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THE COUNSELING PRACTICUM AND INTERNSHIP
References to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Standards are included in parentheses for accreditation verification purposes.

INTRODUCTION

A practicum that includes a minimum of 100 hours and an internship that includes a minimum of 600 hours of clinical experience is required in all specializations in the Master’s in Counseling Program and should be completed near the end of the program.

PURPOSE

The practicum and internship courses provide an opportunity to gain counseling experiences in relevant sites in communities. Students will apply theoretical and practical knowledge in actual practice settings. These courses contribute primarily to meeting CACREP accreditation standards associated with entry-level professional practice (CACREP 3.A-E) in Practicum (CACREP 3.F-I) and Internship (CACREP 3.J-M). In addition, the course contributes to accreditation standards associated with Program Objectives and Curriculum in the areas of professional orientation (CACREP 2.F.1), social and cultural diversity (CACREP 2.F.2), human growth and development (CACREP 2.F.3), helping relationships (CACREP 2.F.5), and group work (CACREP 2.F.6). Finally, actual counseling experiences in relevant settings are required for students desiring licensure as professional counselors and/or school counselors.

PREREQUISITES

**Prerequisites for Practicum:**
- Attend Practicum & Internship Orientation
- Complete Growth Group (see Program handbook). Information about Growth Group scheduling and registration is sent to students by email at the beginning of each semester. It is the student’s responsibility to fulfill the growth group requirement in time to begin a practicum.
- Complete the background check process
- Courses: COUN 601, 633 and 634 (pass with a ‘B’ or higher), 642 or 644, & 650.

**Prerequisites for Mental Health Counseling Internship:**
- Courses: COUN 645, 648, 680, 685, 669

**Prerequisites for School Counseling Internship:**
- Courses: COUN 645, 648, 676, 677, 678, 669
PRACTICUM & INTERNSHIP ORIENTATION

Before entering Practicum, students are required to attend a mandatory one-hour Practicum & Internship Orientation held by the Graduate Clinical Coordinator. The orientation will be held in person, with an option to attend via video conference with permission of the Graduate Clinical Coordinator.

BACKGROUND CHECK CLEARANCE

Old Dominion University requires a background clearance check of students before entering their field experiences. The background clearance must be successfully completed by the end of their first semester for ALL students, as this is a requirement before entering practicum or other field experiences.

The process to complete the ODU clearance background check is located at: http://www.odu.edu/success/academic/teacher-education/placement/background-checks. The ODU clearance process includes: an FBI fingerprint, a child protective service/social service review, and a Virginia State Police sex offender registry review. Students are advised to complete this clearance process at least two semesters before starting practicum since the clearance process takes a minimum of eight weeks to complete.

Anyone who does not have satisfactory results on file will NOT be able to participate in Practicum/Internship. Read the instructions carefully and follow them accurately. Any delays in the processing of your background checks could result in deferring your application to the next semester. Please note there are specific instructions for candidates in the Hampton Roads area, outside the Hampton Roads area, and outside the state of Virginia.

Check Leo Online for the results of your background check. They will be located under your test scores. If your results have not been posted within 8 weeks of your submission, please contact Carol Smith-Giles at csmith@odu.edu or 757-683-3348. A score of “1” is passing.

APPLICATION FOR PRACTICUM AND INTERNSHIP

Students must fill out a Practicum or Internship application for approval prior to securing a site and registering for internship.

Application submission deadlines:

- February 1st for summer* and fall semester approval
- August 1st for spring semester approval
Only Practicum and Mental Health Counseling Internship applications will be accepted for the summer semester.

Late applications will not be accepted. Students need to submit a new application for each semester they will be in Practicum or Internship. If you decide to postpone the start of your internship after submitting your application, you will need to submit a new application for the following semester.

You need email approval of your application in order to register for Practicum or Internship, and to find a mental health placement site.

A. Practicum and Mental Health Counseling Internship Applications

Practicum and Mental Health Counseling Internship applications should be submitted to the Graduate Clinical Coordinator at clinicalcoord@odu.edu.

B. School Counseling Internship Applications

School Counseling Internship applications should be submitted to both clinicalcoord@odu.edu and the Office of Clinical Experiences at placements@odu.edu. In addition to filling out the School Counseling Internship application, School Counseling students should also submit an application form for area school districts, found on the Office of Clinical Experiences webpage at http://www.odu.edu/tes/internship. Click on Teacher Candidate Internship Application, then Application and How to Apply to download the form for the school district you are considering. Submit the application form for area school districts along with your School Counseling Internship application to placements@odu.edu.

If possible, the school system will honor your request; however, you need to be prepared to be placed in a different school from the one you may have requested.

Note: School counseling students should not contact the school division regarding placements for practicum, internship, or course observations until placements have been announced.

PRACTICUM AND INTERNSHIP SITES

Students should learn and comply with all policies, including holiday schedules, relevant to the practicum/internship site in which you are working. If you have any difficulties on site, talk with your site supervisor first. If this does not resolve the problem, then talk with your faculty group supervisor.

A. Mental Health Counseling Sites

If seeking placement in a mental health counseling site, you are responsible for identifying and securing your own practicum and internship sites prior to the start of the semester during which they will complete their experience. The Mental Health Counseling site list can be accessed on the CHS webpage.
Students are encouraged to use the sites listed on the directory as these sites have a history of hosting our practicum and internship students; however, students are not limited to the sites on the site directory. Please consult with the Graduate Clinical Coordinator if you would like to utilize a site not listed in the directory as the Coordinator will need to vet the site to ensure they are able to meet our requirements for practicum and internship. If the site has not hosted an ODU counseling student previously, then the site will need to sign an affiliation agreement with ODU prior to placement at the site.

Here are some tips for securing mental health counseling practicum/internship placements:

1) Know your requirements:
   a. Read the Practicum/Internship Handbook prior to emailing/calling/interviewing
   b. Attend a Practicum/Internship Orientation held by the Clinical Coordinator.
   c. As site supervisors may not be familiar with the recording requirement, please be sure to discuss it with them.

