



Alliant International University
California School
of Education

ALLIANT INTERNATIONAL UNIVERSITY

SCHOOL COUNSELING PROGRAM SITE SUPERVISOR INFORMATION PACKET



Table of Contents

Supervisor Verification Form	3
School Counseling Internship Competencies	4
Site Supervisor Evaluation Form	6
Sample Signature Hourly Log	7



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CALIFORNIA SCHOOL OF EDUCATION
PUPIL SERVICES CREDENTIAL PROGRAM IN SCHOOL PSYCHOLOGY

PPS School Counseling: Internship Competencies

District Personnel:

Students admitted to the AIU School Psychology Credential Program are expected to complete six hundred (600) hours of an internship in a K-12 school setting. We are indebted to you for your time and guidance in the training of our students. We appreciate the opportunity you have given them to learn from you, as well as provided them with opportunities to fulfill their program requirements. The following is a list of “Intern Competencies” which will help guide you as to what we would like to see our students accomplish during the completion of the internship within your district:

The goal of the School Counselor Internship is to develop a functional understanding of the role of the School Counselor while working with exceptional and non-exceptional students in an on-site experience where cross-cultural opportunities exist.

- Conduct at least three parent/teacher/student conferences.
- Select, interview and counsel with students regarding academic and personal problems.
- Assist students in record evaluations and class programming.
- Assist students in planning for educational/training/career and vocational choices.
- Conduct at least three weekly social skill lessons to students on a selected topic to be determined in consultation with the classroom teacher.
- Become familiar with various social skills curriculum (i.e., prepared programs for use by counselors or teachers in group situations)
- Attend and observe a Student Study Team (SST) meeting.
- Attend and observe at least one Student Attendance Review Team (SART) or Student Attendance Review Board (SARB) meeting
- Attend at least one meeting of a Parent Education Program conducted at a school site.
- Become familiar with school procedures and laws regarding student discipline. Interview site principal or administrative designee regarding procedures for student suspension and expulsion.
- Conduct visitations to schools/programs to observe individuals with exceptional needs along the spectrum of handicapping conditions including:
 - Learning Disabled
 - Speech and Language Disabled
 - Physically Disabled



- Emotionally Disturbed
- Observe/Interview the teacher of a regular classroom where an individual with exceptional needs is mainstreamed. Observe the student within the regular classroom setting and interview the parent and child for their perception of the setting (interview with parent may be conducted by telephone).
- Attend at least two Individualized Education Plan (IEP) meetings and report on the procedures followed.
- Become familiar with and use of district computer systems assisting students with class schedules and programming
- Become familiar with district computer systems assisting students with goal setting including college selection and career awareness.

Naturally, there may be other activities and skills inherent to your particular school district which you will also expect from each intern. The list provided serves as guidance and is not an exhaustive list.

Note: Towards the end of the first and second half of the student's internship, each site supervisor will be asked to complete a formal evaluation

Hourly Logs

Students are required to keep track of how many hours have been completed under the guidance of their site supervisor. Site supervisors will be asked to sign off on all hourly logs that were completed under their guidance. Supervisors should review activities listed on the student's hourly log and provide a signature at the bottom of each page.

Evaluations

Site supervisors will be required to complete at minimum, two evaluation forms (the first one completed when the intern reaches 300 hours and the second one completed when the intern completes a total of 600 hours). If at any time there is a change in supervisor, supervisors should complete an evaluation and indicate how many hours the intern has worked.

If you have any questions about this list, hours and evaluation procedures, please feel free to contact the Alliant International University's Program Director (eakridge@alliant.edu), Clinical Practice Coordinator (kimmie.reyes@alliant.edu) or the student's internship instructor.

Again, thank you and we are grateful for your support with our students.



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