



**College of Education
Department of Leadership Studies
Counselor Education Program
Internship Manual**

Overview

The master's degree program in school counseling follows the standards and guidelines as outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP standards currently represent the highest standards for preparation of counselors in the nation. Many of the requirements for internship described in this manual were adopted to meet CACREP standards. In addition, the internship experiences outlined here have been designed to comply with counselor licensure standards set forth by the Arkansas Department of Elementary and Secondary Education.

Internship is intended to allow candidates the opportunity to provide both direct and indirect counseling services to school-aged children in a school setting under the training supervision of School Counseling Program faculty and the clinical supervision of site supervisors. **Students must have the internship coordinator's permission to register for either internship class. In order to receive this permission, students must have successfully completed a practicum experience (SCCN 6390), have located an internship site and site supervisor, and have completed all paperwork as outlined in the Internship Manual. Completion of paperwork includes all necessary signatures.** Due to these requirements, it is very important for students to follow the suggested timelines for completion of paperwork and locating an internship site. Students must have a site located and all paperwork completed by the time the pre-registration period begins for the term in which the student hopes to complete the internship course (October deadline for Spring requests/March for Fall requests). **Students will not be enrolled in Internship I or II (SCCN 6V95) until ALL paperwork has been submitted to the internship supervisor. Students must earn a total of 6 hours in Internship.** *Note: Internship I and II are offered in the Fall and Spring terms only.

Requirements for Internship (SCCN 6V95) 600 Total Hours:

- Attend all synchronous class sessions and complete all required assignments for Internships I & II.
- Accumulate a minimum of **240 clock hours of Direct services** with clients, in individual and group experiences. (120 hours/Internship I **PLUS** 120 hours/Internship II)
- Accumulate a minimum of **360 clock hours of Indirect services**, such as consultation, professional development activities, etc. (180 hours/Internship I **PLUS** 180 hours/Internship II).
- All candidates must complete Internship hours in two different settings (k-12).
- Weekly interaction that averages **one hour per week** of individual and/or triadic supervision throughout the internship usually with on-site supervisor.
- All hours must be documented on an EXCEL Log form and submitted to Internship instructor.
- Complete required field experience activities.
- Complete formal observations with site supervisor and Internship instructor, using the TESS Counselor Rating Scale.

- Complete a Comprehensive Case Study.
- Submit evidence of a passing score on the Professional School Counselor Praxis Exam.

Prerequisites for SCCN 6V95 School Counseling Internship:

- ✓ **SCCN 6320 Foundations of School Counseling**
- ✓ **LEAD 6330 Individual and Group Counseling**
- ✓ **SCCN 6380 Interventions for School Counselors**
- ✓ **SCCN 6390 School Counselor Practicum**

Students Enrolling in Internship I and Internship II:

A student may enroll in Internship I and Internship II simultaneously **ONLY** if they are currently employed as a school counselor or they are unemployed during the day. All other students should plan to take Internship I and II in consecutive terms in which it is offered (Fall/Spring or Spring/Fall).

Liability Insurance:

Students enrolled in the School Counseling program at the University of Central Arkansas have malpractice insurance in the amount of \$2,000,000 per incident and \$5,000,000 in aggregate.

Immunization Concerns:

All students who can reasonably expect to work with clients in correctional, hospital, residential care, or any other facility at which there is a risk for the spread of communicable diseases are encouraged to speak to their health care professional to determine which, if any, immunizations are recommended for their safety.

Signed Consent Forms:

School sites may require written consent from clients, or if the clients are minors, a parent or legal guardian, before you can provide counseling services. If your site uses written consent forms, it is your responsibility to work with your on-site supervisor to ensure that the proper consent has been obtained.

Intern Behavior Expectations:

Students are expected to behave in a responsible and professional manner while functioning in the internship. Failure to conform one's behavior to acceptable standards of practice shall be considered cause for dismissal from the Counselor Education Program. Cause for dismissal from the internship shall consist of, but not be limited to:

1. Any activity that is prohibited under the ethical standards and practices of the American Counseling Association (ACA) and/or the American School Counselor Association (ASCA). Students who have not read these standards and principles should obtain them and read them. Ignorance of these standards and principles will be no defense.
2. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, clients, or fellow students.
3. The use of fraud or deceit to obtain admission to the Counselor Education Program, a course, or an internship.
4. Soliciting or accepting a personal fee, monetary gift, or other form of remuneration or compensation for counseling or counseling-related services while functioning as an internship student or as an intern. Students may, however, complete their internship clinical experience at their place of employment.
5. Use of alcohol or other drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a threat to the welfare or safety of potential or actual clients.
6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
7. Conviction of an offense that is a felony.
8. Conviction of an offense involving moral turpitude.
9. Conviction for a misdemeanor offense committed during the practice of any counseling activity.
10. Any behavior, activity, procedure, or practice that is prohibited under the Counselor Licensure laws of the State of Arkansas.

