

CSEO SCHOOL COUNSELING PROGRAM: Fieldwork/Internship Information



CSOE Program Staff

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Agenda

- What is Fieldwork/Internship?
- CCTC and University Requirements
- Course Review
- What can I do to get started?
- Memorandum of Understanding
- Internship Credentialing
- University-District Agreement Form
- Information Form
- Fieldwork Log
- Evaluation Forms
- Canvas and OneDrive Uploads
- Communicating via Alliant Email
- Using OneDrive

What is Fieldwork/Internship?

Goal: 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
- Academic and social emotional counseling
- Assist with crisis interventions/conduct at-risk assessments
- Assist students in record evaluations and class programming
 - Become familiar with district software
- Assist students in planning for educational/training/career and vocational choices
 - E.g. applications for universities; college visitations; financial aid
- Conduct various lessons to students (e.g. inservice)
- Consultation with teachers
- SSTs, SART, SARB, IEPs meetings, etc...
- Observe various programs (e.g. special needs)
- Parent-teacher conferences

CCTC and University Requirements

- A minimum of six hundred (600) clock hours in public school settings at two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours at each level.
- Two hundred (200) of the six hundred (600) clock hours may be completed in settings other than public schools. At least four hundred (400) clock hours must be completed in public school settings with k-12 pupils.
- Up to one hundred fifty (150) clock hours shall be devoted to issues of diversity
- Qualified, credentialed School Counselor
 - At minimum 2 years experience
 - Complete evaluation forms
 - Sign hourly logs

Fieldwork Courses

- Prerequisite: Received credit for all practicum series classes (PPS 60010 – PPS 60040)
- PPS 72100 A/B
- PPS 72110 A/B

*Must receive credit for all core classes, practicum courses and internship courses to exit program (49 units for MA) (78 units for EdS)

What can I do to get started?



- Locate all SP documents in Student Hub
- State Assessments
- Memorandum of Understanding (MOU) in place
- Request an Internship Credential
- Complete a University-District Agreement Form
- Submit Electronic Information Form
- Share Site Supervisor Packet with District/Supervisor

CSOE Educational Psychology Programs Student Hub

Save this link:

[CSOE Educational Psychology Programs Student Hub](#)

The screenshot shows a SharePoint page for the CSOE Educational Psychology Programs Student Hub. At the top, there is a blue navigation bar with the SharePoint logo and a search box labeled "Search this site". Below the navigation bar, there is a horizontal menu with links for "Student Hub", "Student Portal", "Student Affairs", "Student Finance", "Academics", "University Departments", "I-MERIT", "Alliant Ed Foundation", and "COVID-19 Info".

The main content area features a header with the CSOE logo and the title "CSOE Educational Psychology Programs Home". To the right of the title is a "Follow" button. Below the header, there is a left-hand navigation pane with links for "CSOE Student Home", "CSOE Educational Psycho...", "CSOE Ed Psych Student D...", and "Recycle bin".

The main content area is divided into two columns. The left column contains a welcome message: "Welcome School Psychology and School Counseling Candidates to the Student Hub!! Here you will find access to your program documents, news updates, quick announcements and more!". The right column is titled "CSOE MA-PPS/EdS Programs" and "CSOE PSYD Programs". Under "CSOE MA-PPS/EdS Programs", there are four blue buttons with white text and a right-pointing arrow: "MA School Psychology", "MA School Counseling", "EdS School Counseling", and "EdS School Psychology". Under "CSOE PSYD Programs", there are two blue buttons with white text and a right-pointing arrow: "PSYD School Psychology" and "PSYD School Counseling".

At the bottom of the page, there is a section titled "MOU Requests" with a blue button labeled "Active MOUs and Request Link".

State Assessment Requirements

California Basic Educational Skills Test (CBEST)

- Must pass all 3 sections
 - Reading
 - Writing
 - Math
- Substitution Waiver (alternative courses)

Registration Link:

<https://www.ctcexams.nesinc.com/App/SignInForm.aspx?ReturnUrl=/App/Registrar/IdentityConfirmation.aspx>

Praxis II Exam #5421

- To complete the SC program requirements, students must pass with a 150 or higher

Registration Link:

- <https://www.ets.org/portal/site/iserpraxis/menuitem.1b7fdbe6788d618e6c41265a7beb1509>

