

---

---

# School Counseling Manual

for

**CHE 5630 Practicum**

**CHE 6920 Supervised School Experience (Internship)**

**CHE 6921 Supervised School Experience (Internship)**

**CHE 6922 Supervised School Experience (Internship)**

# 2020-2022

---

---

**Department of Counseling and Higher Education  
Eastern Illinois University**



**REVISED 8/2020**

Dear Site Supervisor,

Thank you for agreeing to supervise a supervisee in the counseling program at Eastern Illinois University. Practicum and Supervised School Experience (Internship) are the culminating activities in the training of our supervisees and as such, requires the application of the counselor's competencies in actual counseling experiences with student and/or supervisees. This is both an exciting and anxious time for our supervisees as they look to you to help them grow professionally and hone the craft of counseling.

Our hope is that you will approach supervision seriously and look to make a significant impact on the professional life of our supervisees. Like counseling, supervising is not easy and requires professionals who are committed to facilitating a "dyadic activity whereby the supervisor facilitates the provision of feedback to the supervisee, which is based on the interpersonal communication between both members of the dyad and can pertain to the work in supervision, the supervisee, the supervisee's clients, or the supervisor" (Ladany and Inman, in press). Bernard and Goodyear (2009) defined supervision this way:

Supervision is an intervention provided by a more senior member of a profession to a more junior member or members of that same profession. This relationship is **evaluative, extends over time,** and has the simultaneous purpose of **enhancing the professional functioning** of the more junior person(s), **monitoring the quality of professional services** offered to clients...**serving as a gatekeeper** for those who are to enter the particular profession (p.8).

So, this relationship involves evaluating, enhancing, monitoring, and gate-keeping over a prescribed length of time.

We know from research that a well-organized practicum or internship with a clear idea of what is expected will result in a satisfactory supervisory experience (Baird, 2011). Therefore, we encourage you to plan ahead concerning what you expect from the supervisee and how supervision will proceed.

Of course this challenge applies to us as well. We also need to provide the same principles to how we set up practicum and internship so that you are prepared to provide an excellent supervisory experience for our supervisees. For this reason, we have developed a manual that will provide guidelines and tools needed to complete this academic requirement. We encourage you to read the manual and let us know if you have any questions. Along with the contract, this manual is a critical step in ensuring that our supervisees have the best experience possible and provides a successful bridge to their professional careers.

According to Boylan & Scott (2009), there are certain factors interns have stated are important to their successful growth during practicum/internship:

- » Clear expectations
- » Standards of accountability
- » Understanding the intern's needs
- » Being prepared for supervision
- » Providing purposeful continuity
- » Providing an equitable environment (if supervising more than one intern)

For this reason, this manual is designed to provide you with the minimum factors necessary to provide professional supervision for the supervisees.

Sincerely,

Dr. Heidi A. Larson,  
School Counseling Practicum/Internship Coordinator

# Table of Contents

Practicum Introduction.....	4
Internship Introduction.....	4
Site Supervisor.....	4
Training and Experience.....	4
Responsibilities.....	5
Rights.....	5
Requirements and Paperwork for PRACTICUM.....	6
Requirements and Paperwork for INTERNSHIP.....	6
Removing a Supervisee from a Site.....	7
EIU Faculty Supervisor.....	8
Rights.....	8
Responsibilities.....	8
Supervisee.....	9
Rights.....	9
Responsibilities.....	9
Appendix A: Application for School Counseling Practicum.....	11
Appendix B: School Counseling Practicum Contract Agreement.....	13
Appendix C: School Counseling Practicum Activity Log.....	18
Appendix D: Application for School Counseling Internship.....	21
Appendix E: School Counseling Internship Contract Agreement.....	23
Appendix F: School Counseling Internship Site Log.....	28
Appendix G: School Counseling Practicum/Internship Demographic Information – <b>ONLINE FORM</b> .....	31
Appendix H: Video-Audio Recorded Interview Policies & Consent Forms.....	33
Appendix I: Consent for Release of Confidential Information.....	38
Appendix J: Student Records ACES Ethical Guidelines.....	40
Appendix K: Common Challenges Faced by Beginning Counselors.....	42
Appendix L: Evaluation Forms for Site Supervisors.....	44
Appendix M: Evaluation Forms for Practicum/Internship Supervisees.....	51
Appendix N: Tuition Waiver Policy.....	55
Appendix O: Practicum/Internship Manual Agreement – <b>ONLINE FORM</b> .....	57
Appendix P: EIU Internship Professional Presentation Evaluation.....	60
Appendix Q: Change of Site Supervisor Form.....	62

According to Boylan & Scott (2009), there are certain factors interns have stated are important to their successful growth during practicum/internship:

- Clear expectations
- Standards of accountability
- Understanding the intern's needs
- Being prepared for supervision
- Providing purposeful continuity
- Providing an equitable environment (if supervising more than one intern)

For this reason, this manual is designed to provide you with the minimum factors necessary to provide professional supervision for the supervisees.

### **Practicum Introduction**

Practicum is intended to combine course work with a 100 hour field experience conducted in a setting as similar as possible to that in which Practicum supervisees subsequently intends to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with intensive supervision both on-site and on-campus. Because the Practicum experience occurs after supervisees have mastered basic-level communication skills and have taken a pre-Practicum course, the emphasis at this stage of their development must be upon training rather than service provision. Practicum sites and supervisors play a pivotal role in helping supervisees begin the transition into their professional identities. For this reason, developing a Practicum plan with sufficient emphasis upon professional development is extremely important.

### **Internship Introduction**

#### **M.S. in Counseling (School Counseling) – 60 hour program:**

Internship is intended to be an intensive 900 hour field experience over three consecutive semesters (300 hours each semester) conducted in a setting as similar as possible in which the supervisees subsequently intends to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with closer supervision than is usually the case with an employed counselor. Internship should occur at the end of the training program, and the supervisees are expected to put into practice the knowledge and skills previously acquired in their program. The level of training at the point of entry into Internship will insure that the arrangement will be mutually beneficial to the site and to the supervisees.

## **Site Supervisor**

### **Training and Experience**

#### **Site Supervisors will:**

- a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses and two years of post-degree experience;
- read and understand the Ethical Guidelines for Counseling Supervisors adopted by the American Counseling Association (ACA) and the American School Counselor Association (ASCA). Signing of the agreement signifies the guidelines have been read and understood (see Appendix O).
  - » <https://www.counseling.org/resources/aca-code-of-ethics.pdf> (ACA)
  - » <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf> (ASCA)

## Responsibilities

### **Site Supervisors will:**

- » read and sign the contract;
- » act as a **liaison** to the Department of Counseling and Higher Education. All contact regarding the Supervisee will be addressed to the EIU Faculty Supervisor unless otherwise noted;
- » arrange for a Supervisee **orientation** program and training for the purpose of familiarizing the Supervisee with the site's philosophy, policies, and procedures. This includes case record management, confidentiality policy, adequate disclosure and crisis management procedures;
- » provide the Supervisee access to opportunities for educational experiences including:
  - » group and individual counseling
  - » consultation with teachers, staff, agencies, parents/legal guardians
  - » assistance with appropriate interpretation of testing materials
  - » access to case management meetings
  - » assistance with guidance program development and implementation;
- » provide feedback to Supervisees regarding legal and ethical guidelines governing each student;
- » provide timely feedback to EIU Faculty Supervisor regarding concerns with Supervisee's performance.

## Rights

### **Site Supervisors have the right to:**

- » be made aware of the practicum/internship requirements;
- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;
- » evaluate the Supervisee's performance, based on the stated criteria in the Practicum/Internship syllabus and The School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect Supervisees to follow directives when they are given;
- » determine the assignment or reassignment of cases, based on the interface of the Supervisee's skill level, professional development and the presenting issue;
- » consult with the EIU Faculty Supervisor on issues relevant to the Supervisee.

## Requirements and Paperwork for PRACTICUM

### Requirements

#### Site Supervisor is required to:

- » regularly for one hour per week of individual, face-to-face supervision with the Supervisee;
- » review work samples via audio, video or live observation and case notes as a regular part of ongoing supervisory process;
- » be available for consultation during hours the Practicum Supervisee is providing services to students (may be by phone or in person);
- » provide Supervisees with experiences that will help them prepare for employment in a comparable professional setting;
- » assign and supervise tasks within the Supervisee's capabilities. These tasks should be designed to allow the Supervisee to further develop counseling knowledge, attitudes, values and skills. This will include a total of **100 hours; a minimum of 40 hours of direct work with students, teachers/staff, parents/legal guardians and outside agencies. Ten of the direct hours must include group counseling;**
- » provide space, equipment and supplies as needed by the Supervisee to carry out assignments. This should include clerical service for records if this service is provided for other staff;
- » provide opportunities for the Supervisee to audio and/or video tape students and/or group counseling sessions for the purpose of supervision during practicum. Written permission of persons immediately involved (Parents/Legal Guardians) must be obtained (see Appendix H).