Due process: Students who wish to appeal retention decisions made by the Counselor Education Program are encouraged to follow the guidelines outlined in the most recent edition of *The University of Central Arkansas Catalog*.

Confidentiality

Every counselor has the obligation to abide by the ethical standards established by his or her profession. The ACA code of ethics states that “Counselors respect their clients’ right to privacy and avoid illegal and unwarranted disclosures of confidential information.”

Even though there are strong legal and ethical principles involved in the protection of client information, there are limitations on confidentiality. First, counselors are mandated reporters, and are legally obliged to break confidentiality if the client presents a serious and reasonable danger of harming either him/herself or harming others, or reports child abuse. **If there are reasons to suspect child abuse, Internship students should contact their site supervisor and their Internship instructor immediately.**

Timeline for Students Enrolling in Spring Semester Internship

Failure to follow this timeline may result in students not being given permission by the Internship coordinator to enroll in the Internship class.

On or before **October 31**:

- Read the Internship Manual.
- Submit application for Internship to the Internship coordinator (vcouture@uca.edu).
- Submit contract and waiver forms to the Internship coordinator (vcouture@uca.edu).
- Provide the Internship coordinator with proof of the site supervisor’s credentials (eg: copy of valid AR School Counselor License)

Timeline for Students Enrolling in Fall Semester Internship

Failure to follow this timeline may result in students not being given permission by the Internship coordinator to enroll in the Internship class.

On or before **March 31**:

- Read the Internship Manual.
- Submit application for Internship to the Internship coordinator (vcouture@uca.edu).
- Submit contract and waiver forms to the Internship coordinator (vcouture@uca.edu).
- Provide the Internship coordinator proof of site supervisor’s credentials. (eg: copy of valid AR School Counselor License)

Rights, Duties, and Responsibilities of the Counselor Education Program

1. The internship coordinator will ensure that the student has completed the prerequisite academic work before beginning internship. **Students must complete ALL paperwork before they may begin to see clients/students or perform any other direct service.**
2. The internship instructor will be available to the site supervisor and student for consultation.
3. The internship instructor **shall maintain regular consultation with the Site Supervisor in accordance with the supervision contract.** This contact may be by phone, in-person, or email.

4. The internship instructor will function as a liaison between the site and the program; however, the site is encouraged to initiate contacts when necessary.
5. The internship instructor will provide supervisees with weekly individual and group training supervision. This training supervision will focus on the development of the student's counseling skills and counselor identity. The internship instructor will also monitor the progress of the student.
6. The program shall determine the appropriateness of a school or agency as an internship site.
7. The program shall determine the appropriateness of the site supervisor.
8. The program may request the termination of a Clinical Experience Site Agreement if the site supervisor does not abide by: (a) ethical standards and practices set forth by the American Counseling Association and/or the American School Counselor Association (b) applicable licensure laws related to supervision.
9. The internship instructor shall have the responsibility to terminate any Clinical Experience Site Agreement where the student's performance is judged to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to clients. Such action would only be taken after consultation with the student and with representatives of the internship site.
10. The Counselor Education Program reserves the right to amend, change, or otherwise modify its policies regarding the internship experience from time to time as may be deemed necessary or appropriate.
11. The Counselor Education Program may, at its discretion, waive any or all policies on a case by-case basis when deemed appropriate.
12. The internship grade will reflect the evaluation of both site and university supervisors, with the internship instructor having the final responsibility for grade assignment.

Rights, Duties, and Responsibilities of the School Internship Site

1. The internship site shall screen and select internship students based upon their appropriateness for placement at the school, and their likelihood of success.
2. The internship site shall provide a site supervisor for the internship. School Counseling Site Supervisors must be Licensed School Counselors, with a minimum of two years' experience as a school counselor.

