**General Information**

* Manual is for the supervisor
  + Supervisor must sign the form in the back and return it to EIU \*\***No faxes, scans, copies\*\***
* Contract
  + Deadline to turn in to CSD Office: **November 16, 2015.**
  + Signatures need to be original ones in ink **\*\*No faxes, scans, copies\*\***
  + Student responsible for left side of signatures before turning in to CSD office
  + Keep contract clean and professional looking
* Registration
  + CSD office will register you for practicum/internship after you submit a signed contract (You won’t register on Banner)
  + Don’t assume admission based on submission of contract
  + Holds must be removed before contract date or student will not be registered for Practicum or Internship. Exceptions must be cleared through Dr. Roberts.
* Sites possibilities and information
  + Website: [www.eiu.edu/csd](http://www.eiu.edu/csd) under
    - M.S. in Counseling
    - “Student Resources”
    - Excel Spreadsheet
* Exams
  + Comps- September/October 2016
  + P.E.L.- Spring, Summer, or Fall 2016
  + N.C.E. (optional)- October 2016/April 2017
* Remember:
  + University has liability insurance that covers you up to a million dollars in case there is a law suit or charges filed at your site
  + Treat this like a job and an interview
  + You may start at your site 1 week before EIU classes **begin.**
  + Final Site Log sheet is **colored.**

**Practicum Specific**

* Elementary School or Middle School
* Requirements
  + Must have completed background check and pass the TAP or submitted ACT score
    - Call Bonnie Wilson at (217) 581-2524
* Hours
  + 100 hours; 8-10 hours per week
  + We do NOT recommend that you do it all in 1 day
* Class
  + 2.5 hours/week long on campus
  + Requires 1 hour of EXTRA campus supervision with faculty member
* Site
  + Must allow for videotaping
  + Required 1 hour a week for supervision on-site
* Supervisor
  + Must have 2 years of experience as school counselor
  + Must be a certified school counselor
* Taping Tips
  + Make sure you have a recording device with sufficient battery and sufficient memory space
  + Be sure the volume is at an appropriate level and that camera is aimed at you

**Internship Specific**

* High School placement
* Goal: Obtain a Comprehensive Guidance Model during Internship
* Hours
  + Can carry over an extra 40 (indirect) hours between internship (only at same site)
  + 900 hours; 300 each semester
  + About 18-20 hours/week on site
  + *Alternative Certification Students need 400 hours total*