### Paperwork

#### Site supervisors should expect to:

- » complete Demographic Information Form online (see Appendix G- sample only). - **Links will be emailed with copy of fully executed Agreement at the beginning of each semester;**
- » complete Practicum Manual Agreement Form online (see Appendix O- sample only). - **Links will be emailed with copy of fully executed Agreement at the beginning of each semester;**
- » complete a midterm and final evaluation of the Supervisee's performance and return to the EIU Faculty Supervisor (see Appendix L).
- » contact the CHE Office Manager to request a tuition waiver (see Appendix N).

## Requirements and Paperwork for INTERNSHIP

### Requirements

#### Site Supervisor is required to:

- » ensure that the Supervisee completes 300 hours with **120 of those hours being direct service work with students**. At least ten of these direct hours must include group counseling.  
**Note:** Supervisees are neither to replace faculty/staff nor to render services except as identified for educational value. (Paid Supervisees may be required to perform no more than 10% of duties unrelated to their internship requirements.);
- » meet regularly for **one hour of individual, face-to-face supervision with the Supervisee;**
- » collaborate with Supervisees to develop **goals** for working at the site;
- » arrange for professional **working space** for the Supervisee's use (office, desk, phone, etc.);
- » make provisions for the supervisee to **attend site's area and regional meetings, conferences, workshops, etc.**, which the Site Supervisor normally attends;
- » **be available for consultation** during hours the Supervisee is providing services to students (may be by phone or in person).

### Paperwork

**Site supervisors should expect to complete the following paperwork:**

- » complete a Internship Demographic information form online (see Appendix G- sample only). - **Links will be emailed with copy of fully executed Agreement at the beginning of each semester;**
- » complete a Internship Manual Agreement Form online (see Appendix O- sample only). - **Links will be emailed with copy of fully executed Agreement at the beginning of each semester;**
- » complete a midterm and final evaluation of the Supervisee's performance and return to the EIU Faculty Supervisor (see Appendix L).
- » complete an "Internship Supervisory Survey" provided by the CHE and return to CHE Chair (see Appendix L).
- » contact the CHE Office Manager to receive credit toward tuition waiver (see Appendix N).

### Removing a Supervisee from a Site

Personality, interpersonal, or other issues may interfere with a Supervisee success as a counselor. Because it is the responsibility of the department and EIU to both train and protect the public from harm, it is possible that a Supervisee may be asked to remediate any such issues should they persist to negatively impact their development as a counselor and their work with students. A Supervisee may be removed from a site, the course or the program (in consultation with the EIU Faculty Supervisor and Department Chairperson) if the Supervisee does not follow the directives contained in this agreement or course requirements.

**The supervisee may be removed from his/her practicum or internship due to:**

- » failure to function in a responsible and professional manner;
- » failure to adhere to the ACA, ACES, and ASCA code of ethics;
- » failure to adhere to the Illinois laws concerning counselors;

- » request from the site.

**Removal from a practicum or internship site will result in:**

- » a failing grade for the course and/or the implementation of remediation plan;
- » at the discretion of the EIU Practicum/Internship Coordinator, reassignment to another site; and/or
- » removal from the program, depending on the seriousness of the offense.

## EIU Faculty Supervisor

### Rights

**The EIU Faculty Supervisor has the right to:**

- » determine the expectations and requirements of the practicum or internship class;
- » have final determination about the readiness of a Supervisee to begin practicum or internship;
- » expect the Supervisee's regular and punctual attendance in class;
- » evaluate the Supervisee's performance based on the stated criteria in the syllabus and the Practicum/ Supervised School Experience (Internship) Manual;
- » expect the Supervisee to follow directives when they are given by the EIU Faculty Supervisor and/or the Site Supervisor;
- » review and discuss all the Supervisee's caseloads.
- » discuss the Supervisee's personal and professional growth as a counselor with the Supervisee, the Site Supervisor and other counseling faculty;
- » identify areas for remediation if the Supervisee's skills, abilities and/or performance are not satisfactory.

### Responsibilities

**The EIU faculty supervisor has the responsibility to:**

- » follow the American Counseling Association (ACA) Association for Counselor Education and Supervision (ACES), and American School Counselor Association (ASCA) code of ethics and Illinois law regulating counselor practice;
  - » <https://www.counseling.org/resources/aca-code-of-ethics.pdf> (ACA)
  - » <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf> (ASCA)
- » clearly state expectations, requirements and grading criteria;
- » meet regularly for **one hour of individual, face-to-face supervision with the Supervisee** throughout Practicum.

- » meet **two and one half hours per week of group supervision** throughout Practicum.
- » meet on average **one and one half hour a week of group supervision** throughout Internship.
- » inform the Supervisee of the ethical responsibilities and standards of the profession;
- » inform the Supervisee of legal issues related to the profession;
- » coordinate with the Site Supervisor to ensure that the Supervisee is maintaining case records on each student, according to practicum, internship and/or site requirements;
- » schedule discussions, lectures or other training experiences during class time, or when necessary, additional times to meet the developmental and professional training needs of the Supervisees. Ultimately, the Site Supervisor is responsible for issues pertaining to specific students;
- » provide feedback to the Supervisee regarding his/her skill development and professional growth at regular intervals during the semester;
- » inform the Supervisee when progress is not satisfactory and develop a remediation plan for the Supervisee, if appropriate.

## Supervisee

### Rights

#### The supervisee has the right to:

- » be informed about the criteria for evaluation in the course and to receive progress evaluations from the EIU Faculty Supervisor;
- » expect supervision and feedback in the management of cases by the Site Supervisor and the EIU Faculty Supervisor according to Practicum/Internship syllabus requirements;
- » be informed about the procedure for handling emergencies according to both site and EIU policies;
- » ask questions regarding the counseling process, standards of care and the most appropriate handling of cases;
- » to have the policies and procedures of the site explained fully.

### Responsibilities

#### The supervisee has the responsibility to:

- » submit to a criminal background investigation **prior** to Practicum or **prior** to Internship for Alternative Certification students only.
  - » complete a Internship Manual Agreement Form online - **Link will be emailed with copy of fully executed**

**Agreement at the beginning of each semester- NOTE: Certificate of Insurance for individual Professional Liability Insurance must be attached;**

- » locate and secure an approved site for completion of Practicum or Supervised School Experience (Internship);
- » locate and secure an approved Site Supervisor;
- » have punctual and regular attendance at the site, for the Practicum or Supervised School Experience (Internship) course, and for all meetings with Site Supervisor and EIU Faculty Supervisor;
- » provide students at site with a quality experience;
- » dress and behave in an appropriate and professional manner while on site as determined by the Site Supervisor;
- » make clear disclosure with students at site including their status as a counseling practicum or internship supervisee;
- » come prepared for class, supervision sessions, and counseling sessions;
- » request additional supervision as needed;
- » become educated about student problems, treatments and interventions, using the research literature as appropriate;
- » notify the EIU Faculty Supervisor when issues arise with the Site Supervisor, the site, or with students that are not adequately addressed by the Site Supervisor;
- » inform the Site Supervisor and the EIU Faculty Supervisor of problems with students emergencies at site;
- » compile and maintain complete student records and documentation in a timely and professional manner;
- » follow the American Counseling Association (ACA) and American School Counselor Association (ASCA) code of ethics and Illinois law regulating counselor practice;
  - » <https://www.counseling.org/resources/aca-code-of-ethics.pdf> (ACA)
  - » <https://www.schoolcounselor.org/asca/media/asca/Ethics/EthicalStandards2016.pdf> (ASCA)

# **Appendix A**

## **Application for School Counseling Practicum**

# Application for School Counseling Practicum

Department of Counseling and Higher Education  
Eastern Illinois University



**NOTE: Supervisees must attend a Practicum Informational meeting the semester prior to Practicum.**

(Type or print clearly)

DATE \_\_\_\_\_

Name \_\_\_\_\_ Banner E# \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**PREREQUISITES:** CHE 5630 (Practicum) requires the following pre-requisites: CHE 5500, CHE 5510, CHE 5520, CHE 5530 must be completed **before** taking Practicum; and CHE 5600, CHE 5620, and CHE 5940 must have been completed or may be taken concurrently with CHE 5630. Completion of CHE 5530 with a grade of "B" or better and approval of the Departmental Chair are required for registration.