3. The site supervisor shall orient the internship student to the policies and procedures of the internship site and oversee the internship student's compliance with those policies and procedures.
4. The internship site shall provide experience in the delivery of services appropriate to the educational and ability levels of the internship student.
5. The internship site will screen internship students' clients based on the following:

The best clients for school counseling internship students are those with **normal developmental concerns and/or mild family or school adjustment problems**. Examples might include students who have low self-esteem, test anxiety, relationship problems, peer pressures, or adjustment issues, to mention a few. Students who are suicidal, violent, who have chronic behavior problems, those with mental or emotional disorders, and those involved in custody disputes or victims of abuse are not appropriate for this internship experience.

6. The internship site supervisor shall be responsible for informing clients that they will be seen by an internship student.
7. The internship site shall insure sufficient client referrals to meet the needs of the internship site and those of the internship student. It is expected that internship students will obtain at least 240 clock hours of direct individual and group client contact during the course of their internship.
8. The site will provide space, equipment, and supplies as needed by the student to carry out site assignments.
9. The site supervisor is responsible for providing an average of one hour per week of individual and/or triadic clinical supervision throughout the internship. Clinical supervision will focus on necessary counseling interventions to promote client welfare.
10. The site and site supervisor hold ultimate responsibility for the welfare of the internship student's clients.
11. The site is responsible for the student's work under its supervision.
12. The site supervisor will complete a midterm and final written evaluation of the student's knowledge, skills, and personal and professional development during the internship experience. The internship instructor will provide the format for the written evaluation.
13. The site supervisor is strongly encouraged to initiate contact with the university instructor when there are any questions or concerns regarding the student, expectations, or responsibilities.

14. The site supervisor regular contact with the internship instructor in accordance with the supervision contract. This contact may be by phone, in-person, or email.
15. The internship site agrees to abide by the policies and procedures stated in this manual.
16. The internship site, in its treatment of internship students, shall abide by the ethical standards and practices set forth by the American Counseling Association and/or the American School Counselor Association.

Rights, Duties, and Responsibilities of the Internship Student

1. The student will read the Internship Manual and consult with his/her UCA advisor.
2. The student must complete an application for Internship, a contract, and a waiver. All forms must be completed/signed by all appropriate parties and turned in to the Internship coordinator by the stated deadline. Only then will the student be enrolled in SCCN 6V95 (Internship) for that term.
3. It is the student's responsibility to identify and secure an internship site **before** completing required paperwork to enroll in SCCN 6V95.
4. The internship student shall at all times conduct his or her behavior in accordance with the policies and procedures of the internship site, and with the ethical standards of the American Counseling Association (ACA), the American School Counselor Association (ASCA), State of Arkansas laws, and other applicable standards of conduct.
5. The internship student shall maintain a work schedule that has been mutually agreed upon by the student and the on-site supervisor. The student will notify the on-site supervisor of any anticipated absence or necessary schedule change.
6. Typically, internship students see two to three individual clients and at least one group counseling session per week. Internship students are required to obtain 240 hours of direct client counseling experience over the course of the internship experience.
7. The internship student shall demonstrate satisfactory knowledge, skills, and attitudes in the applicable competencies identified on the performance evaluation. The student is expected to be introspective, open, and receptive to feedback, and demonstrate flexibility by making appropriate changes in response to feedback.
8. The internship student shall report any emergency/crisis situations with their clients immediately to their site supervisor and to the internship instructor.
9. The internship student shall attend individual and group supervision sessions as scheduled.

10. The internship student shall keep accurate records of weekly client contact hours, indirect hours, and supervisory hours.
11. If either the Program or the internship site terminates the placement, the student has a right to an explanation of the reasons for termination.



UNIVERSITY OF CENTRAL ARKANSAS

APPLICATION FOR SCHOOL COUNSELING INTERNSHIP (SCCN 6V95)

Semester/Year _____ Circle one: Internship I Internship II

DUE BY OCTOBER 31 FOR SPRING PLACEMENT/MARCH 31 FOR FALL PLACEMENT

Student Name _____ UCA ID _____

Home Address _____

Phone Number (____) _____

UCA Email Address _____

Prerequisite Verification:

Have you completed the following prerequisite courses?

