

**Department of Counseling and Higher Education**  
**Eastern Illinois University**  
**CHE 6920: SCHOOL COUNSELING INTERNSHIP (3 credit hours)**  
**SUMMER 2019 Syllabus**  
**Section 2**

Instructor: Heidi A. Larson, Ph.D.

Office Hours: Monday 3:00-4:00pm or by appointment

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Meets: Mondays 4-6:30pm in Rm. 2125

**Course Description:**

Supervised internship is designed as the culminating experience of a comprehensive developmental guidance program. The school counseling internship is intended to be an intensive 300-hour field experience conducted in a setting as similar as possible to that in which interns subsequently intend to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with closer supervision than is usually the case with an employed counselor. The *Internship Manual* provides guidelines and describes the specific requirements and responsibilities of the student interns, internship site, and the Department of Counseling and Higher Education.

**Course Objectives:** Upon completion of the internship students should be able to:

1. Legal and ethical considerations specific to school counseling (5.G.2.n).
2. Core curriculum design, lesson plan development, classroom management strategies, and differentiated instructional strategies (5.G.3.c).
3. Interventions to promote academic development (5.G.3.d).
4. Techniques of personal/social counseling in school settings (5.G.3.f).
5. Skills to critically examine the connections between social, familial, emotional, and behavior problems and academic achievement (5.G.3.h).
6. Interventions to promote college and career readiness (5.G.3.j).
7. Techniques to foster collaboration and teamwork within schools (5.G.3.l).
8. Strategies for implementing and coordinating peer interventions programs (5.G.3.m).

**Texts:**

1. Littrell, J. M. & Peterson, J. S. (2005). *Portrait and Model of a School Counselor*. Boston, MA: Houghton Mifflin.
2. Illinois Learning Standards: {Social and Emotional Learning [SEL]}  
[http://www.isbe.state.il.us/ils/social\\_emotional/descriptors.htm](http://www.isbe.state.il.us/ils/social_emotional/descriptors.htm)

**LATE ASSIGNMENT POLICY:** All assignments are to be turned in no later than the date due. For each day that an assignment is late, 5 points will be deducted from the final grade you receive on the assignment.

**Technological Competence:** Students are expected to enhance their technological competence. Contact via email and D2L is necessary to receive attachments and be updated on course details.

**Academic Integrity:** Students are expected to maintain academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. Submitting the work of others as your own or plagiarism in any form will result in an "F" in the course. Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1).

**Questions and Grievances:** Please talk with me directly if there is a problem or misunderstanding, or if you have concerns. Formal grievance procedures are outlined in the Graduate Catalog.

**Accommodations for Students:** If you have a disability (physical, learning, psychiatric) that may require accommodations, please call the Office of Disability Services (581-6583) located on 9<sup>th</sup> Street Hall. As a part of the Americans with Disabilities Act, it is the responsibility of the student to disclose a disability prior to requesting reasonable accommodation.

**The Student Success Center:** Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ( [www.eiu.edu/~success](http://www.eiu.edu/~success) ) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

**Informed Consent:** As this class requires participation in a group, students will also be required to sign an informed consent that explains their rights and responsibilities.

**Confidentiality Policy:** The nature of this course requires that students be willing to hold themselves to the highest levels of integrity with regard to protecting the confidentiality of their classmates. Confidentiality will be discussed further prior to the beginning of groups. Students will be asked to sign a confidentiality agreement.

**Grading Scale:** The CHE Department uses the university grading scale. Please refer to the current Graduate School Catalog.

**Respect for Individual Differences:** The instructor endorses a learning climate that respects diversity and individual differences and encourages open-minded exploration of differences among individuals. Students are not expected to think the same way, but are expected to accept differences and strive to understand how other people's perspectives, behaviors, and worldviews are different from their own. No person will be treated differently with regard to race, color, age, religion, gender, sexual orientation, ancestry, national origin, disability, etc.

