



Professional School Counseling
Field Experience Manual

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CED 5903 PRACTICUM IN COUNSELING
and
CED 6903 INTERNSHIP IN PROFESSIONAL SCHOOL COUNSELING

The field experience occurs during students' second year in the program (third year for part-time students). This manual provides information for the field experience courses (i.e., Practicum and Internship) in the Professional School Counseling (PSC) program. It provides information for graduate faculty, onsite supervisors, and graduate students. The PSC Field Experience Manual outlines roles, responsibilities, expectations, evaluation criteria, and general policies.

CACREP Standards

The Professional School Counseling program is accredited by the Council for Accreditation for Counseling and Related Programs (CACREP). The current accreditation period lasts through 2030. Thus, both practicum and internship requirements in the PSC program meet the School Counseling standards set forth by CACREP.

PSC Field Experience Procedures

The PSC program offers CED 5903 (Practicum) in the fall and CED 6903 (Internship) in the spring. Students will enroll in these placements after completing all course prerequisites. The Field Experience Coordinator will conduct a Mandatory Field Experience Orientation for first-year students during the spring semester. Students will receive detailed information regarding field experiences and the registration process during this orientation.

Field Experience Registration Process

After attending the Mandatory Field Experience Orientation, students are responsible for finding three (3) school sites that match their interests. Information on sites used by previous students is available in the PSC Site Information binder located in the Counseling, Family Therapy, and Higher Education (CFT) office. Once students choose three sites, they are to discuss these choices with their advisors before submitting the Permission to Register Form to the Field Experience Coordinator.

PSC students submit the Permission to Register Form to the Field Experience Coordinator by **March 1** for the fall semester (**practicum**) and **October 1** for the spring semester (**internship**). Failure to submit the Permission to Register Form by the due date **may delay** the registration process until the next available semester.

Completing the Permission to Register Form will require a list of three possible schools for site placement.

NOTE: For practicum and internship site placements, students must submit requests for potential placement only to those sites meeting the following criteria

- a. sites within a 2-hour driving radius of Appalachian State University's Boone campus (Sites farther than the 2-hour driving radius must receive approval from the PSC faculty),
- b. sites that allow the student to be physically present for all university supervision sessions.

Students will need the following information to complete the form: (a) school name; (b) school address; (c) principal name; (d) school phone and fax number; (e) school counselor name, email address, and phone number (if different from school number); and (f) student name, Banner ID number, email address, and phone number.

**Students may only contact the site once they receive notification from the Field Experience Coordinator. Students who do not follow this protocol violate the PSC program placement procedures*

and often the school district's policies and may forfeit their placement. This violation could delay enrollment in the practicum/internship course until the next available semester.

Once the Permission to Register Form is submitted, the Field Experience Coordinator will communicate with the various Student Services County Coordinators regarding student requests. Once a site is secured, the Field Experience Coordinator will notify the students via email. After receiving approval from the Field Experience Coordinator to contact the potential site supervisor, the student will contact the site supervisor to schedule an interview. After the interview, if the placement is a mutual agreement between the student and the site supervisor, both parties will sign the acknowledgment forms. The student will return the signed App State and PSC Program Acknowledgement Forms to the Field Experience Coordinator's mailbox in the CTH office. **Please note** it is vital for students to respond to all emails promptly during this process. Should any deadlines, policies, or procedures change, the Field Experience Coordinator will notify students promptly.

As a final step in the process, the Field Experience Coordinator will enter this information into the Internship Inventory (a university web application for managing students' field experiences) to initiate the course registration process (Students may not enroll in the field experience courses themselves.). The registration process involves approval from two additional university offices. Once the registration process is complete, students will receive an automated email from the graduate school registrar informing them of their enrollment in the course. The registration process for field experiences must be complete before the university's last day to drop/add a course; if not, the student may need to take the field experience course the next available semester.

Field Experiences Requirements Due August 1 (before the Practicum course)

The following information will also be shared and discussed in greater detail during the orientation.

