Every attempt is made to accommodate students with disabilities. If you are a student with a documented disability, contact the Instructor of the course as early in the semester as possible to discuss necessary accommodations. You may also contact the MSUM Disability Services Office at 507-389-2825 (V) or 800-627-3529 (MRS/TTY).

**Purpose of the Practicum/Internship Experiences:**

To engage the Counselor Trainee in practical on-site situations in order to allow the Intern the opportunity to apply the skills obtained in the classroom in actual school environments.

To increase the skills of the Counselor Trainee through continued in-class discussion and exposure to new ideas relevant to the field of professional school counseling.

To increase the counseling skills of the Counselor Trainee via review and critique of taped counseling sessions between the Intern and on-site clients.

To expand the knowledge base of the Counselor Trainee toward understanding and implementing progressive developmental guidance models and the development and management of effective school counseling programs for the elementary and secondary school.

To produce a highly trained professional school counselor so as to continue to make graduates of the Professional School Program of the Counseling and Student Personnel Department of Minnesota State University employable in any school counseling situation throughout both the United States and the international job markets.

**Arrangement of the Practicum/Internship Experiences:**

Students will fulfill the appropriate on-site hours of supervised practicum and internship experiences per Council for the Accreditation of Counseling and Related Educational Programs (CACREP) requirements, the requirements of the CSP Department, and the requirements of State of Minnesota Board of Teaching Rule 8410.6400 (“School Counselor”). Since September 1, 2003, all new licenses in professional school counseling issued by the Board of Teaching are for grades K-12, unless an individual is adding a grade level to an existing license issued prior to that date.

**Required Associative Memberships for CSP 679 & 686:**

Proof of membership in at least 2 of the following 3 professional counseling organizations: Minnesota School Counseling Association, American School Counseling Association, American Counseling Association.
Requirements and Expectations of Counselor Trainee Interns During Practicum/Internship Experiences:

**Liability Insurance:** All Interns involved in any on-site training are required to have a valid professional liability insurance policy in effect to cover their Practicum/Internship experiences. *Failure to provide evidence of coverage by such a policy by September 30 of the Practicum/Internship year will result in removal* from Practicum/Internship and prevent continuation in the accumulation of requisite on-site training hours until evidence of such a policy is given.

**On-Site Attendance:** Interns are required to provide responsible assistance to their site placement Supervisors in such a manner so as to gain knowledge from the school environment as it relates to the role of the professional school counselor. The Intern is to collaborate with the Supervisor in order to establish a framework of on-site hours which will both accommodate the Supervisor and provide an adequate block of time for the Intern to gain experiences appropriate to enhance skill acquisition. It is recommended that Interns be on-site in a “block unit” of time (e.g., Monday-Wednesday, 8:00 a.m.-3:00 p.m. daily vs. splitting hours over a 5 day period) and be willing to expend additional time above and beyond the requirements of Practicum/Internship hours, if necessary, in order to properly learn the mechanics of becoming a professional school counselor. On-site time averages approximately 3 days per week throughout the school year and must be “split” according to site placements, i.e., requisite elementary vs. secondary hours. A total of 800 on-site hours are required for Interns in the Professional School Counseling Program. Hours are to be accumulated throughout the duration of the school year, not in single semesters (unless extenuating circumstances occur). Individual on-site hour accumulations will vary based on site specifics. Questions regarding on-site hour accumulations should be directed to the Instructor of the practicum/internship.

Postmaster supervision hours vary according to individual circumstance. Consultation with the Instructor of the internship is required.

**Demeanor and Dress in the Role as an Intern:** Interns of the MSU Professional School Counseling Program are representing not only themselves as a potential candidate in a highly competitive job market, but also the CSP Department, Minnesota State University, and the appropriate professional counseling organizations to which they belong. As such, Interns are to approach the on-site placement experience *as if they were employed* in that particular environment, or, more likely, *as if they were seeking employment* within the school district. Interns are expected to *dress professionally and conduct themselves* in a manner which brings *credit to themselves* as the professionals they are training to become. *Recommendations from Site Supervisors to prospective employers often remark on these points.*

