

SCHOOL COUNSELING FIELD PLACEMENT CONTRACT

This agreement is made on _____ by and between _____
(Date) (Field Site)
and North Carolina A&T State University, Department of Human Development and Services.

The agreement will be effective for a period from _____ to _____ for
(Date) (Date)
_____ per week for _____.
(# Hours) (Student Name)

Purpose

The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of school counseling.

The University Program agrees:

1. To assign a university faculty liaison to facilitate communication between university and site;
2. To notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. That the faculty liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relation to student, site, or university occur; and
4. That the university supervisor is responsible for the assignment of fieldwork grade.

The Internship Site agrees:

1. To assign an internship supervisor who has appropriate credentials, time, and interest for training the internship student;
2. To provide opportunities for the student to engage in a variety of school counseling activities, under supervision and for evaluating the student's performance (suggested school counseling experiences included in the internship activities);
3. To provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
4. To provide supervisory contact which involves some examination of student work, using audio/videotapes, observation, and/or live supervision, and;
6. To provide written evaluation of student based on criteria established by the university program.

Within the specified time frame, _____ will
(Site Supervisor)

be the primary site supervisor. The training activities checked below will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. _____ will be the
(University Supervisor)

faculty liaison with whom the student and internship site supervisor will communicate regarding progress, problems, and performance evaluations.

Projected Internship Activities

Directions: Please *circle* all activities that you will be engaged during your Field Placement

1. Individual Counseling
 - Personal/social nature
 - Occupational/educational nature
2. Group Counseling (Small or Large)
 - Co-leading
 - Leading
3. Classroom Guidance
4. Student Appraisal
 - Standardized Testing
 - Review of Tests and Measures
 - Involvement in Testing Process
5. Consultation
 - Parent Conferences
 - Teacher Conferences
 - Consultation with Community Resource Agents
6. Work with Student Support Teams/Special Needs
7. Educational Planning (including scheduling)
8. Career Counseling (exploration, decision-making, planning)
9. In-service Professional Development Activities/Staff Meetings
10. Other (*please list*)

Signatures:

Internship Site Supervisor: _____ Date: _____

Day Phone Number: _____

Student: _____ Date: _____

Day Phone Number: _____

University Supervisor _____ Date: _____

Day Phone Number: _____

GOALS & OBJECTIVES

Place a check in the appropriate boxes

- Course
- Counseling Practicum
 - Internship I
 - Internship II
 - Combined Internship

- Major
- Community/Agency Counseling
 - School Counseling
 - Rehabilitation Counseling

List below the goals and objective that you would like to accomplish this semester at your respective site.

Student's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

DUTIES & RESPONSIBILITIES

Place a check in the appropriate box

- Counseling Practicum
- Internship I
- Internship II
- Combined Internship

- Community/Agency Counseling
- School Counseling
- Rehabilitation Counseling

List below the specific duties and/or responsibilities that will be assigned to _____ as required
practicum/internship activities. Keep in mind that approximately 40% of activities should be in direct service to clients, consumers, and/or prospective clients. Ten direct hours should involve group counseling.

Student's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

SCHOOL COUNSELING *MID-TERM* EVALUATION

Directions: Please check only one

Counseling Practicum Internship I Internship II Combined Internship

Student's Name: _____

Site Name: _____

Site Supervisor's
Name: _____

Please use the following rating scale.

1	2	3	4
Very Good	Satisfactory	Marginal	Unsatisfactory

NA (Not applicable or not enough information to form a judgment)

The counseling intern will be evaluated on the following:

1. Basic Performance characteristics

- _____ Arrives on time consistently
- _____ Uses time effectively
- _____ Informs supervisor of schedule changes and makes arrangements for absences
- _____ Reliably completes assigned tasks on time
- _____ Completes required total number of hours or days on site
- _____ Is responsible to norms about professional behavior (clothing, language, and so on) on site

Comments:

2. Interactions with students

- _____ Ability to convey the personal qualities of openness, tolerance, acceptance of self and others
- _____ Appears comfortable interacting with students
- _____ Initiates interactions with students
- _____ Communicates effectively with students
- _____ Builds rapport and respect with students
- _____ Is sensitive and responsive to students
- _____ Is sensitive to cultural differences

_____ Is sensitive to gender differences

Comments:

3. Response to Supervision

_____ Ability to demonstrate qualities of responsibility, adjustment, and flexibility

_____ Actively seeks help when necessary

_____ Receptive to feedback and suggestions from supervisor

_____ Willingness to explore personal strengths and areas of limitation

_____ Successfully implemented strategies for improvement of counseling skills

_____ Receptive to learning when new information is offered

_____ Ability to apply new information in the practice of counseling

Comments:

4. Ethical Concerns

_____ Knowledge of professional and ethical guidelines

_____ Demonstrates awareness and sensitivity to ethical issues

_____ Personal behavior is consistent with ethical guidelines

_____ Consults with others about ethical issues if necessary

Comments:

5. Knowledge of Setting/Documentation

_____ Knowledge of student population

_____ Knowledge of theoretical foundations/varied counseling strategies

_____ Reliably and accurately keeps records

_____ Written reports are accurate and factually correct

_____ Written reports are completed in a professional manner

_____ Written or verbal reports are presented in a professional way

Comments:

6. Interactions in the Professional Setting

- _____ Appears comfortable interacting with other staff members
- _____ Initiates interactions with staff
- _____ Communicates effectively with staff
- _____ Effectively conveys information and expresses own opinions
- _____ Effectively receives information and opinions from others

Comments:

7. Specific Internship Activities

- _____ Individual Counseling
- _____ Group Counseling
- _____ Classroom Guidance
- _____ Student Appraisal
- _____ Consultation
- _____ Work with Student Support Teams/Special Needs
- _____ Educational Planning
- _____ Career Counseling
- _____ In-Service Professional Development
- _____ Other (Please list and rate)

OVERALL COMMENTS ON STUDENT PERFORMANCE

Site Supervisor Signature: _____ Date: _____

SCHOOL COUNSELING *FINAL* EVALUATION

Directions: Please check only one

Counseling Practicum Internship I Internship II Combined Internship

Student's Name: _____

Site Name: _____

Site Supervisor's
Name: _____

Please use the following rating scale.

1	2	3	4
Very Good	Satisfactory	Marginal	Unsatisfactory

NA (Not applicable or not enough information to form a judgment)

The counseling trainee will be evaluated on the following:

1. Basic Performance characteristics

- _____ Arrives on time consistently
- _____ Uses time effectively
- _____ Informs supervisor of schedule changes and makes arrangements for absences
- _____ Reliably completes assigned tasks on time
- _____ Completes required total number of hours or days on site
- _____ Is responsible to norms about professional behavior (clothing, language, and so on) on site

Comments:

2. Interactions with students

- _____ Ability to convey the personal qualities of openness, tolerance, acceptance of self and others
- _____ Appears comfortable interacting with students
- _____ Initiates interactions with students
- _____ Communicates effectively with students
- _____ Builds rapport and respect with students
- _____ Is sensitive and responsive to students
- _____ Is sensitive to cultural differences
- _____ Is sensitive to gender differences

Comments:

3. Response to Supervision

- _____ Ability to demonstrate qualities of responsibility, adjustment, and flexibility
- _____ Actively seeks help when necessary
- _____ Receptive to feedback and suggestions from supervisor
- _____ Willingness to explore personal strengths and areas of limitation
- _____ Successfully implemented strategies for improvement of counseling skills
- _____ Receptive to learning when new information is offered
- _____ Ability to apply new information in the practice of counseling

Comments:

4. Ethical Concerns

- _____ Knowledge of professional and ethical guidelines
- _____ Demonstrates awareness and sensitivity to ethical issues
- _____ Personal behavior is consistent with ethical guidelines
- _____ Consults with others about ethical issues if necessary

Comments:

5. Knowledge of Setting/Documentation

- _____ Knowledge of student population
- _____ Knowledge of theoretical foundations/varied counseling strategies
- _____ Reliably and accurately keeps records
- _____ Written reports are accurate and factually correct
- _____ Written reports are completed in a professional manner
- _____ Written or verbal reports are presented in a professional way

Comments:

6. Interactions in the Professional Setting

- _____ Appears comfortable interacting with other staff members
- _____ Initiates interactions with staff
- _____ Communicates effectively with staff

- _____ Effectively conveys information and expresses own opinions
- _____ Effectively receives information and opinions from others

Comments:

7. Specific Internship Activities

- _____ Individual Counseling
- _____ Group Counseling
- _____ Classroom Guidance
- _____ Student Appraisal
- _____ Consultation
- _____ Work with Student Support Teams/Special Needs
- _____ Educational Planning
- _____ Career Counseling
- _____ In-Service Professional Development
- _____ Other (Please list and rate)

OVERALL COMMENTS ON STUDENT PERFORMANCE

Site Supervisor Signature: _____ Date: _____

Supervisee Evaluation of Supervisor

Place a check in the appropriate box

- Counseling Practicum
- Internship I
- Internship II
- Combined Internship

- Community/Agency Counseling
- School Counseling
- Rehabilitation Counseling

Supervisor's Name: _____

Supervisor to be Evaluated On-Site or University (circle one)