2) Treat it like a job interview:
   a. Review the website and be knowledgeable about the agency
   b. Dress professionally
   c. Be on time

3) Make a commitment:
   a. 100 hours is the minimum in practicum, consider committing to more to secure a site
   b. Consider making a commitment to do your practicum and internship at the same location
   c. Sites prefer a whole year commitment; consider taking 300 hours of internship in a semester over two semesters

B. School Counseling Sites

The program strongly recommends that school counseling students complete their practicum in a mental health setting with children and adolescents, to strengthen their counseling skills. The Office of Clinical Experiences places all school counseling internship students in schools K-12. After you have obtained your placement information from the Office of Clinical Experiences, contact your on-site supervisor and plan to have the necessary forms completed. Your on-site supervisor should carefully read the Site Supervisor Agreement form. As the site supervisors may not be familiar with the recording requirement, please be sure to discuss it with them.

REQUIREMENTS FOR PRACTICUM

A. Clinical Experience Hours

The program requires students to complete supervised practicum experience that total a MINIMUM of 100 clock hours over a full academic term that is a minimum of 10 weeks (CACREP 3.F).
The 100 clock hours should include:

- A minimum of 40 hours of direct service with clients that contributes to the development of counseling skills (CACREP 3.G)
- A minimum of 10 hours (as part of the 40 direct hours) of leading or co-leading a counseling or psychoeducational group (CACREP 3.E)
- Opportunities to become familiar with a variety of professional activities and resources, including technological resources (CACREP 3.D)
- Opportunities to develop case conceptualizations, case reports, and treatment plans (CACREP 2.G.5.h; 5.C.1.c)

Extra hours obtained for practicum are not permitted to “roll-over” into internship hours. Practicum and internship are considered two distinct experiences (CACREP 3.J).

**Note:** Both mental health and school counseling students should complete practicums in mental health settings and are responsible for securing these sites. In particular, school counseling students are encouraged to find a practicum setting serving youth.

### B. Site & Supervision Agreement Forms (CACREP 3.R)

In conjunction with your site supervisor, you must complete a Site Agreement Form in Qualtrics prior to accumulating hours at your site. Both you and the site supervisor should sign the form in Qualtrics, and you will get an email copy of the form upon submission. A paper copy of the form is provided on the website for draft purposes only, to facilitate the completion of the form in Qualtrics.

**Due Dates:**
- First week of the semester for Mental Health Counseling students
- Second week of the semester for School Counseling Students

During the first week of classes, you must complete a Group Supervision Agreement form with your university group supervisor, and an Individual Supervision Agreements form with your university individual supervisor.

### C. Supervision

Students will engage in the following supervision components over the course of practicum:

- 1.5 hours per week of group supervision by a counselor education program faculty member (CACREP 3.I). Students who miss more than two group supervision sessions will not pass and will be required to repeat practicum. Arriving late or leaving early counts as time missed.
- A minimum of one (1) hour per week of individual/triadic supervision by a doctoral student supervisor who is under the supervision of a counselor education program faculty member (CACREP 3.H)
- A minimum of one (1) hour per week of individual/triadic supervision by the student’s site supervisor (CACREP 3.H)
Students must attend supervision throughout the semester, even if they are finished with their clinical experience hours.

D. **Hours Logs**

Students should complete the Mental Health Counseling hours log provided on the CHS webpage on a weekly basis to document your direct and indirect clinical experience hours and your supervision hours throughout the semester.

Your site supervisor and group supervisor will check your hours logs regularly throughout the semester. You will submit the Final Hours log with the signatures of both your site and group supervisor at the end of the semester.

E. **Audio/Video Recording of Clients** (CACREP 3.B)

Students will be required to submit video or audio (video is preferred) tapes of their direct client work. **Students must submit a minimum of six (6) tapes to their university supervisors: two tapes to their group supervisor and four tapes to their individual doctoral student supervisor.**

Students should have each client (or parent of a minor client) complete a Consent to Participate in Recorded Supervised Counseling form prior to recording the session with the client. You may use the consent to record form provided by the Counseling Program, or another consent to record form provided by your site. The consent to record form should stay at your site as a part of the client’s record.

Students are advised to purchase a digital audio or video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet. Reference the section on Recording Policies for more information about ethically recording sessions and protecting client information.

It is recommended that you submit a sampling of your work to your university supervisors, including the following:

- Intake session
- First counseling session after the intake
- A minimum of two tapes with the same client to show your progress with that client
- Group session (if applicable)
- Shining moment
- Growing moment
- Termination session

As a part of tape submission in practicum, students will complete the following two assignments.

1. **Case Presentations:** Complete two (2) case presentations, accompanied by an audio or video-recording, during the semester in group supervision, one by mid-term and one at the end of the
semester. The instructor will provide case study guidelines. Your case presentation recordings should be different sessions than what you submit to your doctoral supervisor.

2. **Transcripts**: Submit four (4) recordings to your doctoral student supervisor to review. For two (2) of the recording submissions, complete a verbatim transcript form and submit along with the recording to your doctoral student supervisor. A transcript form and example will be provided to you.

F. **EVALUATION FORMS** (CACREP 3.C)

**Clinical Competency Forms**: To be completed by student in conjunction with individual supervisor at beginning and end of the semester.

**Final Evaluation of Student Forms**

Need to be completed by the following persons at the end of the semester:

- University group supervisor/course instructor
- University doctoral student supervisor
- Site supervisor

**Group Skills Self and Site Evaluation Forms** (KPI 6; CACREP 2.F 6)

Your site supervisor (if observing you leading groups) or another licensed clinician serving as the group co-leader will fill out the form at the end of the semester.

G. **END OF SEMESTER PAPERWORK**

Students will submit to the group/class instructor all required forms including evaluation forms and hours logs (see Appendix A for a list of the required paperwork). Paperwork must be appropriately completed and signed.

The **Final Evaluation of Student by Site Supervisor** (completed by site supervisor) and **Final Evaluation of Site and Site Supervisor** (completed by student) must be completed online through Qualtrics. As such, these forms are not available on the CHS website.

The group supervisor will provide with students with the Qualtrics survey link to both evaluations a few weeks prior to the end of the semester.

Students should distribute the link to the Final Evaluation of Student by Site Supervisor Form to their site supervisors. Site Supervisors and students will receive an email copy of this form. Students will complete the Final Evaluation of Site and Site Supervisor survey. Students will receive an email copy of the form.

Print copies of both forms and submit with completed paperwork packet at the end of the semester.