COMPLETED BACKGROUND CHECK

ANTICIPATED GRADUATION DATE: \_\_\_\_\_

PREFERRED PRACTICUM SITE: \_\_\_\_\_

PREFERRED PRACTICUM Class Time: \_\_\_\_\_

# **Appendix B**

## **School Counseling Practicum Agreement**

**Practicum Agreement  
School Counseling  
Department of Counseling and Higher Education  
Eastern Illinois University**



The following are the agreement conditions for the Board of Trustees of Eastern Illinois University (EIU) and the EIU Department of Counseling and Higher Education (CHE) program for the benefit of \_\_\_\_\_ (Supervisee)  
for Practicum experience at \_\_\_\_\_ (Site)

\_\_\_\_\_  
(Site Street Address, City, State, Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Site Supervisor's Email Address)

**This contract is valid only during the period beginning** \_\_\_ / \_\_\_ / \_\_\_ **and ending** \_\_\_ / \_\_\_ / \_\_\_

### Introduction

Practicum is intended to combine course work with a 100 hour field experience conducted in a setting as similar as possible to that in which Practicum supervisees subsequently intend to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with intensive supervision both on-site and on-campus. Because the Practicum experience occurs after supervisees have mastered basic-level communication skills and have taken a pre-Practicum course, the emphasis at this stage of their development must be upon training rather than service provision. Practicum sites and supervisors play a pivotal role in helping supervisees begin the transition into their professional identities. For this reason, developing a Practicum plan with sufficient emphasis upon professional development is extremely important.

### Site Supervisor

#### Training and Experience

##### **Site Supervisor will:**

- » have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses and two years of post-degree experience.
- » read and understand the Ethical Guidelines for Counseling Supervisors adopted by the American Counseling Association (ACA), Association for Counselor Education and Supervision (ACES) and the American School Counselor Association (ASCA). Signing of the agreement signifies the guidelines have been read and understood.

#### Responsibilities

##### **Site Supervisor will:**

- » act as a **liaison** to the Department of Counseling and Higher Education. All contact regarding the Supervisee will be addressed to the EIU Faculty Supervisor unless otherwise noted;
- » arrange for a Supervisee **orientation** program and training for the purpose of familiarizing the Supervisee with the site's philosophy, policies and procedures. This includes case record management, confidentiality policy, adequate disclosure and crisis management procedures;
- » provide the Supervisee access to opportunities for **educational experiences** including:
  - » group and individual counseling
  - » consultation with teachers, staff, agencies, parents/legal guardians
  - » assistance with appropriate interpretation of testing materials
  - » access to case management meetings
  - » assistance with guidance program development and implementation;
- » provide feedback to Supervisees regarding legal and ethical guidelines governing each student;
- » provide timely feedback to EIU Faculty Supervisor regarding concerns with Supervisee's performance.

#### Rights

##### **Site Supervisor has the right to:**

- » be made aware of the practicum requirements;
- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;
- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;

- » evaluate the Supervisee's performance, based on the stated criteria in the Practicum syllabus and the School Counseling Practicum/ Supervised School Experience (Internship) Manual;
- » expect Supervisees to follow directives when they are given;
- » determine the assignment or reassignment of cases, based on the interface of the Supervisee's skill level, professional development and the presenting issue;
- » consult with the EIU Faculty Supervisor on issues relevant to the Supervisee.

### **Requirements**

#### **Site Supervisor is required to:**

- » regularly for one hour per week of individual, face-to-face supervision with the Supervisee;
- » review work samples via audio, video or live observation and case notes as a regular part of ongoing supervisory process;
- » be available for consultation during hours the Practicum Supervisee is providing services to students (may be by phone or in person);
- » provide Supervisees with experiences that will help them prepare for employment in a comparable professional setting;
- » assign and supervise tasks within the Supervisee's capabilities. These tasks should be designed to allow the Supervisee to further develop counseling knowledge, attitudes, values and skills. This will include a total of **100 hours; a minimum of 40 hours of direct work with students, teachers/staff, parents/legal guardians and outside agencies. Ten of the direct hours must include group counseling;**
- » provide space, equipment and supplies as needed by the Supervisee to carry out assignments. This should include clerical service for records if this service is provided for other staff;
- » provide opportunities for the Supervisee to audio and/or video tape students and/or group counseling sessions for the purpose of supervision during Practicum. Written permission of persons immediately involved (Parents/Legal Guardians) must be obtained.

### **Paperwork**

#### **Site supervisors should expect to:**

- » complete both a Manual Agreement and a Practicum Demographic Information form – **ONLINE emailed to supervisor at beginning of each semester with fully executed copy of this Agreement;**
- » complete a midterm and final evaluation of the Supervisee's performance and return to the EIU Faculty Supervisor;
- » contact CHE Office Manager to request a tuition waiver (email: [CHE@eiu.edu](mailto:CHE@eiu.edu)); **MUST BE DONE AT END OF EACH SEMESTER**  
**Address: Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.**

---

## **EIU Faculty Supervisor**

### **Rights**

#### **The EIU Faculty Supervisor has the right to:**

- » determine the expectations and requirements of the Practicum class;
- » have final determination about the readiness of a Supervisee to begin Practicum;
- » expect the Supervisee's regular and punctual attendance in class;
- » evaluate the Supervisee's performance based on the stated criteria in the syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect the Supervisee to follow directives when they are given by the EIU Faculty Supervisor and/or the Site Supervisor;
- » discuss all of the Supervisee's student cases with the Supervisee, the Site Supervisor and recommend assignment or reassignment of cases as indicated;
- » review and discuss the Supervisee's caseloads;
- » identify areas for remediation if the Supervisee's skills, abilities and/or performance are not satisfactory.

### **Responsibilities**

**The EIU Faculty Supervisor has the responsibility to:**

- » follow the ACA, ASCA, and ACES code of ethics and Illinois law regulating counselor practice;
- » clearly state expectations, requirements and grading criteria;
- » meet regularly for one hour of individual face-to-face supervision with the Supervisee;
- » meet two and one half hours per week of group supervision;
- » inform the Supervisee of the ethical responsibilities and standards of the profession;
- » inform the Supervisee of legal issues related to the profession;
- » coordinate with the Site Supervisor to ensure that the Supervisee is maintaining case records on each student, according to Practicum and/or site requirements;
- » schedule discussions, lectures or other training experiences during class time, or when necessary, additional times to meet the developmental and professional training needs of the Supervisee. Ultimately, the Site Supervisor is responsible for issues pertaining to specific students;
- » provide feedback to the Supervisee regarding his/her skill development and professional growth at regular intervals during the semester;
- » inform the Supervisee when progress is not satisfactory and develop a remediation plan for the Supervisee, if appropriate.

## Supervisee

### Rights

**The Supervisee has the right to:**

- » be informed about the criteria for evaluation in the course and to receive progress evaluations from the EIU Faculty Supervisor;
- » expect supervision and feedback in the management of cases by the Site Supervisor and the EIU Faculty Supervisor according to Practicum syllabus requirements;
- » be informed about the procedure for handling emergencies according to both site and EIU policies;
- » ask questions regarding the counseling process, standards of care and the most appropriate handling of cases;
- » to have the policies and procedures of the site explained fully.

### Responsibilities

**The Supervisee has the responsibility to:**

- » submit to a criminal background investigation prior to Practicum.
- » complete a Internship Manual Agreement Form **ONLINE - Link will be emailed with copy of fully executed Agreement at the beginning of each semester. NOTE: Proof of individual Professional Liability Insurance must be attached;**
- » locate and secure an approved site for completion of Practicum;
- » locate and secure an approved Site Supervisor;
- » have punctual and regular attendance at the site, for the Practicum course, and for all meetings with Site Supervisor and EIU Faculty Supervisor;
- » provide students at site with a quality experience;» dress and behave in an appropriate and professional manner while on site as determined by the Site Supervisor;
- » make clear disclosure with students at site including their status as a Counseling Practicum Supervisee;
- » come prepared for class, supervision sessions and counseling sessions;
- » request additional supervision as needed;
- » become educated about student problems, treatments and interventions using the research literature as appropriate;



## **Appendix C**

### **School Counseling Practicum Activity Log**

**Form packet should be printed on lilac  
paper with TOTAL page on top**

**You should get log form in Informational  
meeting**

## Practicum Site Log or Certification and Accreditation

Department of Counseling and Higher Education  
Eastern Illinois University

(Must be a total minimum 100 hours)

This log should document a minimum of **40 hours of direct service work** with students and a combined total of direct service and indirect service activities of 100 hours.