### **Course Requirements and Assignments:**

- 1. INDIVIDUAL SUPERVISION, SITE VISIT & EVALUATIONS:** Students will be evaluated by the on-campus professor/supervisor in consultation with the on-site supervisor. You will meet with your on-site supervisor for one hour a week for individual supervision. It is your responsibility to arrange this with your supervisor. However if you are having any difficulties, please let me know. I will arrange a site conference call with you and your site supervisor. I will require you and your supervisor to be present. This will be a brief conference call approximately 20 - 30 minutes. In addition, a mid-term & final evaluation form will need to be filled out by your on-site supervisor and returned to your professor by the due date. Each student will also fill out a final evaluation on their supervisors and site and return it to their professor by the due date.
- 2. SUPERVISED HOURS:** This course provides the culminating experience for you to practice the activities of a school counselor while receiving supervision from your on-site supervisor, your instructor, and your peers. Therefore, it is important that you make the most of this experience by getting exposure to the many activities

you will perform as a school counselor. You will be required to submit a mid-term and final log of supervised hours. Remember you must log a minimum of **300 total hours including 120 direct hours**. For every 120 hours of direct service, a minimum of 10 hours must be spent leading at least one **SMALL** counseling group and another 10 hours implementing **LARGE** group classroom guidance activities. You will also be expected to spend a portion of your hours providing consultation services and doing some crisis intervention work.

\*If you are doing your internship full time in one semester, you must log a total of 600 hours of which a minimum of 240 should be direct service hours.

\*Alternative Certification students log 400 total hours and 240 hours must be direct contact with students.

3. **CLASS PARTICIPATION & ATTENDANCE:** This class will function in a group supervision/case consultation format. You will be expected to attend and actively participate in all class sessions. Group supervision requires a safe environment in which you feel free to discuss your professional and personal concerns as they relate to your development as counselors. Therefore, all students will be expected to maintain standards of confidentiality. Each student will prepare for class and participate in offering and inviting constructive and supportive feedback to and from peers. You will also be required to share **ONE Case Presentation** with a VIDEO to be shown during the supervision section of class –see rubric. Class participation is exemplified by being punctual, professional, and responding to appropriate feedback. Case consultation also involves your ability to conceptualize client case histories and to provide appropriate feedback to classmates. You will be allowed **one** excused absence. Two or more absences will result in a grade reduction. If you miss a class (*even if it is an excused absence*), please submit a **Case Presentation** to me (refer to pg. 5).

4. **ASSIGNMENTS:** All assignments are to be turned in no later than the date due. All written work is to be typewritten in APA Format. Completed (filled-in) forms are an exception to the typewritten requirement. Be mindful of grammar and spelling accuracy.

**Points and Grading Scale [300 Hour Internship]:**

Group Consultation, Evaluation & Attendance	40 (10 pts. per class/consultation)
Graduation/ End of the Year Role Paper	50
Book Summary Paper	50
Role in Preparing for the Next School Year	50
Interview Project	60
Case Presentation	80
Final Evaluations	50
Total	380 pts

**Final Evaluations**

342 - 380 pts. + Satisfactory Mid-Term/Final Evaluations = A

(Includes clearly superior completion of course requirements and development of Master's level counseling skills).

304 - 341 pts. + Satisfactory Mid-Term/Final Evaluations = B

(Includes satisfactory completion of course requirements and development of Master's level counseling skills).

266 – 303 + Below and/or Unsatisfactory Final Evaluations = C

(Indicates a lack of consistent demonstration of skills expected at the Master's level. Further supervised experience is recommended).

## TENTATIVE SCHEDULE

**Note:** The instructor reserves the right to modify the schedule as necessary

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Assignments</b>	<b>CACREP</b>
<b>1</b>	<b>April 22</b>	Course introduction and Meet 2 <sup>nd</sup> year Interns	<b>Index Cards with Site Info</b> <b>Sign UP CASE Presentations</b>	
<b>2</b>	<b>May 6</b>	Course introduction and review of syllabus Case Presentation & Videos: 1. 2. 3.	<b>-Book Summary Due</b>	5.G.3.c, h, l, m
<b>3</b>	<b>May 27</b>	Case Consultation & Supervision Case Presentation & Videos: 1. 2. 3.	<b>-Grad./End of the Year Reflection Due</b> <b>-Supervisor Mid-term Evals Due</b>	5.G.3.d, h, l
<b>4</b>	<b>June 10</b>	Case Consultation & Supervision Case Presentation & Videos: 1. 2.	<b>-Interview Project Due</b>	5.G.2.n, 5.G.3.c, d, h, l
<b>5</b>	<b>June 24</b>	Case Consultation & Supervision Case Presentation & Videos: 1. 2.	<b>-Role in Prep. for Next School Year Due</b> <b>-Final Evals Due (3)</b> <b>1. Supervisor Final Eval</b> <b>2. Eval of Site</b> <b>3. Eval of Supervisor</b> <b>-Final LOGS Due</b>	5.G.3.d, f, h, j, l