



Alliant International University  
California School  
of Education

# SCHOOL COUNSELING PROGRAM: PRACTICUM STUDENTS

SITE SUPERVISOR INFORMATION PACKET

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**VERIFICATION OF PLACEMENT  
SCHOOL COUNSELING CANDIDATES**

Dear Supervisor

Please use the hyperlink below to complete the Verification of Placement Form.

[Supervisor Verification Form for School Counseling Candidates](#)

CALIFORNIA SCHOOL OF EDUCATION  
PUPIL SERVICES CREDENTIAL PROGRAM IN SCHOOL PSYCHOLOGY

**School Counseling Practica Performance Expectations**

***District Personnel:***

*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. Students admitted to the AIU School Counseling Credential Program are expected to complete one hundred (100) hours of practica experience in a K-12 school setting.*

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. Within the Alliant International University, California School of Education School Counselor program, students are required to complete at minimum 100 hundred hours of practicum experience (*if possible, the university does encourage additional hours*). While in the program, students are registered for four (4) practicum courses occurring over four consecutive eight-week terms. There is no set hourly requirement in which students need to meet per term in order to accrue the necessary practicum hours prior to their eventual internship, however, we do expect our students to average about four to five hours each week in order to reach the required 100 (+) hours by the end of their last practicum course.

While completing the practicum component, there is a list of activities students are required to complete but not limited to:

Observing, participating in parent/teacher/student conferences; observing and/or participating in counseling sessions with students regarding academic and personal problems; developing an understanding of students record keeping and class programming; assisting in the planning for educational/training/career and vocational choices; observing and/or participating in social skill lessons for students and becoming familiar with various social skills curriculum; attending and observing a Student Study Team (SST) meetings or Student Attendance Review Board (SARB) meetings or IEP meetings; attending and/or participating in a Parent Education Program conducted at the school site; becoming familiar with school procedures and laws regarding student discipline, suspension and expulsion; observing general and special education students in the classroom setting; and becoming familiar with and use of district computer.

**Supervision**

Under the supervision of a credentialed school counselor, supervisors are required to have at least two (2) years of full -time experience. While on site, students may receive direct and indirect supervision but should be monitored throughout the practicum process. At the university level, students also receive direct and indirect weekly supervision from their practicum course instructors within the program and are also monitored by the Program Coordinator and Clinical Practice Coordinator.

**Hourly Log**

Students are required to document every hour completed towards practicum using a program hourly log sheet. The log sheet requires the student to provide a date(s) for each activity, the

number of hours completed and the supervisor's initial indicating completion of the activity. When all hours are complete, supervisors are required to sign the bottom of the page validating all hours and experience.

**Evaluation**

Supervisors are required to complete two (2) site supervisor evaluations. The first evaluation is completed when the student has reached 50 hours and the second evaluation is completed when the student has reached a total of 100 hours.



**PPS PROGRAMS: SCHOOL PSYCHOLOGY AND  
SCHOOL COUNSELING PROGRAMS  
SITE SUPERVISOR EVALUATION  
For Practicum Students**

Site supervisors are required to complete an evaluation form when the student has reached the first half of their practicum hours and at the completion of their practicum hours.

Online Form:

[Site Supervisor Evaluation for Practicum Students](#)



PUPIL SERVICES CREDENTIAL PROGRAM IN SCHOOL COUNSELING  
PRACTICUM HOURLY LOG

NAME OF STUDENT: \_\_\_\_\_

Required Practicum Activities  (Students will need to complete these activities prior to entering fieldwork toward the their 2 <sup>nd</sup> year of the program)	CTC Standards  Covered	ASCA School Counselor Competencies	Suggested # hours  Date activity completed  Actual # hours completed	Signature / Title (The individual activities can be signed off by the University Practicum Supervisor; Teacher; School Counselor; School Psychologist, or other DIS Staff)
<p>1. Students will participate in a school-community collaboration in order to understand /be able to discuss various methods/intervention strategies that school staff employ with the community</p> <p>2. Observation/Interview a School Counselor; Summarize the role and nature of their job responsibilities and typical activities that are required during a given week/semester including Legal and Ethical Standards</p> <p>3. Observe/Attend at least three different kind of School meeting(s) (e.g, IEP meetings, school staff meetings, parent/teacher meeting, School Board meeting)</p> <p>4. Observe students in naturalistic environments (e.g., playground, cafeteria, classroom, study group, etc.)</p> <p>5. Consult/Observe school staff (e.g., counselors/school psychologists) regarding issues and strategies used for school crises interventions</p> <p>6. Students will review the components that make up a school district (i.e., organization, work titles and responsibilities)</p> <p>7. Collaborate with school staff in the completion of various processes regarding discipline or attendance issues (e.g., FBA, School Discipline Violation Form, SARB, Suspension/Expulsion process)</p> <p>8. Participate/consult with School Psychologist and/or School Counselor regarding group counseling session,</p> <p>9. Visit a career center (Rehab center; college/university; district school counselor center etc); Describe materials used, technology, populations served, assessments used.</p> <p>10 Practica Supervision TBD</p>	<p>20. Collaborative Consultation</p> <p>21. Wellness Promotion, Crisis Intervention and Counseling</p> <p>22. Individual Evaluation and Assessment</p> <p>23. Program Planning and Evaluation</p>	<p>I-A-1. The organizational structure and governance of the American educational system as well as cultural, political and social influences on current educational practices</p> <p>I-A-7. Legal, ethical and professional issues in pre-K-12 schools</p> <p>I-B-1f. Describes the history of school counseling to create a context for the current state of the profession and comprehensive school counseling programs</p> <p>I-B-1g. Technology used to effectively and efficiently to plan, organize, implement and evaluate the school counseling program</p> <p>II-A-4. History and purpose of school counseling, including traditional and transformed roles of school counselors</p> <p>I-A-7. Legal and ethical standards and principles of the school counseling profession and educational systems, including district and building policies</p> <p>II-B-4d. Understands the unique legal and ethical nature of working with minor students in a school setting</p>	<p>1. 10 hours Date / # hrs: _____</p> <p>2. 8 Hours Date / # hrs: _____</p> <p>3. 8 Hours Date / # hrs: _____</p> <p>4. 6 Hours Date / # hrs: _____</p> <p>5. 12 Hours Date / # hrs: _____</p> <p>6. 6 Hours Date / # hrs: _____</p> <p>7. 12 Hours Date? # hrs: _____</p> <p>8. 15 Hours Date / # hrs: _____</p> <p>9. 15 hours Date / # hrs: _____</p> <p>10. 8 hours Date / # hrs: _____</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>

Other activities \_\_\_\_\_ Date \_\_\_\_\_

Other activities \_\_\_\_\_ Date \_\_\_\_\_

Alliant International University Practica Supervisor's Signature \_\_\_\_\_ 7