**Direct Service** constitutes the following:

- (a) Individual counseling
- (b) Group counseling
- (c) Family counseling
- (d) Consultation with parents or teachers
- (e) Guidance activities with supervisees/students
- (f) Instructional (preventive) intervention

**Indirect Services** include:

- (a) Contact with students other than counseling
- (b) Staff meetings and consultation with liaisons
- (c) Peer review of tapes
- (d) Observations
- (e) Report writing and administrative duties
- (f) Individual supervision on-site
- (g) Professional development
- (h) Other Practicum activities

**School Counseling Practicum Activity Log**  
 Department of Counseling and Higher Education  
 Eastern Illinois University



Supervisee Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Practicum Site: \_\_\_\_\_ Week #: \_\_\_\_\_

Activity	Total Hours
1. Individual counseling	
2. Group counseling	
3. Family counseling	
4. Consultation with parents or teachers	
5. Guidance activities with supervisees/students	
6. Instructional (preventive) intervention	
<b>Total for <u>direct</u> service hours</b>	
<b>Semester total for <u>direct</u> service hours</b>	

Activity	Total Hours
1. Contact with students other than counseling	
2. Staff meetings and consultation with liaisons	
3. Peer review of tapes	
4. Observations (explain below)	
5. Report writing and administrative duties	
6. Individual supervision on-site	
7. Professional development (explain below)	
8. Other Practicum activities (explain below)	
<b>Total for <u>indirect</u> service hours</b>	
<b>Semester total for <u>indirect</u> service hours</b>	

Notes on any of above: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

**For departmental use only (cannot count toward direct/indirect hours):**

Activity	Hours
1. Individual supervision on campus (departmental)	
2. Group supervision on campus (in class)	

EIU Faculty Supervisor Signature's \_\_\_\_\_

# **Appendix D**

## **Application for School Counseling Internship**

## Application for School Counseling Internship

Department of Counseling and Higher Education  
Eastern Illinois University



**NOTE:** Supervisees must attend an Internship Informational meeting the semester prior to Internship.

**(Type or print clearly)**

**DATE** \_\_\_\_\_

Name \_\_\_\_\_ Banner E# \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Telephone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PREREQUISITES:** Completion of CHE 5630 (Practicum) with a grade of "B" or better and approval of the Departmental Chair.

**NOTE:** Supervisees must complete the final three (3) semester hours (or six semester hours if taken all in one semester) of CHE 6922 (Supervised School Experience) with a grade of "B" or better before graduating.

**ANTICIPATED GRADUATION DATE:** \_\_\_\_\_

1<sup>st</sup> Internship (Please check which semester)  Fall  Spring  Summer

2<sup>nd</sup> Internship (Please check which semester)  Fall  Spring  Summer

3<sup>rd</sup> Internship (Please check which semester)  Fall  Spring  Summer

**PREFERRED INTERNSHIP SITE:** \_\_\_\_\_

For Alternative Certification only:

COMPLETED BACKGROUND CHECK

## **Appendix E**

# **School Counseling Internship Agreement**

**Internship Agreement  
School Counseling  
Department of Counseling and Higher Education  
Eastern Illinois University**



The following are the agreement conditions for the Board of Trustees of Eastern Illinois University (EIU) and the EIU Department of Counseling and Higher Education (CHE) program for the benefit of \_\_\_\_\_ (Supervisee)  
for Internship experience at \_\_\_\_\_ (Site)

\_\_\_\_\_  
(Site Street Address, City, State, Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Site Supervisor's Email Address)

**This contract is valid only during the period beginning** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **and ending** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Introduction

This Internship is intended to be an intensive 300 hour field experience conducted in a setting as similar as possible in which the supervisees subsequently intends to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with closer supervision than is usually the case with an employed counselor. Internship should occur at the end of the training program, and the supervisees are expected to put into practice the knowledge and skills previously acquired in their program. The level of training at the point of entry into Internship will insure that the arrangement will be mutually beneficial to the site and to the supervisees.

### Site Supervisor

#### Training and Experience

##### Site Supervisor will:

- » have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses and two years of post-degree experience;
- » read and understand the Ethical Guidelines for Counseling Supervisors adopted by the American Counseling Association (ACA), Association for Counselor Education and Supervision (ACES), and the American School Counselor Association (ASCA). Signing of the agreement signifies the guidelines have been read and understood.

#### Responsibilities

##### Site Supervisor will:

- » act as a **liaison** to the Department of Counseling and Higher Education. All contact regarding the Supervisee will be addressed to the EIU Faculty Supervisor unless otherwise noted;
- » arrange for a Supervisee **orientation** program and training for the purpose of familiarizing the Supervisee with the site's philosophy, policies and procedures. This includes case record management, confidentiality policy, adequate disclosure and crisis management procedures;
- » provide the Supervisee access to opportunities for **educational experiences** including:
  - » group and individual counseling
  - » consultation with teachers, staff, agencies, parents/legal guardians
  - » assistance with appropriate interpretation of testing materials
  - » access to case management meetings
  - » assistance with guidance program development and implementation;
- » provide feedback to Supervisees regarding legal and ethical guidelines governing each student;
- » provide timely feedback to EIU Faculty Supervisor regarding concerns with Supervisee's performance.

#### Rights

##### Site Supervisor has the right to:

- » be made aware of the Internship requirements;
- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;
- » evaluate the Supervisee's performance, based on the stated criteria in the Internship syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;

- » expect Supervisees to follow directives when they are given;
- » determine the assignment or reassignment of cases, based on the interface of the Supervisee's skill level, professional development and the presenting issue;
- » consult with the EIU Faculty Supervisor on issues relevant to the Supervisee.

### **Requirements**

#### **Site Supervisor is required to:**

- » ensure that the Supervisee completes 300 hours with **120 of those hours being direct service** work with students. At least ten of the direct hours must include group counseling.  
**Note:** Supervisees are neither to replace faculty/staff nor to render services except as identified for educational value.  
(Paid Supervisees may be required to perform no more than 10% of duties unrelated to their Internship requirements);
- » meet regularly for **one hour per week of individual, face-to-face supervision with the Supervisee;**
- » review at least **six video, audio or live observations** of the Supervisee providing counseling services. Supervision should also include review of Supervisee's written documentation.
- » collaborate with Supervisees to develop **goals** for working at the site;
- » arrange for professional **working space** for the Supervisee's use (office, desk, phone, etc.);
- » make provisions for the Supervisee to **attend site's area and regional meetings, conference, workshops, etc.**, which the Site Supervisor normally attends;
- » **be available for consultation** during hours the Supervisee is providing services to students (may be by phone or in person).

### **Paperwork**

#### **Site supervisor should expect to:**

- » complete both a Manual Agreement and a Practicum Demographic Information form - **ONLINE- emailed to supervisor at beginning of each semester with fully executed copy of this Agreement;**
- » complete a midterm and final evaluation of the Supervisee's performance and return the EIU Faculty Supervisor;
- » complete an Internship Supervisory Survey and return to the Chair of CHE;
- » contact CHE Office Manager to request a tuition waiver (email: [CHE@eiu.edu](mailto:CHE@eiu.edu)); **MUST BE DONE AT END OF EACH SEMESTER**  
**Address: Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.**

---

## **EIU Faculty Supervisor**

### **Rights**

#### **The EIU Faculty Supervisor has the right to:**

- » determine the expectations and requirements of the Internship class;
- » have final determination about the readiness of a Supervisee to begin Internship;
- » expect the Supervisee's regular and punctual attendance in class;
- » evaluate the Supervisee's performance based on the stated criteria in the syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect the Supervisee to follow directives when they are given by the EIU Faculty Supervisor and/or the Site Supervisor;
- » review and discuss all the Supervisee's caseloads;
- » discuss the Supervisee's personal and professional growth as a counselor with the Supervisee, the Site Supervisor and other counseling faculty;
- » identify areas for remediation if the Supervisee's skills, abilities, and/or performance are not satisfactory.