**Instructions for Submitting Paperwork at the End of the Semester:**

1. Your group supervisor will review and verify that all forms are completed before assigning you a course grade.
2. Download GeniusScan app (or another scanning app) for smart phone or scan paperwork in at the main office.

3. Scan all forms into one PDF file in numerical order EXCEPT for the Hours Log and Hours Log Summary Forms.
   - Save as “[Last Name, First Name] COUN [insert course number] Final Paperwork” (e.g., Doe, Jane COUN 669 Paperwork)

4. Scan the Hours Log Summary and Hours Log separately. The Hours Log Summary Form should be the first document (this helps us in verifying internship hours for QMHP and LPC paperwork) and the Hours Log as the secondary document.
   - Save as “[Last Name, First Name] COUN [insert course number] Hours Log” (e.g., Doe, Jane COUN 669 Hours Log)

5. Email scanned Paperwork and Hours Log to clinicalcoord@odu.edu.

H. Other Requirements

Students must do all other readings or assigned activities which may be provided by their university supervisors.

REQUIREMENTS FOR MENTAL HEALTH COUNSELING INTERNSHIP

A. Clinical Experience Hours

The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area (CACREP 3.J).

The program requires students to complete supervised internship experiences that total a MINIMUM of 600 clock hours over the course of two semesters, begun after a successful completion of practicum.

The 600 clock hours should include:

- A minimum of 240 hours of direct service with clients that contributes to the development of counseling skills (CACREP 3.K)
- Experience in individual and group counseling with clients
- Opportunities to become familiar with a variety of professional activities and resources, including technological resources (CACREP 3.D)
- Opportunities to develop case conceptualizations, case reports, and treatment plans (CACREP 2.G.5.h; 5.C.1.c)
Students can “roll-over” internship hours from one semester to the next as long as the hours log is signed off by the site supervisor and group supervisor.

Due to liability concerns, students are not permitted to collect hours at their practicum and internship sites when the university is not in session and they are not receiving faculty supervision, unless approved by the Clinical Coordinator due to extenuating circumstances. Students must inform their sites that they are not under university supervision, and their site supervisor must agree in writing to the Clinical Coordinator to continue to provide 1-hour of supervision per week during the time the student is at the site.

B. Site & Supervision Agreement Forms (CACREP 3.R)

In conjunction with your site supervisor, you must complete a Site Agreement Form in Qualtrics prior to accumulating hours at your site. Both you and the site supervisor should sign the form in Qualtrics, and you will get an email copy of the form upon submission. A paper copy of the form is provided on the website for draft purposes only, to facilitate the completion of the form in Qualtrics.

Due Dates:
First week of the semester for Mental Health Counseling students

During the first week of classes, you must complete a Group Supervision Agreement Form with your university group supervisor.

C. Supervision

Students will engage in the following supervision components over the course of internship:

- Two (2) hours per week of group supervision by a counselor education program faculty member (CACREP 3.M). Students who miss more than two group supervision sessions will not pass and will be required to repeat internship. Arriving late or leaving early counts as time missed.
- A minimum of one (1) hour per week of individual/triadic supervision by the student’s site supervisor (CACREP 3.L)

Students must attend supervision throughout the semester, even if they are finished with their clinical experience hours.

D. Hours Logs

Students should complete the Mental Health Counseling Internship hours log provided on the CHS webpage on a weekly basis to document your direct and indirect clinical experience hours and your supervision hours throughout the semester. Your site supervisor and group supervisor will check your hours logs regularly throughout the semester. You will submit the Final Hours log with the signatures of both your site and group supervisor at the end of the semester.
E. **Audio/Video Recording of Clients** (CACREP 3.B)

Students will be required to submit video or audio (video is preferred) tapes of their direct client work to their university and site supervisors. **Students will submit 2 tapes to their university group supervisor** for case presentations during group supervision, and **students will submit 1 tape or schedule a live observation of a counseling session with their site supervisor during each semester of internship.**

Students should have each client (or parent of a minor client) complete a Consent to Participate in Recorded Supervised Counseling form prior to recording the session with the client. You may use the consent to record form provided by the Counseling Program, or another consent to record form provided by your site. The consent to record form should stay at your site as a part of the client’s record.

Students are advised to purchase a digital audio or video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet.

Reference the section on Recording Policies for more information about ethically recording sessions and protecting client information.

1. **Group Supervision:** Students must submit at least 2 tapes to their university group supervisor. As a part of tape submission during group supervision, students will complete the following assignments.

   **Case Presentations:** *(KPI 3, 2.F.2)* Complete **two (2) case presentations**, following the COUN 667 case presentation guidelines, during the semester in group supervision, one by mid-term and one at the end of the semester. The case studies should be accompanied by an audio or video-tape of a session with this client.

   **Portfolio Assignments***: Along with the case presentations, students will complete the following portfolio assignments attached to the case presentations:
   - **First semester:**
     - DSM-5 Diagnosis Worksheet
     - Sample Treatment Plan
   - **Second semester:**
     - Ethical Decision-Making
     - Application of Research

   *Students can choose which portfolio assignment to complete for each case presentations (i.e., they do not have to be in order; you can complete the Sample Treatment Plan for the first presentation and the DSM-5 Diagnosis Worksheet for the second presentation during your first semester of internship).

2. **Site Supervision:** Students should submit at least one tape or schedule a live observation with their site supervisor during each semester of internship.
**Session Review Form:** As part of tape submission or live observation during site supervision, the site supervisor will complete a Session Review Form (it is recommended to complete this near mid-semester), to be submitted to your group supervisor upon completion.

**F. Mental Health Counseling Portfolio**

As a cumulative assessment of your development as a counselor, you will submit the following documents in an electronic portfolio format to your university group supervisor during your 2nd semester of internship. Portfolios are due 2 weeks before the end of the semester (i.e., the last week of classes). Refer to the resources for creating a digital portfolio in Appendix B.

You will complete several of these assignments as a part of your case presentations throughout internship. You need to keep track of the assignments as you complete them and your instructor feedback for submission in your final portfolio. It is recommended that you scan in and save your Portfolio Assignments as you complete them. You must receive a passing grade on your portfolio to pass your 2nd semester of internship.