Memorandum of Understanding (MOU) in place

- Agreement between district and university
- Do NOT start unless an MOU agreement is in place
- Do not contact James with questions regarding your practicum experience, internship experience or MOUs
 - You may contact james.bailey@alliant.edu for follow-up
- It is the student's responsibility to obtain information of the person in charge of MOUs for the district of intent

Use hyperlink to make requests:

[MOU Request for CSOE Students](#)

Internship Credential

- How do you know if you need one?
 - Paid vs unpaid internship
 - Per district's request
- Items needed for internship credential
 - Copy of passed CBEST scores (substitution waiver)
 - Copy of Certificate of Clearance
 - Letter from your district stating an intent to hire

Email credentials analyst:
erika.albarran@alliant.edu

University-District Agreement Form



Alliant International University
California School
of Education

CALIFORNIA SCHOOL OF EDUCATION
PUPIL SERVICES CREDENTIAL PROGRAM IN SCHOOL COUNSELING
UNIVERSITY / SCHOOL AGREEMENT

To whom it may concern:

The following agreement is between _____ and Alliant International University's Graduate School of Education. The goal of this agreement is to document the above partnership between two entities listed to facilitate the Fieldworker training of _____ a student in our PPS Credential Program in School Counseling.

UNIVERSITY ROLE

- Statement #1 The University will communicate to the public the availability of the School Counselor Fieldworker program in an effort to attract high- quality applicants as potential fieldworkers to the school counseling credential program.
- Statement #2 The University will inform participating school of the availability of high quality and qualified (i.e. CBEST completed, subject matter competence verified, BA degree confirmed) school counseling Fieldworker candidates. The University will not recommend be the candidate unless she/he has maintained satisfactory academic progress of the University professional course sequence and completed the 100 practicum hours.
- Statement #3 The University will work cooperatively with school personnel to reinforce ideas, principles, and practices being conveyed through school pre-service training activities for the selected interns that are being held concurrent with the University professional training course sequence.
- Statement #5 The University will assign a supervisor to support the intern during this, their required field experience to obtain the PPS Credential.
- Statement #6 The University Supervisor will work as part of a collaborative support team with school supervisors.
- Statement #7 The University will recommend candidates who successfully complete their Fieldworker experience for the PPS School Counseling Credential.

SCHOOL PERSONNEL ROLE

- Statement #1 School Personnel will communicate to potential interns the availability of the PPS School Counseling Fieldwork/Internship.

Statement #5 (Check one)

*There will be no fully paid financial remuneration between the student as school counselor fieldworker/intern

or

A "Stipend" will be provided

or

A fully paid internship salary will be provided to the full-time school counselor fieldworker/intern

- Statement #6 School Personnel will retain, not retain, or dismiss the Fieldworker(s) according to regular practice to school counselors.
- Statement #7 School Personnel will not displace existing school counselors with Fieldworker. Vacancies to accommodate fieldworkers will be designated through normal attrition.

START DATE OF FIELDWORK: _____

ANTICIPATED FINISH DATE OF FIELDWORK HOURS: _____

SIGNATURES OF AGREEMENT

_____	_____	_____
District Signature	Title	Date
_____	_____	_____
Student Signature	Title	Date
_____	_____	_____
University Signature	Title	Date

- All students required to complete form (paid and nonpaid students)
- When to complete a University-District Agreement Form?
 - Secured a site
 - Prior to starting fieldwork/internship
- Where do I get the University-District Agreement Form?
 - COSE Psych Student Hub
 - Place a copy in OneDrive when complete

Information Form (VERY IMPORTANT)

- Submit an Information Form when:
 - Secured a school district/site
 - Have knowledge and contact information of your supervisors

DO NOT FORGET TO:

- Notify Canvas instructor of secured position
- Upload a pdf copy of your Information Form

Submit Information Form via hyperlink:

[Information Form for School Counseling Internship Students](#)

Site Supervisor Packet with District/Supervisor

- Packet includes the following:
 - Internship competencies
 - Sample of hourly log
 - Supervisor Evaluation link
 - University Contact

Found in :

[CSOE Psych Student Hub](#)

Fieldwork Log

- Hourly Logs
 - Complete and signed by site supervisor
 - Save as pdf

Found in: [CSOE Psych Student Hub](#)