- 1) Students must purchase access to Supervision Assist (SA), the electronic platform used by our program to store all field experience forms/information, including counseling session recordings.
- 2) Students are required to carry university liability insurance throughout their field experiences. Upon enrollment in Practicum and Internship, a fee for this coverage will appear on the student's App State account.
- 3) Per the CACREP requirements, students are required to carry individual professional counseling liability insurance coverage. Membership in various counseling organizations (e.g., the American School Counseling Association [ASCA]) may provide this coverage. Therefore, students may wish to join ASCA to fulfill this requirement. (After securing insurance, students will upload a copy of the insurance card to SA.)
- 4) Students are required to complete a Criminal Background Check (CBC) through the Reich College of Education (RCOE) and receive clearance before beginning their field placement. Students do not submit their report copy to the Field Experience Coordinator. The Coordinator will verify this information through the RCOE field experience portal. (Note: Students not passing the background check must complete the App State RCOE process to determine if they can participate in the field experience placement.) Please locate the Criminal Background Check information on the RCOE's website. (<https://rcoe.appstate.edu/students/criminal-background-check>).
- 5) Students will need to complete a TB screening/test in July (The screening is usually effective for six months).
- 6) Also, individual counties may require additional placement procedures. These additional procedures vary by county, and the Field Experience Coordinator will inform students of any other requirements.

- 7) The deadline for students to complete all of these requirements and email the TB screening/test to the Field Experience Coordinator is **August 1** for the fall practicum.

Practicum

GENERAL DESCRIPTION

Practicum (CED 5903) is the initial field experience required in the PSC program and takes place in one semester (fall) in a public school setting that lasts fifteen weeks. The practicum requires a minimum of 100 clock hours, of which 40 must be in direct services (e.g., individual counseling/advisement, group counseling, classroom lessons, and consultation). The remaining hours can include direct and indirect services (e.g., planning counseling activities, observing the site supervisors' direct services, and attending professional development). Students also participate in 1 hour of individual supervision with their onsite supervisor, 1 ½ hours of university group supervision, and 1 hour of triadic supervision provided by a university supervisor. The total number of supervision hours is 52.5. Therefore, students must complete a total of 152.5 hours during practicum (100 clock hours, 15 hours of site supervision, 22.5 hours of group supervision, and 15 hours of triadic university supervision).

The practicum provides an opportunity for actual in-the-field experience in the general functions of professional school counselors. The practicum provides a curricular experience that focuses on developing skills in the following areas, individual and group counseling, appraisal, advisement, classroom instruction lessons, consultation and collaboration, etcetera.

PREREQUISITES FOR PRACTICUM

Prerequisites required for Fall CED 5903 Practicum in Counseling

- Complete CED 5220 Counseling Theories and Techniques, CED 5310 Introduction to Professional School Counseling, CED 5225 The Helping Relationship, and CED 5790 Group Methods and Processes courses;
- Maintain the minimum cumulative GPA of 3.0 required by the Graduate School;
- Attend Mandatory Field Experience Orientation;
- Receive site and site supervisor approval by the Field Experience Coordinator in consultation with the PSC program faculty members;
- Submit signed App State and PSC Acknowledgement forms;
- Site Supervisor Orientation completed for new site supervisors;
- the completion of required tasks and submission of the TB screening to the Field Experience Coordinator by August 1

EXPECTATIONS OF PRACTICUM STUDENTS

Practicum students will

- report to their sites during the first week of university classes;
- spend the entire 15-week semester (no less than one full day per week) completing appropriate field placement activities to meet the practicum course objectives (see course syllabus);
- satisfactorily demonstrate all the skills measured on the Counseling Skills & Dispositions Assessment Tool (CSDAT) both at the school site and in the Practicum course;
- become familiar with and comply with the policies and procedures of the placement school and county system for the duration of the field experience placement (request this information from the site supervisor);
- Adhere to the CTH departmental and App State University student codes of conduct, policies, and procedures.

NOTE: Students not meeting the field experience expectations may be dismissed from the

field experience course and site.

INTERNSHIP

GENERAL DESCRIPTION

Internship (CED 6903) is the second field experience required and takes place in a public school setting in one semester (spring) that lasts fifteen weeks (40 hours a week average). The internship requires 600 clock hours, of which 240 must be in direct services (e.g., individual counseling/advisement, group counseling, classroom lessons, and consultation). The remaining hours can include direct and indirect counseling activities (e.g., planning counseling activities, observing the site supervisors' direct services, and attending professional development). Students also participate in supervision - 1 hour of weekly individual supervision with their onsite supervisor and an average of 1 ½ hours of university group supervision. The total number of supervision hours is 37.5. Therefore, students must complete a total of 637.5 hours during the Internship course (600 clock hours at their site, 15 hours of site supervision, and 22.5 hours of group supervision). On rare occasions, with program faculty approval, the Internship course can be completed over two spring semesters. Students interested in completing an internship over two semesters are required to communicate this to their advisor and the Field Experience Coordinator before the October 1 deadline.