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<tr>
<th>CMHC Portfolio Assignments</th>
<th>Due Date</th>
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<tr>
<td><strong>Assignments attached to Case Presentations</strong></td>
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<tr>
<td>1. DSM Diagnosis Worksheet</td>
<td>1st semester Case Presentation</td>
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<tr>
<td>Example case summary with identification of DSM diagnosis and differential diagnosis</td>
<td></td>
</tr>
<tr>
<td>2. Sample Treatment Plan</td>
<td>1st semester Case Presentation</td>
</tr>
<tr>
<td>Example case summary and treatment plan utilizing evidence-based practices for a client</td>
<td></td>
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<tr>
<td>3. Ethical Decision-Making</td>
<td>2nd semester Case Presentation</td>
</tr>
<tr>
<td>Description of ethical issue encountered with a client and outline of using an ethical decision-making model to resolve issue</td>
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<tr>
<td>4. Application of Research</td>
<td>2nd semester Case Presentation</td>
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<tr>
<td>Research article and summary of how article informed counseling practice with a client</td>
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<tr>
<td><strong>Assignments Due in e-portfolio</strong></td>
<td>The e-portfolio is due to your group supervisor at least 2 weeks prior to end of 2nd semester.</td>
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<td>5. Counseling Assessment</td>
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<td>Identification of assessment used with a client and description of how assessment was used to inform counseling practice</td>
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<td>6. Theoretical Orientation &amp; Interventions</td>
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<tr>
<td>Description of primary theoretical orientation and three examples of interventions used with clients aligned with counseling theory</td>
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<td>7. Professional Membership and Involvement</td>
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<td>Evidence of joining a counseling professional organization or participation in a counseling conference/workshop</td>
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8. **Plan for Continued Professional Development**

Statement of professional goals and plan for development – Plans to take NCMHCE, become licensed, additional trainings/certifications to pursue

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<td><strong>Portfolio Structure</strong></td>
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<td>The e-portfolio should be a well-organized, attractive presentation of professional materials. Consider including a table of contents, and separate pages/sections. Appearance is left to the individual student.</td>
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G. **Evaluation Forms** (CACREP 3.C)

**Clinical Competency Forms:** To be completed by student in conjunction with the university group supervisor at **beginning** and **end** of the semester.

**Final Evaluation of Student Forms**

Need to be completed by the following persons at the end of the semester:
- University group supervisor/course instructor
- Site Supervisor

H. **End of Semester Paperwork**

Students will submit to the group/class instructor all required forms including evaluation forms and hours logs (see Appendix A for a list of the required paperwork). Paperwork must be appropriately completed and signed.

The Final Evaluation of Student by Site Supervisor (completed by site supervisor) and Final Evaluation of Site and Site Supervisor (completed by student) must be completed online through Qualtrics. As such, these forms are not available on the CHS website. The group supervisor will provide with students with the Qualtrics survey link to both evaluations a few weeks prior to the end of the semester.

Students should distribute the link to the Final Evaluation of Student by Site Supervisor Form to their site supervisors. Site Supervisors and students will receive an email copy of this form. Students will complete the Final Evaluation of Site and Site Supervisor survey. Students will receive an email copy of the form.

Print copies of both forms and submit with completed paperwork packet at the end of the semester.

**Instructions for Submitting Paperwork at the End of the Semester:**

1. Your group supervisor will review and verify that **all forms** are completed before assigning you a course grade.
2. Download GeniusScan app (or another scanning app) for smart phone or scan paperwork in at the main office.

3. Scan all forms into one PDF file in numerical order EXCEPT for the Hours Log and Hours Log Summary Forms.
   - Save as “[Last Name, First Name] COUN [insert course number] Final Paperwork” (e.g., Doe, Jane COUN 669 Paperwork)

4. Scan the Hours Log Summary and Hours Log separately. The Hours Log Summary Form should be the first document (this helps us in verifying internship hours for QMHP and LPC paperwork) and the Hours Log as the secondary document.
   - Save as “[Last Name, First Name] COUN [insert course number] Hours Log” (e.g., Doe, Jane COUN 669 Hours Log)

5. Email scanned Paperwork and Hours Log to clinicalcoord@odu.edu.

I. Other Requirements

Students must do all other readings or assigned activities which may be provided by their university supervisors.

REQUIREMENTS FOR SCHOOL COUNSELING INTERNSHIP

A. Clinical Experience Hours

The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area (CACREP 3.J).

The program requires students to complete supervised internship experiences that total a MINIMUM of 600 clock hours over the course of two semesters, begun after a successful completion of practicum. School counseling students should complete 300 hours of internship at the elementary level and 300 hours at the middle/high school level.

The 600 clock hours should include:

- A minimum of 240 hours of direct service with clients that contributes to the development of counseling skills (CACREP 3.K)
- Experience in individual and group counseling with clients
- Opportunities to become familiar with a variety of professional activities and resources, including technological resources (CACREP 3.D)
- Opportunities to develop case conceptualizations, case reports, and treatment plans (CACREP 2.G.5.h; 5.C.1.c)
Due to liability concerns, students are not permitted to collect hours at their practicum and internship sites when the university is not in session and they are not receiving faculty supervision, unless approved by the Clinical Coordinator due to extenuating circumstances. Students must inform their sites that they are not under university supervision, and their site supervisor must agree in writing to the Clinical Coordinator to continue to provide 1-hour of supervision per week during the time the student is at the site.

**Full-time teachers:** The counseling program has policies to try to accommodate full-time teachers’ schedules in completing internship. Please talk to the Graduate Clinical Coordinator for more information.

**B. Site & Supervision Agreement Forms (CACREP 3.R)**

In conjunction with your site supervisor, you must complete a Site Agreement Form in Qualtrics prior to accumulating hours at your site. Both you and the site supervisor should sign the form in Qualtrics, and you will get an email copy of the form upon submission. A paper copy of the form is on the website for draft purposes only, to facilitate the completion of the form in Qualtrics.

**Due Dates:**
- Second week of the semester for School Counseling Students

During the first week of classes, you must complete a Group Supervision Agreement form with your university group supervisor.

**C. Supervision**

Students will engage in the following supervision components over the course of internship:

- Two (2) hours per week of group supervision by a counselor education program faculty member (CACREP 3.M). Students who miss more than two group supervision sessions will not pass and will be required to repeat internship. Arriving late or leaving early counts as time missed.
- A minimum of one (1) hour per week of individual/triadic supervision by the student’s site supervisor (CACREP 3.L)

Students must attend supervision throughout the semester, even if they are finished with their clinical experience hours.