Alliant International University
California School
of Education

PUPIL SERVICES CREDENTIAL PROGRAM IN SCHOOL COUNSELING

Page _____

Internship / Fieldwork Log

School Counselor Intern/Fieldworker Name _____

School District/School Site _____

Date	Activities-- (below are some suggested acronyms you could use rather than write out the entire activity)			Number of Hours	Supervisor's Initials (optional)
	A=Assessment CN=Counseling (Academic or Social-Emotional//Behavioral) IN=Inservice/workshop	AA = Academic Advisement R = Report writing S=Supervision (school or department meetings/Individual meetings)	C/I=Consultation and/or Intervention Sch = Student scheduling		

Site Supervisor's signature

Subtotal hours (this page)

Total accumulated hours to date

Site Supervisor Evaluation Forms (2 required) – ONLINE ONLY

- Completed and signed by site supervisor when reached 300 and 600 hours
Found in: CSOE Psych Student Hub

SCHOOL COUNSELING PROGRAM FIELDWORK/INTERN EVALUATION FORM

Student: Date:

Placement School(s) and grade levels:

Evaluation Period: Beginning Date: Ending Date:

Hours per week: Number of weeks:

THIS EVALUATION TOTAL # OF HOURS:

Supervision received:
Individual hours/week: Group hours/week:

The primary supervisor and the student discussed this evaluation: Yes No

Please use the following evaluation scale for these items:

- 7 = Highly Competent
- 6 = Very Competent
- 5 = Competent (Could Improve)
- 4 = Generally Competent (Should Improve)
- 3 = Poor Skills or Emerging Skills (Must Improve)
- 2 = Very Poor (Well Below Standard)
- 1 = Major Concerns Noted (Significantly Below Standard)

The site supervisor's overall rating of the intern's performance to date is:

Supervisor's Signature

Date

Supervisor's Printed Name

Other Supervisor contributing to this evaluation

All students are required to read their evaluations and to certify the following:
I have read the evaluation and I am aware that I have the right to respond to it in writing and have my response attached to the evaluation and placed in my permanent file:

Student's Signature

Date

PLEASE COMPLETE THE FOLLOWING SECTIONS:

I. PROFESSIONALISM:

- The student conducts himself/herself in accordance with ethics and professional standards
- The student respects the laws and standards of confidentiality, reporting, etc.

II. PROFESSIONAL COMPETENCIES:

A. Domains of School Counseling and Guidance

- Skills in promoting the academic development of pupils.
- Knowledge and skills in career development
- Ability to promote the personal and social development of pupils

B. Themes of School Counselor Preparation

- Possesses leadership skills
- Skills and attitudes for advocating for the learning and academic success of all pupils

III. INTERVENTIONS

- The students form appropriate working relationships with families, staff, teachers and students
- The student has a theoretical rationale for actions

IV. SUPERVISION:

- The student is reliable regarding supervision appointments
- The student takes initiative in supervision, such as coming prepared, questioning, challenging, and taking an active role

Canvas and OneDrive Uploads

What do I upload in **Canvas**?

- Hourly logs (72100A/B - 72110A/B)
 - Up to date hourly logs
 - Pdf forms (ALL forms – not just last page)
- Evaluation Forms
 - Evaluation Forms should be completed when the student reaches approximately 300 hours AND when the student reaches 600 hours
 - Evaluation submissions may be repeated for course assignment credit (e.g. 72110A)
- Why?
 - Credit received for PPS 72100A/B – 72110 A/B courses to exit program

If the student does not have any hours or an evaluation to submit, the student **MUST submit a word document in replace of the assignment indicating his/her status and progress

What do I upload in **ONEDRIVE**?

- Upload signed and completed hourly logs evidenced 600 hours or more
- Upload two signed and completed evaluation forms (300 hours and at 600 hours)
- Other documents to upload:
 - Certificate of Clearance
 - CBEST Results
 - Praxis Results
 - University-District Agreement
 - Exit Packet (upon completion of program)

Alliant Email Address

- Use it!!!
- Communicating important information
- Canvas emails vs Alliant emails
 - Attachments uploads
- Hyperlinks and OneDrive

Using OneDrive



Why are you using OneDrive?