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree N/A = Not Applicable

RATING CATEGORIES RATING

I. My Supervisor:

- | | |
|---|-------------|
| 1. Explained his/her role as my supervisor | 1 2 3 4 N/A |
| 2. Made me feel at ease with the supervisory process | 1 2 3 4 N/A |
| 3. Gave me feedback about my role as a counselor that was accurate and that I could use | 1 2 3 4 N/A |
| 4. Helped me clarify the issues that my client brought to the session. | |
| 5. Assisted me in understanding my own feelings about the client and his/her issues | 1 2 3 4 N/A |
| 6. Encouraged me to develop a plan to work with specific clients. | 1 2 3 4 N/A |
| 7. Modeled appropriate counseling techniques when necessary. | 1 2 3 4 N/A |

II. My Supervisor helped Promote:

- | | |
|--|-------------|
| 8. My professional identity by encouraging membership in professional organizations. | 1 2 3 4 N/A |
| 9. Professional standards by encouraging certification and accreditation of supervisors by accrediting bodies (State and National) | 1 2 3 4 N/A |
| 10. Legal and ethical practice by discussing and modeling appropriate ethical standards. | 1 2 3 4 N/A |

III. I Felt:

11. Confident of the counseling skills of my supervisor 1 2 3 4 N/A
12. My supervisor respected me and was concerned with my professional growth. 1 2 3 4 N/A
13. My supervisor was committed to his/her role as a supervisor. 1 2 3 4 N/A
14. My supervisor motivated and encouraged me. 1 2 3
4 N/A
15. My supervisor served as an appropriate professional role model. 1 2 3 4 N/A
16. Supervision sessions allowed for personal and professional growth. 1 2 3 4 N/A
17. My supervisor recognizes his/her own limitations. 1 2 3
4 N/A
18. My supervisor was genuine, congruent, empathic, and honest. 1 2 3 4 N/A

IV. My Supervisor Helped Me.

19. Clarify my own ideas about counseling theory. 1 2 3 4 N/A
20. Focus on specific counseling strategies to assist the client. 1 2 3 4 N/A
21. Develop techniques to resolve conflict. 1 2 3 4 N/A

Please complete the following demographic questions.

The demographics will be used for descriptive analysis in research.

Your gender: Supervisor's gender: _____

Your age: Supervisor's age: _____

Your ethnic background: _____

(African American, Asian, Caucasian, Hispanic, Native American, Other)

Your supervisor's ethnic background: _____

(African American, Asian, Caucasian, Hispanic, Native American, Other)

Number of years that your supervisor has been a counselor: _____

(survey adopted from Mississippi State University Counseling Program)

Rating Scale	
Poor/often	Good/Often
Excellent/Always	
1.....2.....3.....4.....5.....6.....7	

**NC A&T STATE UNIVERSITY DEPARTMENT of HUMAN DEVELOPMENT
and SERVICES**
STUDENT SELF-EVALUATION OF CLINICAL EXPERIENCE

1. Ability to comprehend client's issues.	N/A	1	2	3	4	5	6	7
2. Can facilitate client expression of thought and feeling.	N/A	1	2	3	4	5	6	7
3. Able to maintain control of the counseling session.	N/A	1	2	3	4	5	6	7
4. Can recognize and skillfully interpret client covert messages.	N/A	1	2	3	4	5	6	7
5. Can identify relationships among conceptual themes as expressed by the client.	N/A	1	2	3	4	5	6	7
6. Able to respond to important developments during session.	N/A	1	2	3	4	5	6	7
7. Trust your insight/intuition during counseling session.	N/A	1	2	3	4	5	6	7
8. Feel comfortable in the role of counselor.	N/A	1	2	3	4	5	6	7
9. Ability to show client the person behind the counselor (appropriate counselor self-disclosure).	N/A	1	2	3	4	5	6	7
10. Can recognize the significance of client statements in relation to the presenting problem.	N/A	1	2	3	4	5	6	7
11. Ability to keep session moving toward an appropriate outcome.	N/A	1	2	3	4	5	6	7
12. Can assist the client to identify appropriate outcome and/or process goals.	N/A	1	2	3	4	5	6	7
13. Able to convey competence to the client.	N/A	1	2	3	4	5	6	7
14. Can resist feeling threatened or becoming defensive.	N/A	1	2	3	4	5	6	7
15. Ability to convey warmth and caring to the client.	N/A	1	2	3	4	5	6	7
16. Have an understanding of organizational procedures.	N/A	1	2	3	4	5	6	7
17. Overall ability to conceptualize the case correctly.	N/A	1	2	3	4	5	6	7
18. Can convey genuine interest in the client.	N/A	1	2	3	4	5	6	7
19. Able to establish a good rapport with others.	N/A	1	2	3	4	5	6	7
Adapted from Evaluation of Therapists Rating Scaiest Performance (Short Form) scale. Bernard, 1982.								