### **Responsibilities**

#### **The EIU Faculty Supervisor has the responsibility to:**

- » follow the ACA, ACES, and ASCA code of ethics and Illinois law regulating counselor practice;
- » clearly state expectations, requirements and grading criteria;

- » meet an average of one and one half hours per week of group supervision;
- » inform the Supervisee of the ethical responsibilities and standards of the profession;
- » inform the Supervisee of legal issues related to the profession;
- » coordinate with the Site Supervisor to ensure that the Supervisee is maintaining case records on each student, according to Internship and/or site requirements;
- » schedule discussions, lectures or other training experiences during class time, or when necessary, additional times to meet the developmental and professional training needs of the Supervisee. Ultimately, the Site Supervisor is responsible for issues pertaining to specific students;
- » provide feedback to the Supervisee regarding his/her skill development and professional growth at regular intervals during the semester;
- » inform the Supervisee when progress is not satisfactory and develop a remediation plan for the Supervisee, if appropriate.

---

## Supervisee

### Rights

#### **The Supervisee has the right to:**

- » be informed about the criteria for evaluation in the course and to receive progress evaluations from the EIU Faculty Supervisor;
- » expect supervision and feedback in the management of cases by the Site Supervisor and the EIU Faculty Supervisor according to the Internship syllabus requirements;
- » be informed about the procedure for handling emergencies according to both site and EIU policies;
- » ask questions regarding the counseling process, standards of care, and the most appropriate handling of cases;
- » to have the policies and procedures of the site explained fully.

### Responsibilities

#### **The Supervisee has the responsibility to:**

- » submit to a criminal background investigation prior to Internship (for Alternative Certification students only);
- » complete a Internship Manual Agreement Form **ONLINE - Link will be emailed with copy of fully executed Agreement at the beginning of each semester. NOTE: Proof of individual Professional Liability Insurance must be attached;**
- » locate and secure an approved site for completion of Internship;
- » locate and secure an approved Site Supervisor;
- » have punctual and regular attendance at the site, for the Internship course, and for all meetings with Site Supervisor and EIU Faculty Supervisor;
- » provide students at site with a quality experience;
- » dress and behave in an appropriate and professional manner while on site as determined by the Site Supervisor;
- » make clear disclosure with students at site including status as a Counseling Internship Supervisee;
- » come prepared for class, supervision sessions and counseling sessions;
- » request additional supervision as needed;
- » become educated about student problems, treatments and interventions using the research literature as appropriate;
- » notify the EIU Faculty Supervisor when issues arise with the Site Supervisor, the site or with students at site that are not adequately addressed by the Site Supervisor;
- » inform the Site Supervisor and the EIU Faculty Supervisor of problems with cases or student emergencies at site;
- » compile and maintain complete student records and documentation in a timely and professional manner;



## Appendix F

### School Counseling Internship Site Log

**\*\*Use proper LOG HOURS FORM printed  
on Cardstock**

**Fall – Blue**

**Spring – Pink**

**Summer – Yellow**

***\*\*Forms are located in wooden carousel  
near GA Office Buzzard 2116***

# Internship Site Log for Certification and Accreditation

Department of Counseling and Higher Education  
Eastern Illinois University

**(Must be a total minimum of 300 hours per semester)**

This log should document a minimum of **120 hours of direct service work** with students and a combined total of direct services and indirect services of 300 hours per semester or an average of 20 hours per week.

**Direct Services** constitutes the following:

- (a) individual and group counseling (minimum of 10 hours of group counseling);
- (b) career counseling;
- (c) administration, scoring and interpretation of tests for students being counseled;
- (d) guidance activities;
- (e) consultation with staff;
- (f) referral of students; and
- (g) staffings.

**Indirect Services** include:

- (a) orientation;
- (b) observation of individual or group sessions;
- (c) organizational tasks consistent with professional job descriptions;
- (d) completion of records;
- (e) required paper work;
- (f) staff or department meetings.

NOTE: Hours carried over from first internship (must be from the same site) cannot exceed 40 hours.

**Internship Site Log for Certification and Accreditation  
School Counseling**

Department of Counseling and Higher Education  
Eastern Illinois University



Supervisee Name \_\_\_\_\_

Internship Site \_\_\_\_\_ Semester \_\_\_\_\_

Week Dates	Completed Hours of Direct Service	Completed Hours of Indirect Service	Site Supervisor's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Total Direct Service Hours	Total Indirect Service Hours	Hours Carried Forward from 1 <sup>st</sup> internship (must be at the same site)	Semester Total Direct and Indirect Service Hours	Total Group Hours (minimum 10 hours)

Internship Presentation (List title of presentation, location of presentation, audience participating in APA style)

---

EIU Faculty Supervisor's Signature \_\_\_\_\_

## **Appendix G**

### **School Counseling Practicum/Internship Demographic Information – form online –**

**Link will be emailed with copy of fully  
executed Agreement at the beginning of  
each semester**

**SAMPLE ONLY**

DATE COMPLETED \_\_\_\_\_

**School Counseling  
Practicum/Internship Demographic Information**  
Department of Counseling and Higher Education  
Eastern Illinois University



To ensure that our Supervisees receive a variety of experiences, we are required by our accreditation agencies to obtain demographic information about the agencies and supervisors where our Supervisees do their supervised school experience (Practicum and/or Internship). Please complete the information requested below (Please print clearly).

(Please check one):       Practicum Site       Internship Site

Name of Supervisee: \_\_\_\_\_

**About the Practicum/Internship Site Supervisor:**

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

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

School Address: \_\_\_\_\_

Current Position: \_\_\_\_\_

Years of Experience as a Counselor: \_\_\_\_\_ Highest Degree Earned: \_\_\_\_\_

Degree Institution: \_\_\_\_\_

Type of Certification: \_\_\_\_\_

Type of Licensure: \_\_\_\_\_

Enrollment and Number of Faculty	Student Composition (District)	Faculty Composition (District)
Male		
Female		
White/Non-Hispanic		
African-American		
Hispanic-Latino		
Asian/Pacific Islander/Native American/Alaska		
Multi-Racial		
Special Education Students		

# **Appendix H**

## **Video-Audio Recorded Interview Policies**

### **Release Form for Video/Audio Recorded Interviews**

### **Group Counseling Consent Form**

### **Individual Counseling Consent Form**

**Video/Audio Recorded  
Interview Policies**  
Department of Counseling and Higher Education  
Eastern Illinois University

- 1) Interviews may be recorded only with written permission of student or parent/guardian (if student is a minor).
- 2) Interviews may not be recorded for personal use.
- 3) Last name of student must not be used on video/audio recordings.
- 4) When material that is video/audio recorded may be damaging in any way to a student, identifying names or places should be erased.
- 5) Video/Audio recordings are for the sole purpose of instruction of Supervisee (Student Counselor), by EIU Faculty Supervisor, Site Supervisor, and in-class critique of Supervisee's counseling skills. All discussions of video/audio recordings are to be kept confidential.
- 6) Video/audio recordings containing interviews must not be left where unauthorized individuals can have access to them.
- 7) All video/audio recordings must be erased/destroyed at the end of the course.
- 8) Every attempt will be made by the Supervisee and her/his EIU Faculty Supervisor and/or Site Supervisor to ensure that the student will not be identified.

**Release Form for Video/Audio-Recorded Interviews**  
**Department of Counseling and Higher Education**  
**Eastern Illinois University**



Practicum/Internship Instructor: \_\_\_\_\_

Site of Counseling Services: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

I \_\_\_\_\_ hereby give permission to \_\_\_\_\_  
 (Student's name) (Counselor's name)

to video/audio record counseling sessions as desired throughout the current semester.

I understand that the video/audio recording will be used for training purposes and that viewing the recording will be restricted to the counselor's supervisor and the EIU instructor and counselors-in-training under the supervision of the instructor. I understand that any audio or video recordings will be kept in a secured location and will be erased at the conclusion of the internship/practicum unless further permission for its use is granted by me in writing.

The information shared in a counseling relationship is treated with the deepest respect. For the most part the information shared in a counseling session will not be repeated to anyone. We have an ethical responsibility to share some information. We are required by law to notify parents of any threats of suicide. We are also required to notify the proper authorities of child abuse, neglect and threats to harm others. We must also turn over records that are subpoenaed by a court of law. We hope that you understand our ethical and legal responsibility concerning these matters.

