

# 2021-2022 School Internship Information

## SPRING 2021 MEETING

### Pre-Requisites

- Clear student standing
  - All holds must be removed before contract dates or student cannot be registered for courses
  - CHE office will register you for the practicum/internship courses (CHE 5630 & CHE 6920)
- Background Check
- <https://www.eiu.edu/edprep/resources/BackgroundCheck.php>
- Supervisor must be a licensed school counselor with a minimum of 2 years experience
- Contracts – **DO NOT SUBMIT with coffee stains, wrinkles, etc.**
  - All contracts must be turned in with **original signatures (No faxes, scans, copies)**

### Summer/Fall Internship: Contracts due March 26<sup>th</sup> NO EXCEPTIONS

A supervised practical experience for advanced students

- Placement
  - K-12 School or High School
- Contract Dates [Liability insurance included]
  - SUMMER: Monday, April 26-Wednesday, June 30
  - FALL: Monday, August 23-Friday, December 10
- Hours Needed
  - 300 Total Hours (20-40 hours/week)
    - 120 Direct Hours
      - Active interactions with students & parents/guardians
    - 180 Indirect Hours
      - Everything else
- Typical Summer Responsibilities
  - Assist with graduation
  - Master scheduling exposure
  - Assist with projects for upcoming year (e.g.: student handbook)
  - End of the year activities (e.g. transcripts, registration packets, etc.)
  - Assist with summer school

### Internship Checklist

#### For students:

- \_\_\_ Application for Internship/Practicum
- \_\_\_ Bring original signed contract back to Dr. Larson's mailbox
- \_\_\_ Complete Manual Agreement ONLINE – link will be emailed with your fully executed Agreement
- \_\_\_ Have Supervisor complete Manual Agreement, Demographic Information – ONLINE (links will be emailed with fully executed copy of the Agreement)
- \_\_\_ Watch supervision video *with* supervisor

<https://www.youtube.com/watch?v=jiNFqiqpQNw>

\*active link can be found via directions below\*

# **2021-2022 School Internship Information**

## **SPRING 2021 MEETING**

### **Internship Checklist – cont.**

#### **For supervisors: - all noted in email to Site Supervisors with attached fully executed Agreement**

\_\_\_ Sign contract

\_\_\_ Complete **Manual Agreement for supervisor** and **Demographic Information** – ONLINE (links will be emailed with copy of fully executed Agreement)

\_\_\_ Watch supervision video *with* supervisee – LINK ABOVE (will also be emailed with copy of fully executed Agreement)

#### **\*How to access internship documents/materials:**

- 1) Go to CHE Website: <https://www.eiu.edu/che/index.php>
- 2) Click “M.S. in Counseling”
- 3) Select “Student Resources”
- 4) Select “Internship/Practicum Info”
- 5) Supervision Training Video can be found right under the main title
- 6) Scroll down to “School Counseling” for additional forms