**D. Hours Logs**

Students should complete the School Counseling Internship hours log provided on the CHS webpage on a weekly basis to document your direct and indirect clinical experience hours and your supervision hours throughout the semester.

Your site supervisor and group supervisor will check your hours logs regularly throughout the semester. You will submit the Final Hours log with the signatures of both your site and group supervisor at the end of the semester.
E. **Audio/Video Recording of Students** (CACREP 3.B)

Students will be required to submit video or audio (video is preferred) tapes of their direct client work. **Students must submit at least 3 tapes (see below) to their university group supervisor.**

As a part of tape submission in school counseling internship, students will complete three case conceptualizations (see the form on Bb) with accompanying tapes that will be presented in group supervision on the assigned date. A ten-minute segment of this tape will be shown in group supervision as well. Tapes will include:

- One consultation tape
- One classroom lesson tape, and
  - *For consultation and classroom lessons, the Consent to Record form is not required. The camera should remain on you only and not on the students or teacher in the room.*
- One individual counseling tape
  - *For individual or group counseling sessions, each parent/guardian of a minor must complete a “Consent to Participate in Recorded Supervised Counseling” form before recording counseling sessions.*
- *Other tapes may be required, if warranted by the professor.*

Important to note, students should be recording any and all counseling sessions, for review with their on-site supervisor. Students should have parents of a student complete a Consent to Participate in Recorded Supervised Counseling form prior to recording the session with the client. You may use the consent to record form provided by the Counseling Program, or another consent to record form provided by your site. The consent to record form should stay at your site as a part of the student’s record.

Reference the section on Recording Policies for more information about ethically recording sessions and protecting client information.

Students are advised to purchase a digital audio or video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet.

F. **School Counseling Data Project**

A substantial aspect of internship for students to create a school counseling data project, based on their school’s unique needs. The elements of the project will be provided to students by their group supervisor. Elements should be completed using grammar, spelling, and language acceptable by the APA Manual (6th edition) including complete sentences, as well as professional and thorough content. All assignments/elements need to be original student work.

G. **School Counseling Portfolio**

As a cumulative assessment of your development as a counselor, you will submit an electronic portfolio to your university group supervisor during your 2nd semester of internship. Portfolios are due 4 weeks before the end of the semester. Refer to the resources for creating a digital portfolio in
Appendix B. You must receive a passing grade on your portfolio to pass your 2nd semester of internship.

Overview of the School Counseling Portfolio:

1. Introduction:
   A professional school counselor portfolio is a collection of experience based and reflective materials that demonstrate dimensions of the school counselor trainee’s work, philosophy, abilities, attitudes and goals. The goal of the portfolio is to articulate how diverse activities and insights contributed to the student’s identity development as a professional school counselor.

2. Purposes
   There are two primary purposes for the portfolio, to facilitate students’ intentional shaping and synthesis of their learning and provide a format for presentation of professional qualifications.

3. Portfolio Structure
   - Physical Presentation:
     The portfolio should be a well-organized, attractive presentation of professional materials. Students should submit a digital version of the portfolio (e.g. using google sites, weebly, eportfolio, usb, or compressed zip folder file). Consider including a table of contents, and separate pages/sections. Appearance is left to the individual student.

   - Content:
     A guiding principle in deciding what to include in the entries is to ask, “How will this entry demonstrate my knowledge, awareness, skills and developing professional identity?” Include experiences and learning that occur outside the formal academic program, such as participation in volunteer, advocacy, and leadership activities in civic associations or other community/professional activities. Other questions to consider in creating the reflective portions of this document include: How did it help you grow? In retrospect, how would you do things differently? What did you learn? What attitudes, values and beliefs were validated and/or re-examined as a result of the experience? How does this help in the attainment of one’s professional goals?

School Counseling Portfolio Guidelines:

Please include all headings:

<table>
<thead>
<tr>
<th>Personal Professional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Professional Resume (Be sure to include: education, GPA, professional experiences, volunteer experiences, statement of professional goals- including multicultural competence goal(s), professional development activities, areas of interest, trainings/certificates, and any licenses)</td>
</tr>
<tr>
<td>- School counseling position cover letter (Include reflection on ODU program, professional and service experiences related to the position, and personal characteristics related to the position)</td>
</tr>
<tr>
<td>- Theoretical orientation (with explanation/justification for its use in schools)</td>
</tr>
<tr>
<td>- Two professional letters of recommendations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Self-Assessment Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Self-assessment of strengths, needs, and “growing edges” or challenges (these areas of growth should be addressed in your goals and professional development plan)</td>
</tr>
</tbody>
</table>
- Plan for your professional development (including enhanced multicultural competence and 1 specific example – attending an upcoming conferences or webinar)

### Professional Identity Statement
- Statement about your sense of professional identity as a school counselor (especially in your role as a counselor, educator, leader, advocate, collaborator, and change agents)

### Comprehensive School Counseling Program Documents
- Annual calendar: sample weekly and monthly (see ASCA National Model for more information)
- From your practicum, internship, or observation experiences, please complete the following (remember to use the ASCA documents; blank copies have been provided in the appendix):
  - School Data profile
  - An example of (a) one small group you designed and facilitated and (b) one classroom lesson you designed and facilitated. Please include the following, for both the lesson and group:
    - SMART goal worksheet
    - Lesson Plan/Group Template
    - Data Report form

### Professional Certificates and Licenses
- Include examples of your professional certificates and licenses, such as the Child Abuse and Neglect module you completed, certificates from workshops, your Chi Sigma Iota Membership certificate, ASCA Membership certificate, etc.

### H. Evaluation Forms (CACREP 3.C)

**Clinical Competency Forms:** To be completed by student in conjunction with university group supervisor at beginning and end of the semester.

**Final Evaluation of Student Forms**
Need to be completed by the following persons at the end of the semester:
- University group supervisor/course instructor
- Site Supervisor

### I. End of Semester Paperwork

Students will submit to the group/class instructor all required forms including evaluation forms and hours logs (see Appendix A for a list of the required paperwork). Paperwork must be appropriately completed and signed.