I understand that I may revoke this permission at any time.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Please Print): \_\_\_\_\_

**If the counselee (student) is under the age of 18 years old, a parent or legal guardian must sign below.**

I have read the above and I give my permission for \_\_\_\_\_  
 (Counselor's Name)

to record counseling sessions with my child \_\_\_\_\_  
 (Student's Name)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_



# Individual Counseling Consent Form

Department of Counseling and Higher Education  
Eastern Illinois University

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Phone #: \_\_\_\_\_

Counselor: \_\_\_\_\_

School: \_\_\_\_\_

My signature below indicates that I understand that the counseling service is designed to help my child as he or she participates in the counseling experiences. I further understand that the counseling services will be provided by a graduate student (from Eastern Illinois University) under competent supervision of \_\_\_\_\_ (Instructor's name) and that all information on my child will be kept confidential.

**Please sign and date below.**

Parent or Guardian's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_

# **Appendix I**

## **Consent for Release of Confidential Information**

**Consent for Release of Confidential Information**  
Department of Counseling and Higher Education  
Eastern Illinois University



I, \_\_\_\_\_, hereby authorize  
\_\_\_\_\_ and the department named  
below to mutually exchange specified information concerning me and my care.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**(name and address of person to which exchange of information is to be made)**

\_\_\_\_\_  
These data shall include: \_\_\_\_\_

\_\_\_\_\_  
**(extent and nature of information to be disclosed)**

\_\_\_\_\_  
The purpose of releasing the above information is \_\_\_\_\_

\_\_\_\_\_  
**(purpose or need for disclosure)**

I understand that my records are protected under the Federal Confidentiality Regulations and cannot be disclosed without my written consent unless otherwise provided for in state and federal regulations. I also understand that I may revoke this consent at any time except to the extent that action based on this consent has been taken.

Specification of any special date, event, or condition upon which this consent expires:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
This request is fully understood and authorization is made voluntarily on my part.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

# **Appendix J**

## **Student Records ASCA Ethical Guidelines**

# American School Counselor Association (ASCA) Ethical Code

## A.8. Student Records

### Professional school counselors:

- A. Maintain and secure records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures and confidentiality guidelines.
- B. Keeps sole-possession records or individual student case notes separate from students' educational records in keeping with state laws.
- C. Recognize the limits of sole-possession records and understand these records are a memory aid for the creator and in absence of privileged communication may be subpoenaed and may become educational records when they are shared or are accessible to others in either verbal or written form or when they include information other than professional opinion or personal observations.
- D. Establish a reasonable timeline for purging sole-possession records or case notes. Suggested guidelines include shredding sole possession records when the student transitions to the next level, transfers to another school or graduates. Apply careful discretion and deliberation before destroying sole-possession records that may be needed by a court of law such as notes on child abuse, suicide, sexual harassment or violence.
- E. Understand and abide by the Family Education Rights and Privacy Act (FERPA, 1974), which safeguards student's records and allows parents to have a voice in what and how information is shared with others regarding their child's educational records.

## **Appendix K**

### **Common Challenges Faced by Beginning Counselors**

## Common Challenges Faced by Beginning Counselors

### Beginning counselors have a tendency to:

- » Feel like they have to come up with quick solutions for their students
- » Worry about “what they are going to say next”
- » Worry about what their students think about them
- » Feel like they have to be an expert
- » Talk too fast or too much
- » Doubt their abilities
- » Have difficulty believing that just by listening they are helping
- » Give advice
- » Make evaluative statements (both positive and negative)
- » Worry that others (peers/instructors) will see them as incompetent

### Some tips for beginning counselors:

- » Slow down....
- » Don't feel like you have to have the answers...just listen and get comfortable interacting with your student
- » Be yourself
- » Listen....
- » Trust your instincts
- » Remember that just caring is powerful and helpful
- » Acknowledge and be proud of yourself for taking on this amazing challenge
- » Be patient with yourself. Your skills will continue to develop 😊

# Appendix L

## Evaluation Forms of Site Supervisors

### Table of Contents

- 1) Site Supervisor's Evaluation of School Practicum Supervisee
- 2) Site Supervisor's Evaluation of School Internship Supervisee
- 3) CSD Internship Supervisory Survey (3<sup>rd</sup> Semester of Internship ONLY)

**Site Supervisor’s Evaluation of School Practicum Supervisee**  
**(CHE 5630 – Practicum)**  
**Department of Counseling and Higher Education**  
**Eastern Illinois University**



Supervisee Name \_\_\_\_\_ Check one:  Midterm  Final

Site Supervisor’s Name \_\_\_\_\_ Date: \_\_\_\_\_

For the purpose of this evaluation, please compare the counseling supervisee you supervise to either: a) other novice school counseling supervisees you have worked with, or b) a practicing school counselor you have known.

**Thanks in advance for your feedback!**

Please evaluate your supervisee’s experience by checking your response and sharing any additional comments regarding the following items. Please be sure to complete both sides of this form.

**Rating Scale:**

- » **Excellent** = Supervisee provides consistent evidence of excellence in the competency.
- » **Above Average** = Supervisee provides evidence of above average skills in the competency.
- » **Average** = Supervisee provides evidence of average skills in the competency.
- » **Below Average** = Supervisee provides evidence of below average skills in the competency.
- » **Poor** = Supervisee needs remedial work in this area.

	Poor	Below Average	Average	Above Average	Excellent	Not Applicable
1. The practicum supervisee demonstrates an awareness of ACA and ASCA ethical guidelines, and demonstrates an ability to identify and navigate ethical dilemmas. <i>Comments:</i>						
2. The practicum supervisee seeks to understand school policy, legal issues, and interacts courteously and respectfully with school personnel. <i>Comments:</i>						
3. The practicum supervisee demonstrates case management skills, including complying with school policies for recordkeeping. <i>Comments:</i>						
4. The practicum supervisee collaborates effectively with school staff in providing services that address the academic, personal, social, and career development needs of all students. <i>Comments:</i>						

	Poor	Below Average	Average	Above Average	Excellent	Not Applicable
<p>5. The practicum supervisee develops effective individual counseling relationships, establishes and builds rapport with students, demonstrates sensitivity to cultural differences, and seeks to understand and respond to student concerns.</p> <p><i>Comments:</i></p>						
<p>6. The practicum supervisee demonstrates the ability to develop and facilitate counseling interventions with small groups. The practicum supervisee is developing an understanding of group counseling theory and techniques.</p> <p><i>Comments:</i></p>						
<p>7. The practicum supervisee demonstrates the ability to consult effectively with colleagues, staff, and the school.</p> <p><i>Comments:</i></p>						
<p>8. The practicum supervisee demonstrates skills in the area of coordination. He/she is resourceful in providing students with information about services and program. The practicum supervisee coordinates referrals to outside agencies when appropriate.</p> <p><i>Comments:</i></p>						
<p>9. The practicum supervisee uses supervision well. S/he actively seeks supervision when necessary, is receptive to feedback and suggestions from supervisor, and is willing to explore personal and professional strengths and developmental issues.</p> <p><i>Comments:</i></p>						

Any additional comments with regard to how your practicum supervisee is progressing.

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisee Signature

\_\_\_\_\_  
Date

**Site Supervisor's Evaluation of Internship Supervisee**

CHE 6920, CHE 6921, CHE 6922 – Supervised School Experience (Internship)  
 Department of Counseling and Higher Education  
 Eastern Illinois University



Supervisee Name \_\_\_\_\_ Check one:  Midterm  Final

Site Supervisor's Name \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Please evaluate your supervisee's experience by checking your response to the following items.

**Rating Scale:**

- » Excellent = Supervisee provides consistent evidence of excellence in the competency.
- » Above Average = Supervisee provides evidence of above average skills in the competency.
- » Average = Supervisee provides evidence of average skills in the competency.
- » Below Average = Supervisee provides evidence of below average skills in the competency.
- » Poor = Supervisee needs remedial work in this area.

