |  |
| **Field Experience: Week Fifteen Field Experience Log**  **Engage** in the required internship activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in Black Board for this class or in the Internship Handbook on the student portal. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your signed Field Experience Log to your instructor.  *Note*. You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner.  **You must submit your time logs weekly and they must be signed off by your site supervisor.** | 15.2 | Onsite activities = 14 hours  Time log: one private post = **.5 hours** |
| **Group Supervision: Week Fifteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting client you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously. Do not use actual student names in your supervision.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. |  | **1.5 hours** |
| **Week Fifteen Reflection Journal**  **Reflect** on your experiences for the week. What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Note.** Make sure you adhere to the Journal Rubric when completing this assignment.  **Submit** your journal entry to your instructor no later than 11:59 p.m. [EST] on Sunday. | 15.1, 15.2 | Journal: one private post = **.5 hours** |

**Faculty Notes:**

**Evaluations:** Evaluations are collected at the end of the semester by the University Supervisor. The University Supervisor will communicate directly with your site. The University Supervisor will send evaluations to you in the middle of the semester and at the end of the course. You will receive two evaluations at the end of the semester, a Site Supervisor Evaluation and the supervisor’s evaluation of the student.

# Breakdown of Academic Instructional Equivalencies

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Week 1** |  |  |
| Required |  | 5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  | 1 |
|  |  |  |
| **Week 2** |  |  |
| Required |  | 4.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 3** |  |  |
| Required |  | 3.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 4** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 5** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 6** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 7** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 8** |  |  |
| Required |  | 4.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 9** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 10** |  |  |
| Required |  | 3.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 11** |  |  |
| Required |  | 2.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 12** |  |  |
| Required |  | 3.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 13** |  |  |
| Required |  | 3.5 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 14** |  |  |
| Required |  | 3 |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
| **Week 15** |  |  |
| Required |  | 3.5. |
| Practicum Field Experience |  | 14 |
| Supplemental |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Required Hours** |  | 49.5 |
| **Total Practicum Field Experience** |  | 210 |
| **Total Supplemental Hours** |  | 1 |
| **Total Hours** |  | 260.5 |