SCCN 6320 Foundations of School Counseling (**Semester/Year Completed**) _____

LEAD 6330 Individual and Group Counseling (**Semester/Year Completed**) _____

SCCN 6380 Interventions for School Counselors (**Semester/Year Completed**) _____

SCCN 6390 Practicum for School Counselors (**Semester/Year Completed**) _____

Internship Placement Information:

Name of School _____

Address of School _____

Name of Site Supervisor _____

Phone Number of Site Supervisor (____) _____

Email Address of Site Supervisor _____

Have you discussed Internship class/placement with your UCA advisor? Yes _____ No _____ UCA

Advisor's Name _____

Please return this completed form to **vcouture@uca.edu** on or before the deadlines listed above.

DEPARTMENT OF LEADERSHIP STUDIES MASHBURN, 223 | 201 Donaghey Ave, Conway, AR 72035
(501) 450-5209 OFFICE | (501) 852-2826 FAX | vcouture@uca.edu | UCA.EDU



UNIVERSITY OF CENTRAL ARKANSAS

GRADUATE STUDENT INTERNSHIP (SCCN 6V95) WAIVER**Please read carefully before signing.****Semester/Year** _____

Student Name: _____ Student I.D.# _____

I. Overview

I understand and acknowledge that the University of Central Arkansas (UCA) does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, UCA affirms that the experience is an appropriate curricular option for UCA students and worthy of credit. UCA makes no other assurance, express or implied, about any travel and/or living arrangements the student has made. UCA does not knowingly approve internship opportunities that pose undue risks to participants. However, any internship or travel carries with it potential hazards which are beyond the control of UCA and its agents or employees, and I assume the responsibility of any and all such risks.

II. My Relationship with the Sponsor

I acknowledge that this internship is solely for educational purposes. I know the sponsor does not have to provide for internships but is doing so voluntarily with UCA in order to provide additional educational opportunities for students.

I am undertaking this internship for educational purposes; primarily for my own benefit and to further my knowledge; not to displace any workers of the sponsor or provide the sponsor with an immediate advantage; and not with the expectation that I will receive an offer of employment from the sponsor.

I know that UCA prohibits discrimination on the basis of gender, race, color, age, national origin, religion, or disability, and UCA requires the sponsor to affirm that the Sponsor also prohibits any and all discrimination.

III. My Personal Conduct

I understand and agree to abide by all rules and professional standards of the internship site as well as the rules and guidelines set up by the university. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise UCA in the eyes of the individuals and organizations with which it has dealings. I agree that should the persons at UCA responsible for this internship program decide that I must be terminated from my internship, or other actions taken, because of conduct that might bring the program into disrepute, or the internship into jeopardy, that decision will be final and may result in loss of academic credit for the internship.

I understand that included in professional conduct is the need for academic honesty. Any misrepresentation of academic work by a student as the product of their own study or efforts, or any

taking, or copying, or unauthorized possession of work assigned by a professor is considered academic dishonesty and can result in any of the following: reduction in a grade, failure of a course, probation, suspension, or expulsion from the university.

IV. Insurance Coverage

I understand that UCA does not have an obligation to provide me with any type of insurance coverage. I acknowledge that I have been advised to obtain sufficient health, accident, disability, and hospitalization insurance to cover me during my internship. I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance. I understand that if I use my personal vehicle for the benefit of the organization/agency with whom I perform my internship that UCA has no liability for personal injury or property damage, which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance, coverage provided by my internship organization/agency.

I also understand that UCA assumes no liability for personal injury that I may suffer in the course of my internship.

V. Release

I understand, acknowledge and agree that the internship site and its use of any facilities shall be undertaken by me at my sole risk. For myself, and my heirs, personal representatives and any others claiming by or through me, I hereby forever waive and release and hold UCA, and its Board of Trustees, officers and employees harmless from and against any and all claims, demands, injuries, damages, actions, or causes of action, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services of facilities associated with the internship, whether or not sponsored by UCA. I hereby forever release, discharge, and covenant not to sue UCA, its Board of Trustees, employees, or agents as to any and all liability that may arise out of any injury or harm to me, death, or property damage resulting from my participation in this internship.

VI. Miscellaneous

I understand that UCA reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the internship program.

I attest that I am over the age of 18 and may legally be employed in the United States of America.

