

MICRO INTERN'S MANUAL
FOR SCHOOL COUNSELING

SCED 502:
Academic Development & Consultation

SCED 506:
Personal/Social Development & Consultation

2014 – 2015

Lewis & Clark College

Updated 8/22/2014

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Opening Letter

To the Counseling Intern:

Congratulations! You have chosen to pursue a career in the exciting and challenging realm of school counseling. While most of you probably think you know the level most appealing to you, there may be some real surprises in store for many of you. This is probably one of your first classes in this program, and possibly the first time you've been back in a school since you went to one.

We are giving you the opportunity to experience, first hand, what the job is all about by placing you in a school setting to discover academic and personal/social development as it exists in the school setting. Your on-site mentor is being asked to play three roles with you – those of counselor, teacher, and consultant. (For more information about the school mentor/supervisor's responsibilities, please read the School Mentor/Supervisor's Manual. You will be expected to discuss it with your mentor in the early stages of your meetings with her/him.)

You will be learning by shadowing, watching, consulting, talking, and generally “learning” the role of the school counselor and how schools work. As the semester progresses, your knowledge and understanding will grow, broaden and stretch. Understanding the school around you, the interactions between teachers, administrators, counselor, and other staff members, all will be part of your learning and the discussions in your intern class.

Your Lewis & Clark Supervisor will help with any problems that might arise and answer any questions you might have. This should be a most exciting learning experience for you! Not only will you learn about schools, but also about yourself. Our hope is that this is a most pleasant, productive, and insightful adventure for you.

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Student Responsibilities

The following forms should be completed and turned in to the School Counseling Department as noted:

1. **Forms Due Prior to Beginning First Micro Internship:** You can not participate in any on site internship placement unless these forms are on file for you.
 - a. Verification of Fingerprint Clearance (or Submission of Fingerprint Packet)
All Track II students need to be fingerprinted prior to beginning work in a school. Track I students have fingerprints on file already with TSPC.
 - b. Student Teaching Or Practicum Report (Form PA-1) Obtain a copy of this form from the department office or download it from the website. It goes to the State (along with your fingerprint packet if not already on file) and needs to be updated with the office on a yearly basis.
 - c. Ethical Guidelines. Obtain a copy of this form from the department office or download it from the website. You only need to fill this out one time while a student in the School Counseling program.

2. **Forms Due Within Two Weeks of Site Placement:**
 - a. School Counseling Internship Pre-Agreement Form Available online. Complete and turn in to the L&C Supervisor, Instructor or School Counseling Office.
 - b. Field Supervisor/Mentor Resume Form Available online. A copy of this form or your mentor/supervisor's standard resume must be turned in with your Pre-Agreement.

3. **Forms Due at End of Site Placement:**

Complete and save a copy of the following forms in your Student Academic Progress Portfolio (SAPP). Provide the originals to the L&C supervisor, who will turn it in to the department office.

 - a. Evaluations
 - Micro Internship Final Evaluations by Professor. Available online.
 - Micro Internship Final Evaluations by Mentor. Available online
 - b. Hour Log Forms
 - Micro Final Internship Hour Summary. Available online.
 - Micro Weekly Records of Direct Service Hours. Available online.
 - Micro Weekly Records of Supervision Hours. Available online.
 - Micro Record of Hours for Other Activities. Available online.

4. **Mentor Supervision:** You are required to obtain a minimum of three hours of individual on-site supervision by your mentor.

5. **Records:** Students maintain records in accordance with class regulations.

6. **School Counseling Internship Class**: The class provides an additional source of group supervision and training.

Time Commitment

	<u>Academic</u>	<u>Personal/Social</u>
1. Direct Service	55	55
2. Mentor Supervision	6	6
3. L&C Supervision Class	12	12
4. Indirect Service (planning/organizing)	27	27
Total Hours:		
	100	100

1. Direct service: Hours include guidance, prevention activities and consultation. As well as counting your own service, you may receive direct service hours when you are observing someone else conducting these activities.
2. Mentor Supervision: You are required to obtain a minimum of three hours of individual on-site supervision by your mentor.
3. L&C Supervision Class: You are required to attend a School Counseling Internship class each semester. You may count the hours as listed above.
4. Other Hours: These should be the easiest hours to fill because they include any related readings, writing up your notes, and additional training experiences.

Forms

The following forms can be downloaded from the School Counseling website at http://graduate.lclark.edu/departments/educational_leadership/school_counseling/documents/

- a. 502 Academic Micro Intern Responsibilities and Activities [online here](#)
- b. 506 Personal/Social Micro Intern Responsibilities and Activities [online here](#)
- c. 502/506 Micro Pre-Agreement Form [online here](#)
- d. Internship Application Form [online here](#)
- e. Field Supervisor/Mentor Resume Form (may be substituted for resume) [online here](#)
- f. Internship Special Considerations Form (if applicable) [online here](#)

Hour Logs

- g. Micro Weekly Record of Direct Service Hours [online here](#)
- h. Micro Weekly Record of Supervision Hours [online here](#)
- i. Micro Record of Hours for Other Activities [online here](#)
- j. Micro Final Internship Hour Summary Form [online here](#)

Evaluations

- k. 501 Academic Micro Internship Final Evaluation by Professor [online here](#)
- l. 502 Academic Micro Internship Final Evaluation by Mentor [online here](#)
- m. 505 Personal/Social Micro Internship Final Evaluation by Professor [online here](#)
- n. 506 Personal/Social Micro internship Final Evaluation by Mentor [online here](#)
- o. School Counselor Performance Levels for Initial License [online here](#)
- p. 502/506 Micro Site Visit Evaluation of Student by L&C Supervisor [online here](#)
- q. 502/506 Internship Site Evaluation by Student [online here](#)