**Class Attendance:** Interns are required to attend all Practicum/Internship classes per their Instructors’ directions and special requirements (e.g., Post-Masters Intern requirements differ from nondegree candidates). In addition to direct classroom instruction time and on-site time, Interns may be required to schedule individual sessions throughout the semester with their respective Instructor for tape reviews. *Absences will seriously impact the Intern’s passage of Practicum/Internship.* Unexcused or improper absences may result in additional requirements being placed on an Intern to make up for lost classroom experience or the failure to receive a credit for that semester in which the Intern misses class. CSP Department Policy requires students to attend all scheduled and announced classes unless extenuating circumstances exist. All absences must be explained to the Instructor of the course. Unexcused absences as determined by the Instructor may result in full final grade level reductions at the discretion of the
Instructor of the course. *Students missing 3 class periods will receive an automatic grade of F* (no credit) and will be required to retake the course prior to completion of degree or program requirements. *Because of the nature of the “extended” scheduling sequence of Practicum and Internship classes, 1 extended class absence is equivalent to 2 regular class absences.* Appeals of grade reductions for missed classes may come before the full department for review. Enrollment in a Practicum/Internship class does not guarantee passage, nor does it guarantee completion of student requirements within the normal confines of the classroom experience. Failure to complete a Practicum/Internship semester may prevent an Intern from proceeding into the next course of the sequence or completion of program.

**Taping and Critique of Tapes:** Interns are required to submit audio- and/or videotapes as evidence of their skills from the on-site placement. *Students will be required to show evidence of acceptable levels and mastery of counseling skills prior to their being approved for moving into the next step of the Practicum/Internship sequence and/or graduation by the CSP Department.* Practicum CSP 679 Interns must turn in two acceptable tapes during the Fall Semester. Interns have the option of turning in additional tapes in which they may ask for assistance from the Instructor of the course on improvement of their counseling skills. Tapes submitted must receive a rating of “P” or better. Interns who do not meet acceptable tape ratings in Practicum may be prevented from enrolling in Internship 1 for Spring Semester and/or receive an unacceptable grade for the Practicum. Interns who fail to meet the Practicum “acceptable tape” requirement will continue to submit tapes for Instructor evaluation until the Instructor believes the Intern is ready for advancement to Internship 1.

Internship 1 Interns are required to submit a minimum of four passing tapes for evaluation by the Instructor of the course. Failure to meet the acceptable tape requirement per semester in Internship 1 will result in the failure of the Intern to advance and/or fail to receive credit for the semester. Interns who fail to meet the Internship 1 acceptable tape requirements will continue to submit tapes for Instructor evaluation until the Instructor believes the Intern has successfully met the requirements of the semester. *Interns are advised to submit tapes in a timely fashion, if not ahead of schedule.*

All individual and group tapes reviewed by the Professional School Counseling Program require written informed consent from parent or legal guardian of minor students. Classroom guidance tapes do not require the same type of informed consent. No individual or group tapes will be reviewed without providing evidence of written consent. Further details of informed consent procedure will be explained in class.

Tapes must be submitted and successfully passed during either Practicum or Internship 1 in the following areas:

1. Individual counseling
2. Group counseling
3. Developmental guidance
4. Assessment

Duplicate tapes, once these four areas have been successfully completed, may be submitted in areas agreed upon by the Instructor and the Intern. Evidence of additional individual counseling skill is preferred.

*Please note: Failure to successfully pass all Practicum/Internship semesters in sequence may delay a student from having the opportunity to retake a needed Practicum or Internship semester until the following academic year.*
**Accountability**: Interns are required to keep a record of on-site hours, as well as when and how they met the requirements inclusive of direct client contact. The Instructor of the course will explain particulars of accountability methods in class and announce submission dates for these records. Additionally, Interns are required to track the type interventions they experience on-site via a Mental Health Profile.

**Additional Requirements**: The Instructor of the course may add complimentary assignments as necessary during Practicum/Internship to enhance the Intern’s acquisition of knowledge in the area of professional school counseling. Announcements concerning such additional requirements will be made during regularly scheduled classes or, if necessary, on an individual basis with students requiring remediation.

**Grading for Practicum/Internship**: Practica and Internships are graded. The Instructor of the course will determine the Intern’s standing in the program as well as successful completion of a semester based on the following items:

1. Accumulation and performance of the on-site hours
2. Attendance and participation in Practicum/Internship classes
3. Submission of audio/videotapes at the required level of acceptability and in a timely fashion
4. Submission of all completed records on time
5. Evidence of achievement and mastery of recommended/required licensure functions and activities
6. On-site Supervisor evaluations
7. Meeting all other requirements as recommended/required of the Intern per conference with the Instructor of the course or Advisor in the program.