The **Final Evaluation of Student by Site Supervisor** (completed by site supervisor) and **Final Evaluation of Site and Site Supervisor** (completed by student) must be completed online through Qualtrics. As such, these forms are not available on the CHS website.
The group supervisor will provide students with the Qualtrics survey link to both evaluations a few weeks prior to the end of the semester.

Students should distribute the link to the Final Evaluation of Student by Site Supervisor Form to their site supervisors. Site Supervisors and students will receive an email copy of this form. Students will complete the Final Evaluation of Site and Site Supervisor survey. Students will receive an email copy of the form.

Print copies of both forms and submit with completed paperwork packet at the end of the semester.

Instructions for Submitting Paperwork at the End of the Semester:

1. Your group supervisor will review and verify that all forms are completed before assigning you a course grade.
2. Download GeniusScan app (or another scanning app) for smart phone or scan paperwork in at the main office.
3. Scan all forms into one PDF file in numerical order EXCEPT for the Hours Log and Hours Log Summary Forms.
   - Save as “[Last Name, First Name] COUN [insert course number] Final Paperwork” (e.g., Doe, Jane COUN 669 Paperwork)
4. Scan the Hours Log Summary and Hours Log separately. The Hours Log Summary Form should be the first document (this helps us in verifying internship hours for QMHP and LPC paperwork) and the Hours Log as the secondary document.
   - Save as “[Last Name, First Name] COUN [insert course number] Hours Log” (e.g., Doe, Jane COUN 669 Hours Log)
5. Email scanned Paperwork and Hours Log to clinicalcoord@odu.edu.

J. Other Requirements

Students must do all other readings or assigned activities which may be provided by their university supervisors.

ADDITIONAL PROCEDURES FOR SCHOOL COUNSELING STUDENTS

A. Practicum

School Counseling students are to complete their practicum in a mental health agency that provides counseling services to children in order to reinforce their counseling skill set. Therefore, School Counseling students can complete practicum during the summer semester. Students are required to find their own placement using the Mental Health Counseling Site Directory available on the CHS webpage.
B. **Internship**

School counseling students are required to complete 300 clock hours of supervised clinical experiences in an elementary school setting (grades pre-K - 6th) and 300 clock hours of supervised clinical experiences in a middle or secondary school setting (grades 7th – 12th). Thus, some students may opt to complete their internship in an elementary and middle school, while others may choose to be placed in an elementary and high school.

*Please note that school counseling internships are NOT available in the summer.* School counseling students should complete their internship requirements during the fall and spring semesters.

C. **Teacher & School Counselor Candidate Dispositions At ODU**

Teachers and other school professional candidates (e.g., school counselors) at ODU are expected to demonstrate behaviors that are indicative of the following dispositions characteristic of effective education and counseling professionals throughout their program. Candidates understand that they must adequately and consistently demonstrate these dispositions in order to maintain good standing in their School Counseling program at Old Dominion University. The candidate shows a disposition toward and commitment to each of the following:

1. Attends functions when required (punctual)
2. Maintains a professional appearance
3. Solicits feedback from others
4. Adjusts behavior based on professional feedback
5. Communicates effectively orally (articulate, animated, few grammatical errors)
6. Communicates effectively in writing (clear organization of ideas, few misspelling and grammatical errors)
7. Demonstrates sensitivity to others’ feelings and opinions (e.g., diplomatic)
8. Demonstrates cultural competence
9. Shows ability and disposition to act as an advocate and leader for equitable education for all, including promoting systemic changes to remove barriers to student success
10. Participates with others in a collaborative manner
11. Treats others with respect
12. Provides information to all constituents in a professional and timely manner
13. Demonstrates a commitment to remain current in knowledge of subject area content
14. Demonstrates knowledge about school counseling
15. Participates in professional development activities that represent subject area currently or in the near future
16. Enjoys working with diverse (e.g., special education, gifted, English language learners, from various racial/ethnic and religious groups and sexual orientations, etc.) PreK-12 learners.
17. Demonstrates effective decision-making and problem-solving skills
18. Displays excitement about school counseling
RECORDING POLICY

Counseling students will be required to record counseling sessions during the program for educational and supervision purposes. Students are required to handle confidential information and recordings in a professional and ethical manner.

Each client (or parent of a minor client) must complete a Consent to Participate in Recorded Supervised Counseling form prior to recording the session with the client. You may use the consent to record form provided by the Counseling Program, or another consent to record form provided by your site. The consent to record form should stay at your site as a part of the client’s record.

Students are advised to purchase a digital audio or video recorder, as you will need to record regularly throughout your program. Recording devices should not be connected to the internet; thus, students should not use their laptops or phones to record sessions.

Once the session has been recorded, the student must transfer the recording to a password protected USB drive to submit to their tapes to their university supervisor. All recordings that are saved onto the student’s personal computer must have double-level protection (e.g., place recording in a password protected folder on a computer that requires a password to log onto the device). All recordings must be deleted from the student’s personal computer at the end of the semester, once they have passed the course.

Students are never permitted to share the recordings via email or to upload to a cloud sharing software that is connected to the internet.

DIRECT VS. INDIRECT SERVICE HOURS

Direct services are conducted to clients or students, via in-person interactions between counselors and clients/students. **Indirect services** are provided for clients or students, as a result of the counselor’s interactions with others.

A. **Mental Health Counseling**

**Direct services** are conducted to clients, via in-person interactions between counselors and clients:
- Conducting or co-conducting individual, family, or group counseling
- Administering intakes or assessments to clients
- Group:
  - Psychotherapy or psychoeducational groups conducted with clients

**Indirect services** are provided for clients, as a result of the counselor’s interactions with others:
- Shadowing/observation where you are not directly interacting with clients
- Trainings/workshops that you attend
- Trainings/workshops you lead for staff
- Staff meetings
- Consultation with site supervisor or other staff members
• Outreach activities
• Referrals to other providers in the community

B. School Counseling

Direct services are conducted to students via in-person interactions between school counselors and students:
• Core curriculum: Classroom lessons, Large group student lessons, School-wide presentations
• Individual student planning: Advising
• Responsive services: Individual and group counseling; crisis response

Indirect services are provided for students, as a result of the school counselor’s interactions with others:
• Consultation and collaboration with parents, teachers, school counselors, supervisor, etc.
• Member/attendee of student support/evaluation teams, staff meetings, or other school committees
• Leading or attending staff and parent education workshops, trainings, conferences
• Shadowing/observing school staff
• Referrals to other providers in the schools or community

SUPERVISION OF STUDENTS

All supervision must be entered weekly onto the Supervision Log including supervision received from university group supervisor, university individual supervisor, and site supervisor. Absences are not permitted; missing more than two supervision sessions will result in a failing grade. You are required to make up any missed individual/triad supervision with your university individual supervisor or your site supervisor, with the exception of a school closure (e.g., university observed holidays).