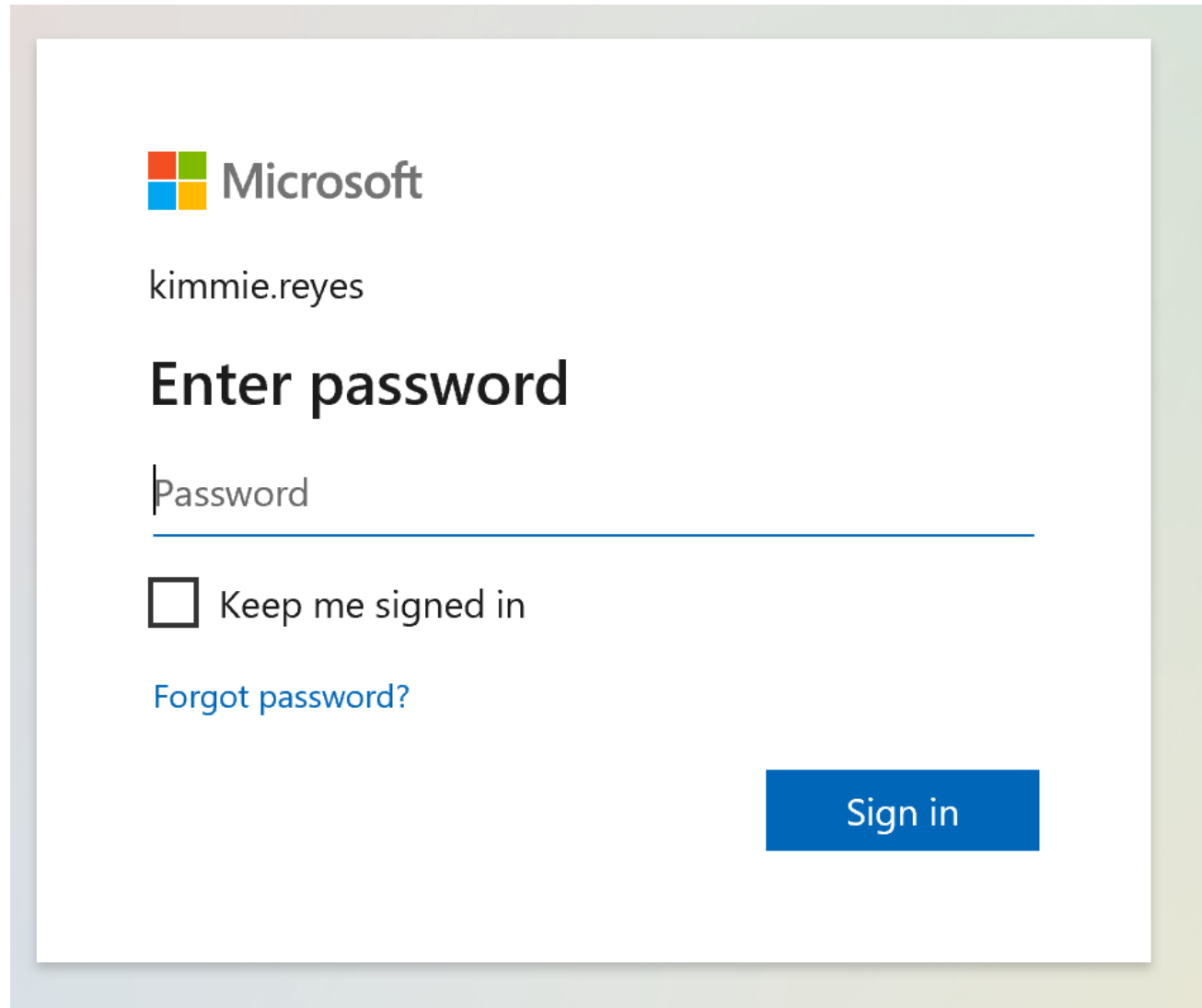
- Used to create your School Counseling Program folder (aka primary folder)
- Creates a place to store all important documents
 - Documents pertaining to practicum and internship (e.g. evaluation forms, hourly logs, CoC, test results, etc...)
- Easily shareable and accessible for faculty

Website used for OneDrive



www.office.com|

- Use Alliant's username and password
- Gives you complete access to Office 365

A screenshot of a Microsoft login page. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft" in a sans-serif font. Below the logo, the email address "kimmie.reyes" is displayed. The main heading "Enter password" is in a large, bold, black font. Underneath is a password input field with the placeholder text "Password" and a blue underline. Below the input field is a checkbox labeled "Keep me signed in". Underneath the checkbox is a blue link that says "Forgot password?". At the bottom right of the form is a blue rectangular button with the text "Sign in" in white.