CHARACTERISTICS	Poor	Below Average	Average	Above Average	Excellent	Not Applicable
1. Responsible: <i>Comments:</i>						
2. Shows initiative <i>Comments:</i>						
3. Cooperative <i>Comments:</i>						
4. Professional (i.e., behavior, dress, attitude) <i>Comments:</i>						
5. Punctual and dependable <i>Comments:</i>						

SUPERVISION	Poor	Below Average	Average	Above Average	Excellent	Not Applicable
1. Capacity to accept and act on constructive criticism <i>Comments:</i>						
2. Commitment to developing professional competence <i>Comments:</i>						
3. Seeks help and directions <i>Comments:</i>						
4. Prepares for supervision <i>Comments:</i>						

(Continued on next page)

SUPERVISION	Poor	Below Average	Average	Above Average	Excellent	Not Applicable
5. Ability to communicate clearly and effectively in speech and writing <i>Comments:</i>						
2. Actively works to recognize and overcome deficits <i>Comments:</i>						

**Evaluation Areas:**

1. What management, organizational, and administrative skills did you see the supervisee developing?
  
2. Describe the quality of the supervisee’s collegial relationships.
  
3. Describe the quality of the supervisee’s external relationships (parents, school agencies, etc.).
  
4. How did the supervisee respond to any ethical, diversity, and/or gender issues encountered?
  
5. Describe the quality of the supervisee’s written records and reports.
  
6. Describe the quality of the supervisee’s individual and/or group counseling skills.
  
7. Describe the supervisee counseling effectiveness. Please include support management, assessment/diagnosis, and intervention selection skill.

**Final Evaluation:**

In your profession opinion, should the supervisee receive a passing grade in Supervised School Experience (Internship):

- YES, with no reservations.
- YES, but with some reservations (Please explain, if not stated in this evaluation.)
- NO. Please contact the EIU Faculty Supervisor in charge of Internship immediately.

Signature of Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

My signature indicates that I have read the above report and have discussed the content with my supervisor. It does not necessarily indicate that I agree with the report in part or in whole.

Signature of Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

**CHE Internship Supervisor Survey (School Counseling)**

Department of Counseling and Higher Education  
Eastern Illinois University

**TO BE COMPLETED FOR 3<sup>RD</sup> SEMESTER INTERNSHIPS ONLY****DATE COMPLETED**

**Instructions** The CHE Internship Supervisory Survey is designed to assess the perceptions of Site Supervisors in regards to Internship supervisees' performance and the quality of their program experience. Please complete the survey, following the directions for each section. To ensure complete anonymity, we have limited identifying information in the survey. Your candid, honest responses are very important and appreciated. Thank you for your cooperation in our ongoing efforts to improve the program.

**Section I: Perceptions of Preparation Program Quality.** Use the key below to indicate your perception of the degree to which the M.S. in Counseling with a concentration in School Counseling prepared graduate supervisees for professional practice.

**Mark only one number for each item.**

**Key: 1 = Unprepared, 2 = Poorly Prepared, 3 = Adequately Prepared, 4 = Well Prepared, N = No Opinion**

<b>1. Professional Identity</b>	
a. Knowledge of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.	1 2 3 4 N
b. Ability to apply relevant ethical and legal standards in professional practice.	1 2 3 4 N
<b>2. Social and Cultural Diversity</b>	
a. Knowledge in social and cultural foundations including issues and trends in a multicultural and diverse society.	1 2 3 4 N
b. Ability to apply cross-cultural competencies in professional practice.	1 2 3 4 N
<b>3. Human Growth and Development</b>	
a. Knowledge in human growth and development including the nature and needs of individuals at all developmental levels.	1 2 3 4 N
b. Ability to apply appropriate techniques for the particular developmental level in professional practice.	1 2 3 4 N
<b>4. Career Development</b>	
a. Knowledge of career development and the skills needed to facilitate a student through the career counseling process.	1 2 3 4 N
b. Ability to apply a career counseling model in professional practice.	1 2 3 4 N
<b>5. Helping Relationships</b>	
a. Knowledge in the helping relationships including the consultation processes and skills.	1 2 3 4 N
b. Ability to demonstrate basic helping skills in professional practice.	1 2 3 4 N
<b>6. Group Work</b>	
a. Knowledge of group development, dynamics, theories, group methods and skills, and group work approaches.	1 2 3 4 N
b. Ability to facilitate a group in professional practice.	1 2 3 4 N
<b>7. Assessment</b>	
a. Knowledge in appraisal including individual and group approaches to assessment and evaluation.	1 2 3 4 N
b. Ability to apply quantitative and qualitative assessment techniques in professional practice.	1 2 3 4 N
<b>8. Research and Program Evaluation</b>	
a. Use knowledge in research and program evaluation including types of research methods, basic statistics, and ethical and legal consideration in research.	1 2 3 4 N
b. Ability to appropriately evaluate quantitative and qualitative research and apply it to professional practice.	1 2 3 4 N
<b>9.</b> Knowledge in foundations of professional practice and professional functioning within the school and related ethical, legal, and political issues.	1 2 3 4 N
<b>10.</b> Knowledge in management/coordination of the school, skills in program development implementation and evaluation, and principles of school intervention, consultation, education, and outreach.	1 2 3 4 N
<b>11.</b> Knowledge and skills required for school counselors including diagnostic and treatment skills, student advocacy, and organizational development.	1 2 3 4 N
<b>12.</b> Overall knowledge and application of various treatment modalities.	1 2 3 4 N
<b>13.</b> Overall skills essential for professional practice.	1 2 3 4 N

**Section II: Global Quality Assessment.** Use the key below to indicate your perception of the following global assessments of your graduate program experience. **Mark only one number of each item.**

**Key: 1 = Very Dissatisfied, 2 = Dissatisfied, 3 = Satisfied, 4 = Very Satisfied, 5 = No Opinion**

<b>14.</b> Satisfaction with performance of internship supervisee.	1 2 3 4 N
<b>15.</b> Satisfaction with the assistance you received from EIU Practicum/Internship Coordinator/EIU Faculty Supervisor	1 2 3 4 N
<b>16.</b> Overall evaluation of your intern's professional preparation in the Department of Counseling and Higher Education.	1 2 3 4 N

**Section III. Program Strengths/Weaknesses**

17. Please list what you believe to be the strengths of the program.

18. Please list what you believe to be the weaknesses of the program.

**Thank you for completing this survey.** You are encouraged to add any additional reflections on a separate sheet of paper.

# Appendix M

## Evaluation Forms for Practicum/Internship Supervisees

### Table of Contents

- 1) Supervisee Evaluation of Site Supervisor
- 2) Supervisee Evaluation of Site

## Supervisee Evaluation of Site Supervisor

Department of Counseling and Higher Education  
Eastern Illinois University



**Directions:** This evaluation is to provide feedback for improving supervision and should be completed at the end of the semester. Circle the number that best represents how you, the supervisee, feel about the supervision received.

Name of Practicum/Internship Site Supervisor: \_\_\_\_\_

Semester \_\_\_\_\_

	Poor				Good	
	1	2	3	4	5	6
1. Give time and energy in observations, tape processing, and case conferences.	1	2	3	4	5	6
2. Accepts and respects me as a person.	1	2	3	4	5	6
3. Recognizes and encourages further development of my strengths and capabilities.	1	2	3	4	5	6
4. Gives me useful feedback when I do something well.	1	2	3	4	5	6
5. Provides me the freedom to develop flexible and effective counseling styles.	1	2	3	4	5	6
6. Encourages and listens to my ideas and suggestions for developing my counseling skills.	1	2	3	4	5	6
7. Provides suggestions for developing my counseling skills.	1	2	3	4	5	6
8. Helps me understand the implications and dynamics of the counseling approaches I use.	1	2	3	4	5	6
9. Encourages me to use new and different techniques when appropriate.	1	2	3	4	5	6
10. Is spontaneous and flexible in the supervisory sessions.	1	2	3	4	5	6
11. Helps me define and achieve specific concrete goals for myself during my practicum/ Internship experience.	1	2	3	4	5	6
12. Gives me useful feedback when I do something wrong.	1	2	3	4	5	6
13. Allows me to discuss problems I encounter in my practicum/internship setting.	1	2	3	4	5	6
14. Pays appropriate amount of attention to both me and my students.	1	2	3	4	5	6
15. Focuses on both verbal and nonverbal behavior in me and in my students.	1	2	3	4	5	6
16. Helps me define and maintain ethical behavior in counseling and case management.	1	2	3	4	5	6

Printed by permission from Dr. Harold Hackney, Assistant Professor, Purdue University. This form was designed by two graduate supervisees based upon material drawn from *Counseling Strategies and Objectives* by H. Hackney and S. Nye, Prentice-Hall, Englewood Cliffs, NJ, 1973. This form originally was printed in Chapter 10 of the *Practicum Manual for Counseling and Psychotherapy* by K. Dimick and F. Krause. Accelerated Development, Muncie, IN 1980.