A. University Supervision

1. Doctoral Students as University Supervisors
   In most cases, doctoral students will individually supervise master’s degree students for practicum. In such cases, the doctoral student supervisors will be receiving supervision from a faculty individual supervisor. All doctoral student supervisors who are supervising master’s degree students must meet the following requirements (CACREP 3.O):
   • have completed a master’s degree, as well as counseling practicum and internship experiences equivalent to those in a CACREP-accredited entry-level program;
   • have completed or are receiving preparation in training in counseling supervision; and
   • be supervised by program faculty with a faculty/student ratio that does not exceed 1:6
Students are required to meet with their individual supervision once a week for individual or triadic supervision. If students miss a supervision session, they are required to make it up. Supervision sessions will not be held when the university is officially closed.

Students who miss more than two individual supervision sessions will not pass practicum and will be required to retake it the next semester.

2. Faculty Instructors as Group and Individual Supervisors

Each regular, adjunct, and affiliate program faculty member who is a faculty instructor or supervisor for the internship course must have the following (CACREP 3.N):
- relevant experience
- professional credentials, and
- counseling supervision training and experience

Students are expected to attend group supervision every week for 2 hours. Students are not permitted to miss more than two absences of group supervision, this includes arriving late and leaving early.

Students who miss more than two group supervision sessions will not pass practicum/internship and will be required to retake it the next semester.

Group supervisors for Practicum students should have regular consultation with the student’s site supervisor (CACREP 3.H).

B. Site Supervision

All students must receive a minimum of one (1) hour per week of individual or triadic supervision by their site supervisor. Any site supervision missed, should be made up within the same week. Site supervisors should have the following (CACREP 3.P):
- a minimum of a master’s degree, preferably in counseling, or a related profession
- relevant certifications and/or licenses
- a minimum of 2 years of pertinent professional experience in the specialty area in which the student is enrolled
- knowledge of the program’s expectations, requirements, and evaluation procedures for students, and
- relevant training in counseling supervision

Sites must also permit audio or video recording for review by the university supervisors. Weekly site supervision should be used to review goals, tasks as defined by the site supervisor, and progress toward those goals and tasks. Site supervision should also include processing of the student’s experience with clients. Site supervisors for Practicum students should have regular consultation with the student’s university group supervisor (CACREP 3.H).
C. Evaluation of Supervisors

Students are expected to complete written evaluations of their university individual and group supervisors as well as their site supervisors. This should be completed at the end of each semester, as feedback is highly valued.

LIABILITY INSURANCE COVERAGE (CACREP 3.A)

Students are required to carry their own liability insurance during the semesters enrolled in Practicum & Internship. **Students must submit a copy of their liability insurance policy to their group supervisors at the start of each semester, before accruing direct hours at their site.** The American Counseling Association (ACA) and American School Counselor Association (ASCA) provide complimentary insurance to student members of the organization. To join ACA, visit [www.counseling.org](http://www.counseling.org). To join ASCA, visit [https://www.schoolcounselor.org](https://www.schoolcounselor.org).

Insurance policies cover counselors-in-training on an annual basis, so you will need to renew the policy if you are completing your clinical experiences over more than a year.

Additionally, Old Dominion University’s registered and enrolled students who are required by their curriculum to participate in supervised and graded service outside the University at various internship sites are covered by liability insurance provided through the Commonwealth of Virginia. Please email [clinicalcoord@odu.edu](mailto:clinicalcoord@odu.edu) for proof of coverage.
## Appendix A: Paperwork Checklist

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Form</th>
<th>Deadline</th>
<th>Courses</th>
<th>Completed By</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Liability Insurance Confirmation</td>
<td>First week of classes</td>
<td>669, 667, 668</td>
<td>Student</td>
<td>Submit a copy of your liability insurance coverage certificate to your group supervisor during the first week of classes. Students must have insurance in place before accruing direct hours at their site.</td>
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### Site and Supervision Agreements

<p>| 2a | Site Agreement                     | First week of classes for MHC placements  | 669, 667, 668    | Students complete form in conjunction with Site Supervisor  | This form is completed ONLINE in Qualtrics. The form on the CHS website is for draft purposes only. Both the student and site supervisor have to sign the form, so students need to complete the form in a face-to-face meeting with the site supervisor. Site Supervisors and students will receive an email copy of the form. Submit a copy to your Group Supervisor. If you have more than one site, you need to submit a separate site agreement for each site. |
|    |                                   | Second week of classes for School placements |                  |              |                                                                                                                                                       |
| 2b | Group Supervision Agreement        | Second week of classes          | 669, 667, 668    | Group Supervisor |                                                                                                                                                       |
| 2c | Individual Supervision Agreement  | Second Week of classes          | 669              | Individual Supervisor |                                                                                                                                                       |</p>
<table>
<thead>
<tr>
<th>Clinical Competency Scale</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>Clinical Competency Scale</td>
<td>Second week of classes</td>
<td>669 667, 668</td>
</tr>
<tr>
<td></td>
<td>Last week of classes</td>
<td>667/668: Students complete form in conjunction with their Group Supervisor</td>
<td>This form is to be completed at the beginning and end of the semester.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Evaluation of Student Forms</th>
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</thead>
<tbody>
<tr>
<td>4a</td>
<td>Final Evaluation of Practicum/Internship Student by Group Supervisor</td>
<td>Last week of classes</td>
<td>669 667, 668</td>
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<tr>
<td></td>
<td>Group Supervisor</td>
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<tr>
<td>4b</td>
<td>Final Evaluation of Practicum/Internship Student by Site Supervisor</td>
<td>Last week of classes</td>
<td>669 667, 668</td>
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<tr>
<td></td>
<td>Site Supervisor</td>
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<tr>
<td>4c</td>
<td>Final Evaluation of Student by Individual Supervisor (MSEd PRACTICUM ONLY)</td>
<td>Last week of classes</td>
<td>669</td>
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<tr>
<td></td>
<td>Individual Supervisor</td>
<td></td>
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</tr>
<tr>
<td>4d</td>
<td>Group Skills Evaluation Form (MSEd PRACTICUM ONLY)</td>
<td>Last week of classes</td>
<td>669</td>
</tr>
<tr>
<td></td>
<td>Site Supervisor or another licensed clinician on site serving as the group co-leader.</td>
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</tbody>
</table>

This form is **completed ONLINE in Qualtrics**. As such, this form is not on the CHS website.