Good morning

Install Office



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Sway



Forms



All apps

Recommended



You recently opened this
36m ago



You edited this
Yesterday at 11:06 AM



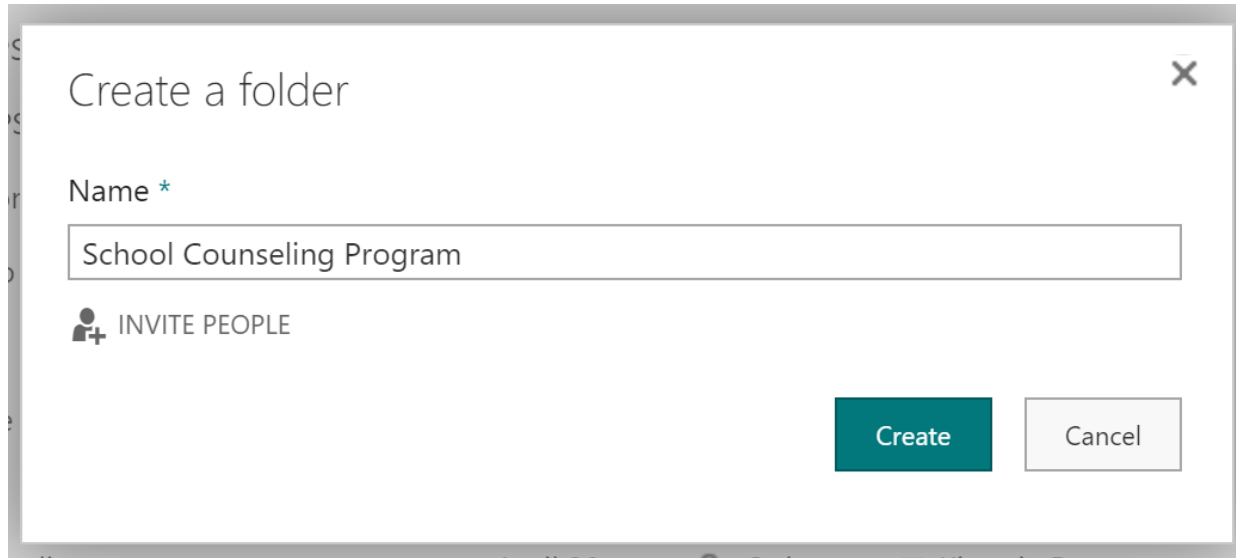
You edited this
4m ago



You edited this
Yesterday at 2:56 PM

1)
PRIMARY
FOLDER:
“School
Counseling
Program”

1.