	Poor				Good	
	1	2	3	4	5	6
17. Encourages me to engage in professional behavior.	1	2	3	4	5	6
18. Maintains confidentiality in material discussed in supervisory sessions.	1	2	3	4	5	6
19. Deals with both content and affect when supervising.	1	2	3	4	5	6
20. Focuses on the implications, consequences, and contingencies of specific behaviors in counseling and supervision.	1	2	3	4	5	6
21. Helps me organize relevant case data in planning goals and strategies with my students.	1	2	3	4	5	6
22. Helps me to formulate a theoretically sound rationale of human behavior.	1	2	3	4	5	6
23. Offers resource information when I request or need it.	1	2	3	4	5	6
24. Helps me develop increased skill in critiquing and gaining insight from my counseling tapes.	1	2	3	4	5	6
25. Allows and encourages me to evaluate myself.	1	2	3	4	5	6
26. Explains his/her criteria for evaluation clearly and in behavioral terms.	1	2	3	4	5	6
27. Applies his/her criteria fairly in evaluating my counseling performance.	1	2	3	4	5	6

**Additional comments and/or suggestions:**

Signature of Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisee Evaluation of Site**  
 Department of Counseling and Higher Education  
 Eastern Illinois University



**Directions:** Supervisee completes this form at the end of the practicum and/or internship. This should be turned in to the EIU Faculty Supervisor or EIU Practicum/Internship Coordinator as indicated by the university program.

Supervisee \_\_\_\_\_

Site \_\_\_\_\_

Date of Placement \_\_\_\_\_

Site Supervisor \_\_\_\_\_

EIU Faculty Supervisor \_\_\_\_\_

Use the key below to rate the following questions about your site and practicum or internship experience:

**Key: A = Very Satisfactory, B = Moderately Satisfactory, C = Moderately Unsatisfactory, D = Very Unsatisfactory**

1. Amount of on-site supervision	A B C D
2. Quality and usefulness of on-site supervision	A B C D
3. Usefulness and helpfulness of faculty liaison	A B C D
4. Relevance to career goals	A B C D
5. Exposure to and communication of school goals	A B C D
6. Exposure to and communication of school procedures	A B C D
7. Exposure to professional roles and functions within the school	A B C D
8. Exposure to information about school resources	A B C D
9. Rate all applicable experiences that you had at your site:	
a. Report writing	A B C D
b. Intake interviewing	A B C D
c. Administration and interpretation of test (please list instruments)	A B C D
_____	
d. Staff presentations/case conferences	A B C D
e. Individual counseling	A B C D
f. Group counseling	A B C D
g. Family/couple counseling	A B C D
h. Psychoeducational activities	A B C D
i. Consultation	A B C D
j. Career counseling	A B C D
k. Other _____	A B C D
10. Overall evaluation of the site	A B C D

**Comments:** Include any suggestions for improvements in the experiences you have rated Moderately Unsatisfactory (C) or Very Unsatisfactory (D)

Signature of Supervisee \_\_\_\_\_ Date \_\_\_\_\_

# **Appendix N**

## **Tuition Waiver Policy**



## Tuition Waiver Policy

Department of Counseling and Higher Education  
Eastern Illinois University

1. Site Supervisor contacts: CHE Office Manager (217-581-2400) or email at [che@eiu.edu](mailto:che@eiu.edu) **during** the semester supervision to request tuition waiver to be processed after practicum or internship supervisee has completed a semester. Include: Agency/School name and address, Agency/School Administrator's Name, Supervisee's Name, Supervisor requesting waiver(s) and Semester(s) supervised.
2. Verification of supervisee work performed must be documented through the Department of Counseling and Higher Education before waiver(s) will be issued.
3. Tuition waivers are awarded to schools based on 3 semester hours of waivers for every 250 contact hours.
4. Agency waivers are issued to agency directors/administrators. Be sure to contact your agency director/administrator if you plan to use this waiver.
5. Waivers are to be used only by individuals who are directly supervising supervisors or by individuals employed by the organization that receives the waiver. These waivers are subject to audit and should be utilized by individuals (not spouses or children of) who can verify employment with these organizations.
6. Waivers may be used toward graduate course credit only.
7. All waivers must be requested within six months of supervision.
8. All waivers must be used within three (3) semesters following the supervisee's qualifying semester of supervision (i.e. Fall 2018 waivers are good for spring 2019, summer 2019 and fall 2019 semesters).
9. This waiver does not waive textbook fee or continuing education delivery fee.
10. This waiver does not pay supervisee insurance if the supervisee is a full-time supervisee.
11. If same agency, multiple waivers may be issued on one form.

## **Appendix O**

### **Practicum/Internship School Counseling Manual Agreement –form online –**

**Link will be emailed with copy of fully  
executed Agreement**

**SAMPLE ONLY**

**Practicum/Internship  
School Counseling  
Manual & Supervisor Training Agreement (Site Supervisor)**  
Department of Counseling and Higher Education  
Eastern Illinois University



To insure that all Supervisees and Site Supervisors are familiar with the CHE 5630--Practicum and/or CHE 6920, CHE 6921, CHE 6922--Supervised School Experience (Internship) requirements and procedures, you are required to fill out and sign the following form to be placed in the Department of Counseling and Higher Education's file. **Please return to Office Manager, Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.**

I, \_\_\_\_\_ hereby indicate that I have read, understand and am in  
(print Supervisor name)

agreement with the requirements and procedures outlined in the Practicum/Supervised School Experience (Internship) Manual for the Department of Counseling and Higher Education.

**Supervision Training: Please check one:**

- I have attached to this Agreement proof that I have received Supervision Training.
- I have watched the Supervision Training provided by the Department of Counseling & Student Development at <http://www.youtube.com/watch?v=jiNFqigpQNw>.

**Site Supervisor: Please check one:**

- I am a Site Supervisor for the following Practicum supervisee(s) in CHE 5630:

\_\_\_\_\_  
\_\_\_\_\_

- I am a Site Supervisor for the following Internship supervisee(s) in CHE 6920, CHE 6921 or CHE 6922:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Practicum/Internship  
School Counseling  
Manual Agreement (Supervisee)**  
Department of Counseling and Higher Education  
Eastern Illinois University



**NOTE: This form is to be completed in the Practicum/Internship Information Meeting.**

To insure that all Supervisees and Site Supervisors are familiar with the CHE 5630--Practicum and/or CHE 6920, CHE 6921, CHE 6922--Supervised School Experience (Internship) requirements and procedures, you are required to fill out and sign the following form to be placed in the Department of Counseling and Higher Education's file. **Please return to Office Manager, Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.**

I, \_\_\_\_\_ hereby indicate that I have read, understand and am in agreement with  
(print Supervisee name)  
the requirements and procedures outlined in the Practicum/Supervised School Experience (Internship) Manual for the Department of Counseling and Higher Education.

**Supervisee: Please check one:**

- I am a Practicum Supervisee in CHE 5630:
- I am an Internship Supervisee in CHE 6920, CHE 6921 or CHE 6922:

**NOTE: Certificate of Insurance for individual Professional Liability Insurance must be attached.**

Signature of Supervisee \_\_\_\_\_ Date \_\_\_\_\_

# **Appendix P**

## **EIU Internship Professional Presentation**

# EIU Internship Professional Presentation Evaluation

Your Facilitator's Name \_\_\_\_\_ DATE: \_\_\_\_\_

Title of Presentation \_\_\_\_\_

How would you rate the following? (Please circle one response for each question.)

1-Strongly Disagree    2-Disagree    NA-Not Applicable    3-Agree    4-Strongly Agree

### Subject Matter

The subject matter was relevant to me and my work. ....	1	2	NA	3	4
The presentation met my expectations for the subject matter. ....	1	2	NA	3	4

### Presentation Method

The presentation style was effective for this subject matter. ....	1	2	NA	3	4
The visual aids/handouts were appropriate. ....	1	2	NA	3	4
The presenter used a variety of teaching strategies. ....	1	2	NA	3	4

### Presenter

The presenter was engaging. ....	1	2	NA	3	4
The presenter was adequately prepared/communicated effectively. ....	1	2	NA	3	4
The presenter communicated effectively. ....	1	2	NA	3	4
The presenter displayed professionalism. ....	1	2	NA	3	4

**Additional Comments** (e.g., suggestions, liked most, liked least, etc.)

---



---



---



---

Would you recommend this presentation to someone else?

Circle: **Yes** or **No**

## **Appendix Q**

### **Change of Site Supervisor Form**