The internship provides a more in-depth, in-the-field experience in the specific functions of school counselors. Internship students function as school counselors in training and become actively involved in implementing comprehensive school counseling programs (CSCPs). A CSCP involves counseling activities related to instruction, appraisal and advisement, counseling, consultation, referral, and program coordination.

PREREQUISITES FOR INTERNSHIP

Prerequisites required for Spring CED 6903 Internship in School Counseling

- Admission to Candidacy by the PSC Program Committee (occurs during the Practicum course);
- Complete CED 5903 Practicum, CED 5754 Legal and Ethical Issues in PSC, CED 6620 School-Based Consultation, CED 5140 Counseling Assessment & Testing, CED 5210 Career Development & Counseling; CED 5220 Counseling Theories and Techniques, CED 5310 Introduction to Professional School Counseling, CED 5225 The Helping Relationship, and CED 5790 Group Methods and Processes courses;
- Maintain the minimum cumulative 3.0 GPA required by the Graduate School;
- Satisfactorily demonstrate 'Meets Expectations' on all the skills measured on the Counseling Skills & Dispositions Assessment Tool (CSDAT);
- Receive site and site supervisor approval by the Field Experience Coordinator (in consultation with the PSC program faculty members);
- Submit signed App State and PSC Acknowledgement forms.

EXPECTATIONS FOR INTERNSHIP:

Internship students will

- report to their sites during the first day of school (i.e., January 2, January 3) at their respective school sites;
- spend the entire 15-week university semester (40 hours a week avg.) completing

appropriate school-counselor-in-training activities to meet the internship course objectives (see course syllabus);

- satisfactorily demonstrate all the skills measured on the Counseling Skills & Dispositions Assessment Tool (CSDAT) both at the school site and in the university group supervision setting;
- become familiar with and comply with the policies and procedures of the placement school and county system for the duration of the field experience placement (request this information from the site supervisor);
- Adhere to the CTH departmental and App State University student codes of conduct, policies, and procedures.

NOTE: Students not meeting the field experience expectations may be dismissed from the field experience course and site.

Employment During Field Experiences:

Individuals employed with the "provisional school counselor" job title may be able to use their job as their field experience placements, provided another program-approved full-time, on-site licensed school counselor with at least three years of school counseling experience is willing to serve as their site supervisor. An off-site supervisor may be approved if the student has current or previous full-time employment in a school setting. All students seeking this option must

- “Meet” or “Exceed” Expectations on the CSDAT in all PSC specialty courses;
- Check to see if the school site meets university and program requirements as an approved field placement site;
- contact the Field Experience Coordinator to discuss this option;
- Receive approval from the PSC program faculty.

Online Resources for Practicum, Internship, NCDPI Licensure, & LCMHC Licensure

ACA Membership Information

www.counseling.org ASCA Membership

Information www.schoolcounselor.org NCCA

Membership Information www.n2ca.org

NCSCA Membership Information

www.ncschoolcounselor.org Public Schools of

North Carolina www.dpi.state.nc.us

NC Board for Licensed Professional Counselors

www.ncblcmhc.org

National Board for Certified Counselors www.nbcc.org

National Board for Professional Teaching Standards www.nbpts.org

The PSC Program’s

Role Expectations for Field Experience Partners

The following information is also included on the PSC Student, Site Supervisor, and University Supervisor Internship/Practicum Responsibility Acknowledgment Form. The form requires signatures from all three parties as part of the field placement procedures.

Students shall be responsible for the following activities.

During a Practicum:

1. Spend a full semester engaging in school counseling activities that meet the practicum course objectives.
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 onsite 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 onsite 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).
8. Engage at least ninety (90) minutes of group supervision with University Supervisor each week.
9. Coordinate an onsite visit with the University Supervisor.
10. Complete all PSC internship requirements as outlined in the course syllabus.

Student, Site Supervisor, and University Supervisor
Internship/Practicum Responsibility Acknowledgment Form

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.

The 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