Create a folder

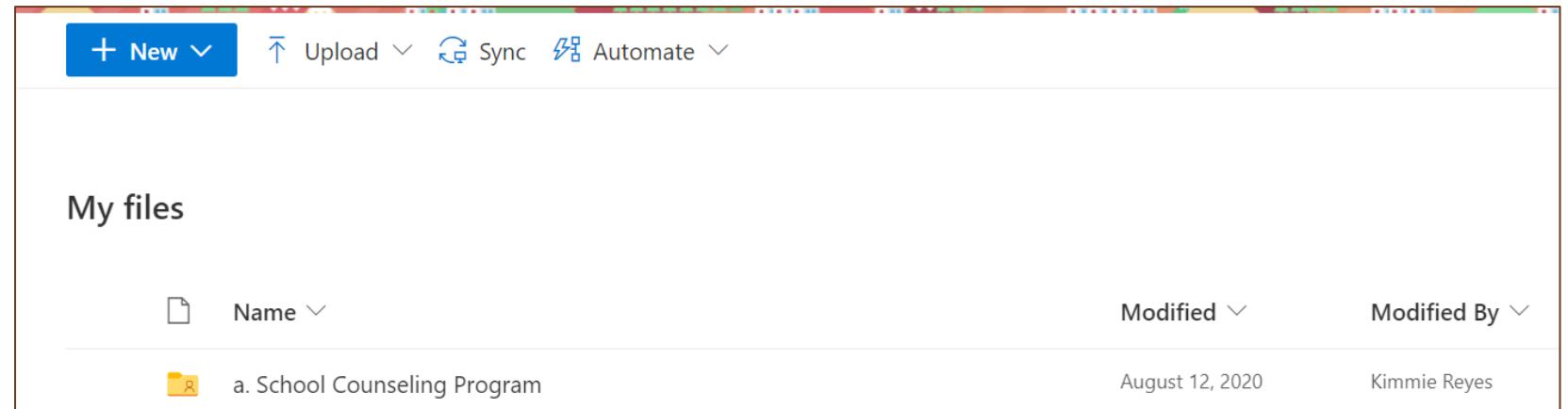
Name *

School Counseling Program

INVITE PEOPLE

Create Cancel

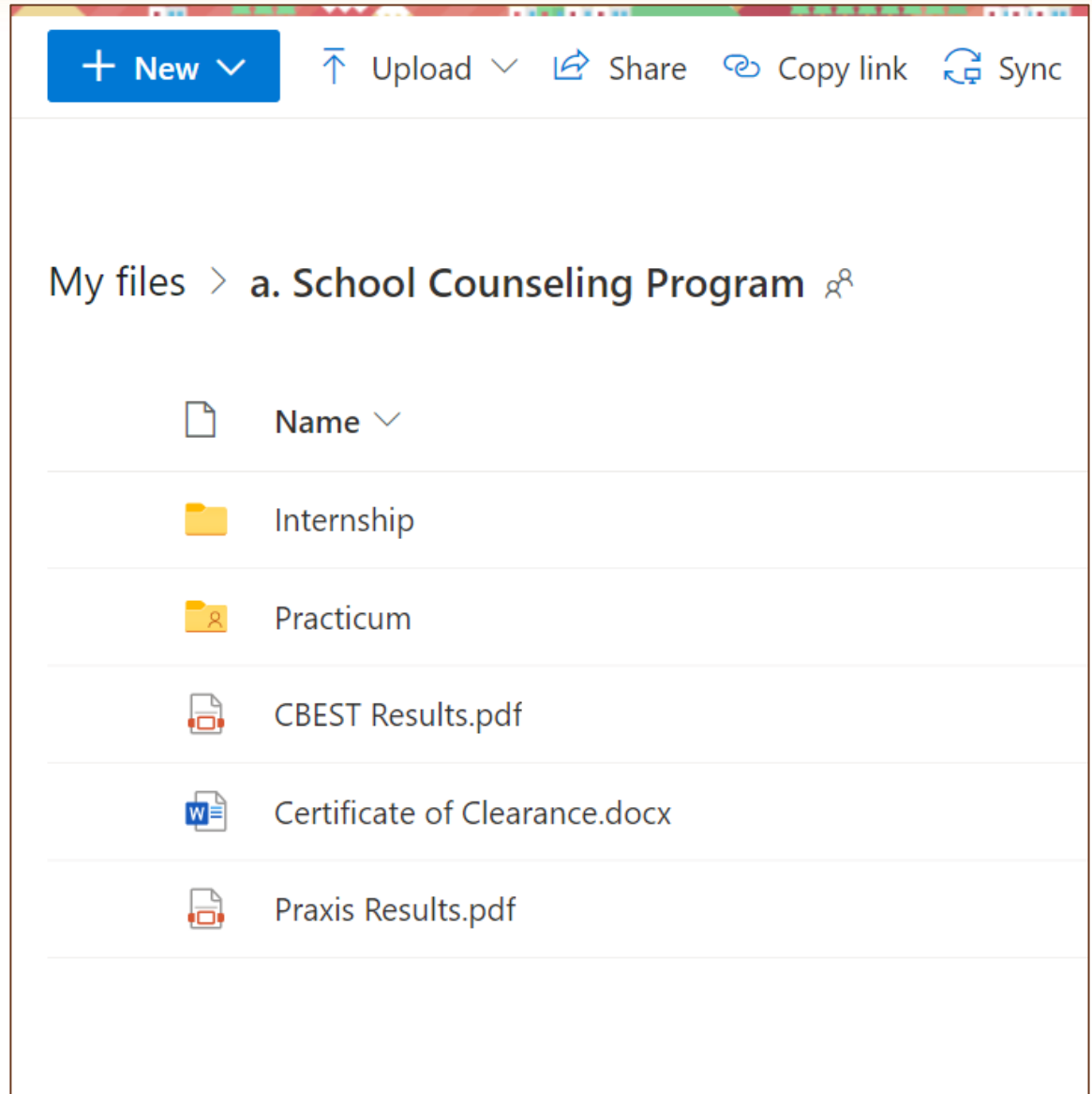
2.