I represent and warrant that I have disclosed all relevant, pertinent information that could affect my ability to successfully complete the internship. If I have any questions about these matters, I know I can visit with officials of UCA and have my questions answered.

This document has been executed in Arkansas, and the laws of Arkansas shall govern its interpretation.

Signature: _____

Date: _____

Witness: _____

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UNIVERSITY OF CENTRAL ARKANSAS

GRADUATE STUDENT INTERNSHIP (SCCN 6V95) CONTRACT

Semester/Year _____

This agreement is between (student's name) _____, herein after called the internship student, The University of Central Arkansas' Department of Leadership Studies School Counselor program, hereinafter called the university, and (district name) _____ school district, hereinafter referred to as the Internship site.

The internship student, the university, and the internship site do hereby make and agree to the following terms:

I. Term

The term of this agreement shall be for the period beginning on _____ and ending _____. The agreement can be terminated, however, by any party with written notification.

II. Duties and Responsibilities

At the start of the internship, the student and the supervisor should cooperate in determining the most appropriate experiences for the student, including but not limited to assignment of duties and arrangement of supervision. The majority of duties for the internship student should be similar to those that the student will perform as a school counselor upon certification/licensure, including but not limited to individual and group counseling, consultation with teachers and parents, and other forms of intervention related to children's adjustment in the learning environment, and other duties typically performed by school counselors. However, the internship student should not be given the full responsibilities of a counselor. a.

Internship Student

The internship student is responsible for discharging his/her assigned duties in a professional manner and for responding to supervision appropriately. The internship should follow all ethical and legal codes of the profession and should follow all rules and regulations of the internship site regarding conduct of the intern. The intern is expected to comply with all policies and procedures of the internship site and is expected to maintain confidentiality of all records and client information. b. Internship Site

The internship site agrees to provide a range and depth of experiences consistent with those outlined in the American School Counselor Association (ASCA) National Model. The internship site will provide a qualified on-site supervisor who must be onsite a majority of the time. The supervisor must have performed duties similar to those assigned to the internship student and is reasonably competent in those areas. It is highly recommended that supervision be on-going and that the internship student has contact with the supervisor on a regular basis. c. University

The university will be actively involved in overseeing the internship student's experiences while in the internship course. The university will maintain contact with the student and the site to ensure that duties and responsibilities are followed. As such, the university and its designated representative will be involved in any problems that arise between the student and the internship site. The university shall be notified immediately when a problem occurs, and the university shall be involved in any subsequent decisions that affect the internship student

III. Time

University internship students in school counseling are required to complete 300 total hours, 180 indirect and 120 direct service hours, at the P-12 levels. Original, signed clinical hours logs are the responsibility of the internship student to submit to UCA. The internship site must designate appropriate personnel to sign these logs and verify clinical hours. Failure to comply with this requirement may result in an incomplete grade for the term.

IV. Liability Insurance

Students enrolled in the School Counseling Program at the University of Central Arkansas have malpractice insurance coverage of \$2,000,000 per each incident and \$5,000,000 in aggregate.

V. Evaluation

At the end of each semester of the internship, the site supervisor will be asked to complete a internship student evaluation form provided by the university. Before mailing this to the university the supervisor should review the completed evaluation form with the intern.

Copies of the Contract

One copy of this contract will be provided for the internship student, and one copy will be provided for each internship site. The university will also maintain one copy in the student's folder. Additional copies may be requested as needed.

VI. Signatures

Site Supervisor's Name (Please Print)

Site Supervisor's Signature

Date

Site Supervisor's email

Site Supervisor's phone number

Name and address of school

Principal's Name (Please Print)

Principal's Signature

Date

Internship Student's Signature

Date

University Representative

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SCCN 6V95 CHECKLIST

Please make sure that you have completed ALL items in this checklist to ensure your enrollment in Internship I or II (SCCN 6V95):

I have completed the following prerequisites	☐
Completed School Counseling Practicum SCCN 6390	
Communicated with my advisor about Internship	
Completed and turned in an Application for Internship	
Completed SCCN 6320 Foundations of School Counseling	
Completed LEAD 6330 Individual and Group Counseling	
Completed SCCN 6380 Interventions for School Counselors	
Located an internship site and a site supervisor (must provide copy of current state School Counseling License)	
Completed and turned in waiver	
Completed and turned in contract	
Completed and turned in proof of a background check.	