

Appalachian State University
Department of Human Development and Psychological Counseling
Professional School Counseling Program
Student, Site Supervisor, and University Supervisor Internship/
Practicum Responsibility Acknowledgment Form

This Acknowledgment Form is entered into between the following parties: _____

(“Site Supervisor”), _____ (“University Supervisor”), and _____
 (“Student”) to detail the roles and responsibilities of each party related to the Professional School
Counseling (“PSC”) Program practicum or internship experience (the “Experience”). The Experience
will begin on

_____ [Date of First Day of Classes (fall) or County Start Date (spring)] and will end on

_____ [Date of Last day of the Semester].

Student shall be responsible for the following activities.

During a Practicum:

1. Spend a full semester engaging in school counseling activities that meet the objectives of the practicum.
2. Engage in counseling activities in the school that include but are not limited to, individual counseling, small group counseling, classroom lessons, consultation, coordination, professional development, assessment, and the referral process under the Site Supervisor's direct supervision.
3. Become familiar with the placement school and county system's policies and procedures and adhere to such guidelines at all times during the Experience.
4. Maintain a log listing all activities for the semester to reflect a minimum of 100 total on-site hours, including 40 direct contact hours.
5. Engage in regular supervision with the Site Supervisor to discuss progress (at least one hour of individual supervision is required each week).
6. Engage in at least one hour of individual supervision with the University Supervisor each week.
7. Engage in at least ninety (90) minutes of group supervision with University Supervisor each week.
8. Complete all PSC practicum requirements as outlined in the course syllabus.

During an Internship:

1. Spend a full semester engaging in appropriate school counseling activities that meet the requirements of the internship course.
2. Engage in counseling activities in the school that include but are not limited to , individual counseling, small group counseling, classroom lessons, consultation, coordination, professional development, assessment, and the referral process under the Site Supervisor's direct supervision.
3. Lead or co-lead a counseling or psychoeducation group.
4. Become familiar with the placement school and county system's policies and procedures and adhere to such guidelines.
5. Coordinate a peer-site visit to observe a different school counseling program.
6. Maintain a log listing all activities for the semester, to reflect a minimum of 600 total on-site hours including a minimum of 240 direct contact hours for each 6-credit internship (or proportionately equivalent hours if enrolled in fewer credit hours).
7. Engage in regular supervision with the Site Supervisor to discuss progress (at least one hour of individual supervision each week).

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8. Engage at least ninety (90) minutes of group supervision with University Supervisor each week.
9. Coordinate an on-site visit with the University Supervisor.
10. Complete all PSC internship requirements as outlined in the course syllabus.

Site Supervisor shall be responsible for the following activities.

1. Assist the Student in fulfilling the requirements of the Experience.
2. Support the professional development of the Student.
3. Provide at least one hour of individual supervision per week.
4. Provide on-going feedback to the Student.
5. Notify the University Supervisor of any concerns or problems immediately.
6. Provide formal feedback on the Counseling Skills and Dispositions Assessment Tool (CSDAT) to the University Supervisor at mid-semester and end of the semester.
7. Provide a confidential place for the Student to conduct individual and group counseling sessions.
8. Provide an opportunity for the Student to utilize technology in the counseling activities.
9. Complete the Site Supervisors' training that outlines the PSC program goals and objectives prior to your initial role as site supervisor.

University Supervisor shall be responsible for the following activities.

1. Assist the Student in fulfilling the requirements of the Experience.
2. Support and facilitate the professional development of the Student.
3. Provide Student at least ninety (90) minutes of group supervision per week.
4. Provide Student (graduate practicum only) at least one hour of triadic supervision per week.
5. Engage in consultation with the Site Supervisor bi-weekly (every other week).
6. Provide on-going feedback to the Student.
7. Complete a formative and summative evaluation of Student incorporating feedback from the Site Supervisor.
8. Issue the final grade of S/U to the Student for the Experience.

Acknowledged by the parties below:

Student Date

Site Supervisor Date

University Supervisor Date