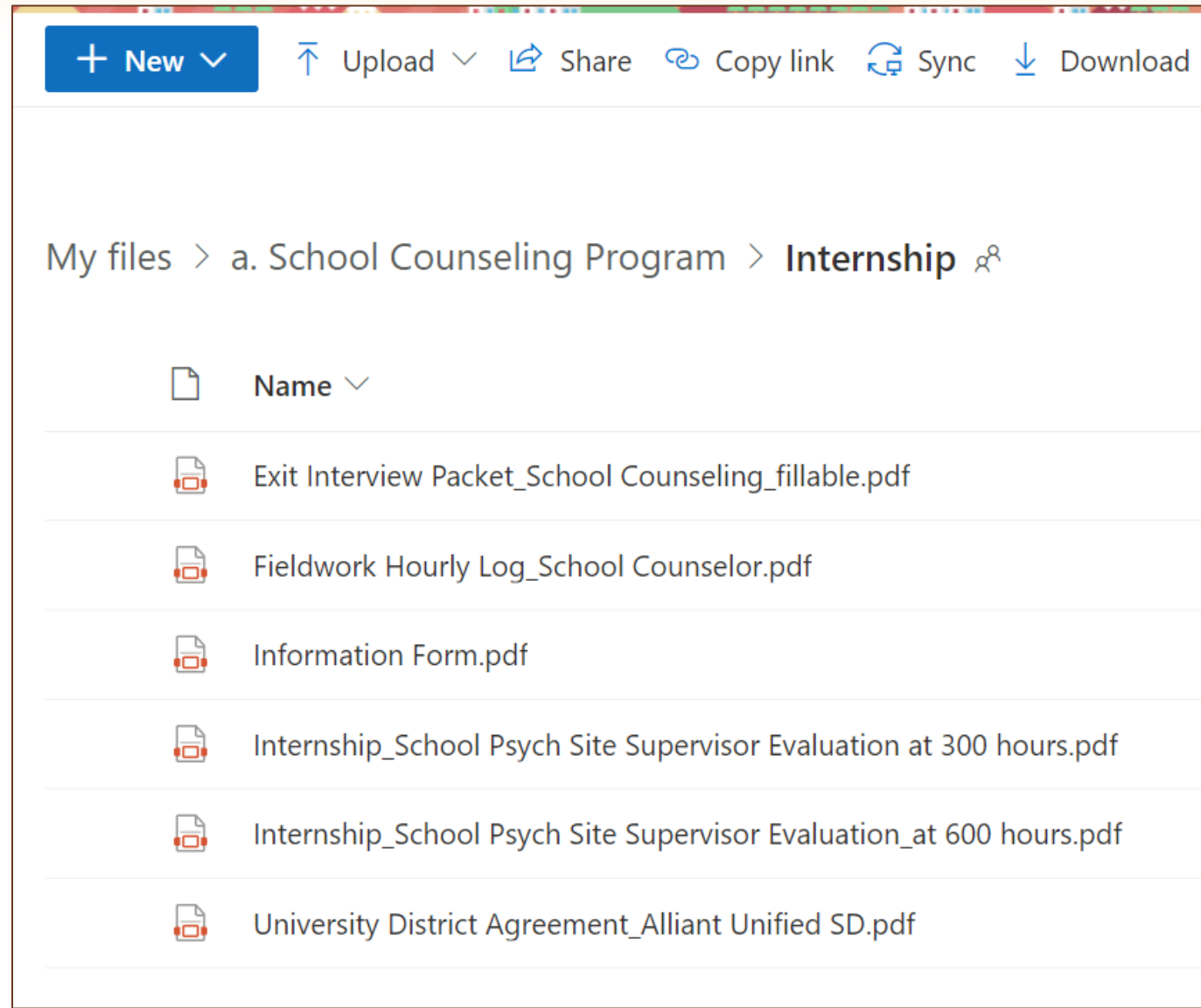


Name	Modified	Modified By
a. School Counseling Program	August 12, 2020	Kimmie Reyes

What is inside your School Counselor Folder?

- Subfolder: PRACTICUM FOLDER
- Subfolder: INTERNSHIP FOLDER
- CBEST score document
- Certificate of Clearance document
- Praxis results document





What is inside your Internship Folder?

1. Completed Hourly Log (600hrs)
2. Site supervisor evaluation form (at 300 hours)
3. Site supervisor evaluation form (at 600 hours)
4. University-District Agreement
5. Information Form
6. Exit Interview Packet

Sharing your School Counseling Folder
(Share only your primary folder – not subfolders!!)