The group supervisor will provide with students with the Qualtrics survey link to distribute to their site supervisors a few weeks prior to the end of the semester.

Site Supervisors and students will receive an email copy of the form.

This form must be signed by the individual supervisor and the group supervisor.

This form must be signed by the site supervisor/group co-leader and the group supervisor.
<table>
<thead>
<tr>
<th></th>
<th>Final Evaluations of Supervisors</th>
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</thead>
<tbody>
<tr>
<td>5a</td>
<td><strong>Final Evaluation of Group Supervisor</strong></td>
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<td></td>
<td>Last week of classes</td>
<td>669</td>
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<td></td>
<td></td>
<td>667, 668</td>
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<tr>
<td></td>
<td><strong>Student</strong></td>
<td></td>
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<td></td>
<td>These forms are to be <strong>completed by the student</strong> to evaluate their group supervisor.</td>
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<tr>
<td></td>
<td><strong>This form is completed ONLINE in Qualtrics.</strong> As such, this form is not on the CHS website.</td>
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<tr>
<td></td>
<td>The group supervisor will provide with students with the Qualtrics survey link a few weeks prior to the end of the semester. Students will receive an email copy of the form.</td>
<td></td>
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</tr>
<tr>
<td>5b</td>
<td><strong>Final Evaluation of Site and Site Supervisor</strong></td>
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<td></td>
<td>Last week of classes</td>
<td>669</td>
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<td>667, 668</td>
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<tr>
<td></td>
<td><strong>Student</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5c</td>
<td><strong>Final Evaluation of Individual Doctoral Supervisor (MSEd PRACTICUM ONLY)</strong></td>
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<td></td>
<td>Last week of classes</td>
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<tr>
<td></td>
<td><strong>Student</strong></td>
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<tr>
<td></td>
<td><strong>Site Visit Form</strong></td>
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<tr>
<td>6</td>
<td>Site Visit Form</td>
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<td></td>
<td>Mid-semester</td>
<td>669</td>
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<td></td>
<td></td>
<td>667, 668</td>
<td></td>
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<tr>
<td></td>
<td><strong>Group Supervisor when conducting a site visit</strong></td>
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<tr>
<td></td>
<td>The group supervisor should provide students with a copy of this form to be submitted with their final paperwork packet.</td>
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<tr>
<td></td>
<td><strong>Hours Logs (Excel Spreadsheets)</strong></td>
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</tr>
<tr>
<td>7a</td>
<td><strong>Practicum/Internship Hours Log (Clinical Mental Health Counseling)</strong></td>
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<td></td>
<td>Throughout semester</td>
<td>669</td>
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<td></td>
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<td>667, 668</td>
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<td></td>
<td><strong>Student</strong></td>
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<tr>
<td>7b</td>
<td><strong>Practicum/Internship Hours Log (School Counseling)</strong></td>
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<td>Throughout semester</td>
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<td></td>
<td><strong>Student</strong></td>
<td></td>
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<tr>
<td></td>
<td>Your site supervisor and university supervisor will be checking your hours logs on at least a bi-weekly basis.</td>
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</tr>
<tr>
<td>8a</td>
<td><strong>Hours Log Summary (Clinical Mental Health Counseling)</strong></td>
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<td></td>
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<tr>
<td></td>
<td>Last week of classes</td>
<td>669</td>
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<td></td>
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<td>667</td>
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<tr>
<td></td>
<td><strong>Student</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This form is signed by the site supervisor and group university supervisor.</td>
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</tbody>
</table>

28
<table>
<thead>
<tr>
<th>8b</th>
<th>Hours Log Summary (School Counseling)</th>
<th>Last week of classes</th>
<th>669 668</th>
<th>Student</th>
<th>This form is signed by the site supervisor and group university supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSEd Specialty Area Portfolios</strong></td>
<td></td>
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</tr>
<tr>
<td>Mental Health Counseling Portfolio</td>
<td>2-3 weeks before end of semester (as determined by Group Supervisor)</td>
<td>667 (2nd semester)</td>
<td>Student</td>
<td>This portfolio is to be completed by all MSEd Mental Health Counseling students during their 2 semesters of internship and is required for completion of 667 and graduation. See P&amp;I Handbook for more information on the MHC Portfolio.</td>
<td></td>
</tr>
<tr>
<td>School Counseling Portfolio</td>
<td>2-3 weeks before end of semester (as determined by Group Supervisor)</td>
<td>668 (2nd semester)</td>
<td>Student</td>
<td>This portfolio is to be completed by all MSEd School Counseling students after they have completed their 600 hours of internship and is required for completion of 668 and graduation. See P&amp;I Handbook for more information on the SC Portfolio.</td>
<td></td>
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</table>
Appendix B: Digital Portfolio Resources

Below is a list of videos and resources you can use while developing your digital portfolio.

Google sites

- https://sites.google.com
- https://www.youtube.com/watch?v=wDdLBcD68uA&list=PL77D34FF8C4238AD6
- https://youtu.be/1j-x3-VbGVg

Weebly (Free web-hosting with drag-and-drop website builder)

- http://www.weebly.com/
- https://youtu.be/u2l5924P_2k

WIX (Free web-hosting with drag-and-drop website builder)

- http://www.wix.com/
- https://youtu.be/1vSF_nuNahw

WordPress (Free online website creation tool)

- https://wordpress.com/website/
- https://youtu.be/diRqV_hWy10

Live Binder (Online 3-ring binder)

- http://www.livebinders.com/welcome/home
- https://www.youtube.com/watch?v=ChQmwV9sbf4