

UWRF Counseling Program

Student Handbook:

Internship Experiences

COUN 771 (elementary)-4 credits

COUN 772 (middle school)-4 credits

COUN 773 (high school)-4 credits

Questions?

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COUNSELING INTERNSHIP HANDBOOK
DEPARTMENT of COUNSELING and SCHOOL PSYCHOLOGY
UNIVERSITY of WISCONSIN-RIVER FALLS

Internship is the culminating activity in the training of professional counselors. Internship provides the counselor-in-training with the opportunity to integrate and to apply counseling theories, skills, and practices in schools under the supervision of a licensed school counselor.

You must complete 600 total clock hours of supervised internship, with hours at 200 hours at each of the following: primary/elementary, intermediate/middle level, and senior level school sites. At the end of your internship experience you will need a total of 240 hours of direct service experience and 360 hours of indirect experience.

For the student, internship provides the opportunity to:

1. practice and refine one's counseling skills;
2. integrate academic theory in actual counseling situations in preK-12 schools;
3. experience counseling in a preK-12 school setting;
4. build professional contacts with practicing school counselors and community resources;
5. gain confidence in one's ability to function as a professional school counselor; and
6. begin to identify needs and to envision one's own contribution to the school counseling profession.

Questions or concerns about anything in this handbook should be referred to:

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**COUNSELING PROGRAM
DEPARTMENT OF COUNSELING AND SCHOOL PSYCHOLOGY
UNIVERSITY OF WISCONSIN-RIVER FALLS**

The Counselor Education Program at the University of Wisconsin-River Falls prepares counselors as school counselors. Initiated in 1968, the program has grown to include three full-time faculty members and approximately 50 students. Completion of the program results in a Master of Science in education (M.S.E.) degree.

The mission of the UWRF Counseling Program is to prepare school counselors who exhibit excellence in counseling practice and leadership, respect human dignity and cultural diversity in the broadest sense and commit to lifelong personal and professional growth. Additionally, program learning outcomes require that upon graduation from the UWRF counseling program, students will be able to:

- Identify as professional school counselors through language and behaviors
- Implement and advocate for comprehensive school counseling programs
- Support student success by incorporating best practices through research, scholarly literature, and technology
- Consult, collaborate, and establish partnerships with stakeholders
- Apply ethical, developmental, and cultural practices in school counseling

The master's program requires a minimum of 60 semester credits. Required of all school counseling students:

1. Introduction to Counseling
2. Counseling Theories and Skills
3. Techniques of Appraisal
4. Social and Cultural Foundations of Counseling
5. Group Counseling
6. Research and Evaluation
7. Career Counseling
8. Human Development
9. Comprehensive School Counseling
11. 100-hour practicum experience.

UW-RF EXPECTATIONS OF INTERNSHIP SITES AND SUPERVISORS

I. Internship sites must be able to provide a student with the following:

1. opportunities for both observation and supervised practice counseling; and
2. opportunities to engage in all, or most of, the following areas:
 - a. individual counseling
 - b. group counseling
 - c. family /consultation
 - d. educational/developmental activities
 - e. staffing of clients/students
 - f. consultation with other professionals
 - g. evaluation of services and program development
 - h. report writing and other administrative tasks
 - i. testing/assessment
 - j. provide experiences with diverse client population including ELL students

It is recognized that *not every site* provides the opportunity for all of these activities, but it is our intent that internship students experience a broad variety of the tasks performed by counselors. Interns **MUST have opportunities to practice individual and small group counseling in their 600-hour experiences. Students need to have experience in all these activities by the time they complete their experiences at *all of their multiple sites*.**

II. Internship supervisors are expected to:

1. hold a degree/license/certification in the area of expertise sought by the internship student; **in schools it is mandatory that the supervising school counselor:**
 - ✓ **hold a valid license for the level of school counseling at which they are providing supervision AND**
 - ✓ **that the supervisor has at least three (3) years of experience as a school counselor s (e.g. Elem, MS, HS)**
 - ✓ **Including one year at the level they are supervising the intern (e.g. Elem, MS, HS)**

On-site supervisors must complete the mandatory on-line supervisor training available from UWRF. Supervisors will be contacted prior to the start of the semester by UWRF with the supervision link.

2. be willing and able to observe the student and offer regular feedback (**at least ONE hour, total, per week**)
3. be willing and able to allow regular time to consult with the student;
4. be willing and able to meet with the student and the university supervisor to discuss the progress of the internship. This will be done at the internship site and at the convenience of the on-site supervisor; and,
5. be willing to provide a written evaluation of the student over the course of the internship.

III. Internship students are expected to meet the following requirements before beginning internship.

1. Successfully complete all core counseling courses; remove any incompletes in those courses;
2. Successfully complete the program's written comprehensive exam;
3. Participate in Group informational meetings at least one semester before registering for internship. Final department approval of all students registering for internship is required, and it often takes time to identify an internship site that will meet the needs of the internship student;
4. Identification, with the assistance of the internship coordinator, of an internship site that will meet the university's expectations, as well as the needs of the individual student.
 - Approved internship sites will provide a variety of counseling experiences;
 - Allow the student to function as a counselor; will provide internship times to provide a realistic counseling experience.
 - Time spent in the internship must be extensive, consistent, and regular (For example, a school counseling internship cannot consist solely of preparation periods and/or hours outside the regular school day).
 - Final approval and confirmation of a site is a decision made internship supervisor and may involve a pre-internship meeting of the potential supervisor and the university internship coordinator. (Allow enough time for the approval of unique situations). **Sites will not ordinarily be identical with the work site of the student.**
- 5. Follow any specific instructions of a school district before approaching counselors in that district for internship placement. Please work with the Internship Coordinator when reviewing the updated list of school districts with specific requirements.**
- 6. Submit Counseling Internship/internship Agreement forms by December deadline or May deadline.** These require signatures of student, site supervisor, and university supervisor. Internship hours may NOT be counted until this form is in AND the University Semester has begun.
7. Provide professional goals and evidence of completion of the WI DPI mandated reporter training.
- 8. Provide proof (certificate) of current liability insurance coverage (UWRF SC program will provide options to obtain liability insurance).**

IV. During the internship semester, students must meet the following requirements:

1. Meet with all internship students in seminar. School counseling students should register in COUN 771 (4 credits), 772(4 credits), 773 (4 credits);
2. Arrange site visits of the student, the on-site supervisor, and the internship coordinator. Students are expected to provide an opportunity to be observed twice per semester working with either small group, individual client, or doing classroom guidance lesson. The second observation/visit will include a case presentation near the end of the semester.

3. Complete 600 hours total; **200 hours per level**; (total of 240 hours of direct service and 360 hours of indirect service).
4. Complete all forms/logs/seminar requirements detailed in the syllabus.
5. Complete the internship hours during the UWRF semester (for example students who have met all requirements listed above may begin to collect direct contact and indirect contact hours on the first day of a semester. They may also collect hours until the last day of final exams).

CHECKLIST OF STUDENT REQUIREMENTS

I. To be completed before beginning internship

- ✓ Attend pre-internship informational meeting;
- ✓ Complete core counseling courses;
- ✓ Removing any incompletes in core courses;
- ✓ Successfully complete program comprehensive examination;
- ✓ Apply to and interview at approved internship site(s). **Follow specific procedures required by individual school districts**
- ✓ Submit Counseling Internship Agreement forms by December or May deadlines.
- ✓ Register for COUN 771, 772, 773, Internship [school]
- ✓ Provide proof of liability insurance to the internship coordinator.

II. To be completed during the internship semester

- ✓ Participate in Internship seminar weekly, including group case supervision. Group supervision (UWRF faculty supervisor and interns) averages 1.5 hours per week over the semester.
- ✓ Satisfactorily complete 600 school hours of supervised internship experiences during the UWRF semester(s) **200 hours per level**; (total of 240 hours of direct service and 360 hours of indirect service).
- ✓ Fulfill all seminar requirements (forms, hour logs, case studies, presentations, etc.).

- ✓ Arrange and engage in at least 2 supervision observations/conferences per semester with university supervisors.
- ✓ Submit written supervisor evaluations from each site.

III. Counseling Internship Agreements

- ✓ Once a site has been secured download Internship Site Agreement Form from UWRF counseling web page

Insurance:

CACREP requires that counseling student purchase liability insurance coverage. UWRF provides options and information. Written proof of liability insurance must be submitted by interns to UWRF faculty supervisors prior to beginning their internship experiences.

Neither the U.W. System nor the Wisconsin Association of Independent Colleges and Universities carry health insurance for interns or student counselors/teachers. **Interns are strongly encouraged to secure health insurance.**