Sharing your School Counseling Folder

MUST:

- Dr. Kimmie Reyes (kimmie.reyes@alliant.edu) – Clinical Practice Coordinator
- Ms. Nicole Wolf (nicole.wolf@alliant.edu) – Academic Advisor
- Ms. Erika Albarran(erika.albarran@alliant.edu) – Credential Analyst

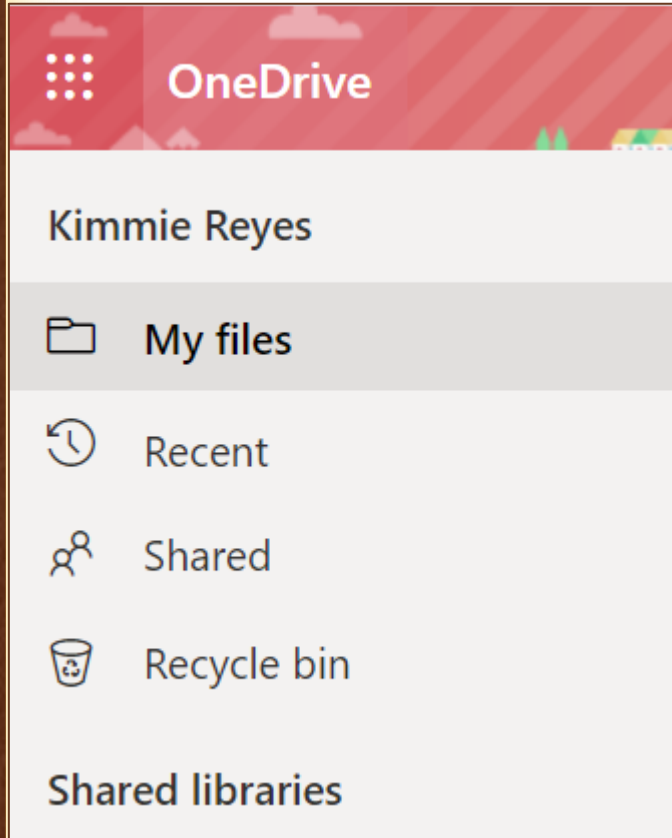
Additional:

- Internship Instructor

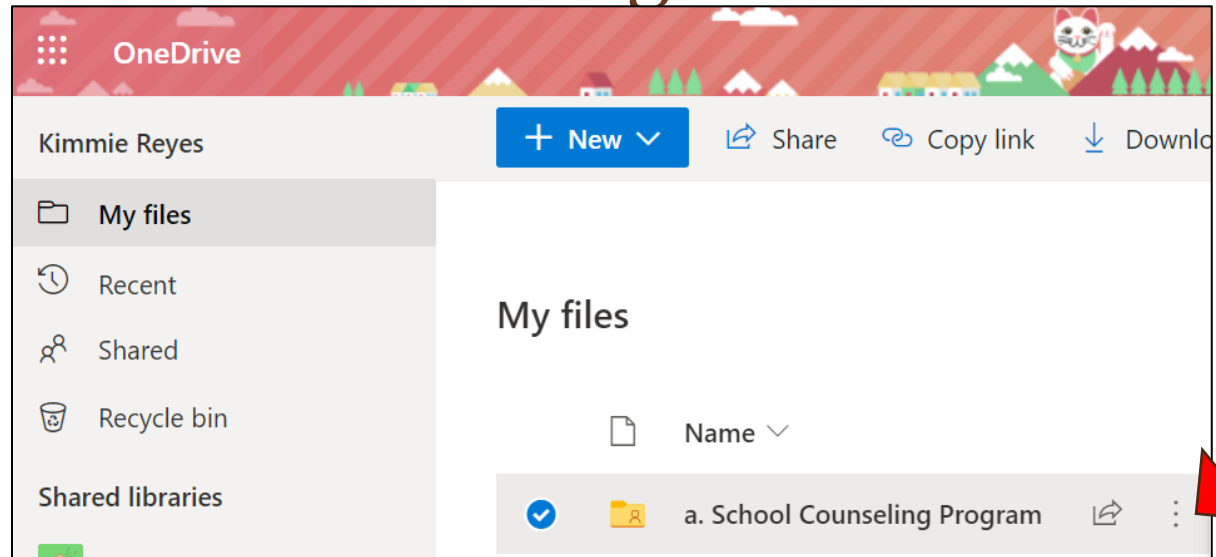
****Once your folder has been shared, we will be able to see current and future documents. There will be no need to reshare after that.**

Sharing your School Counseling Folder

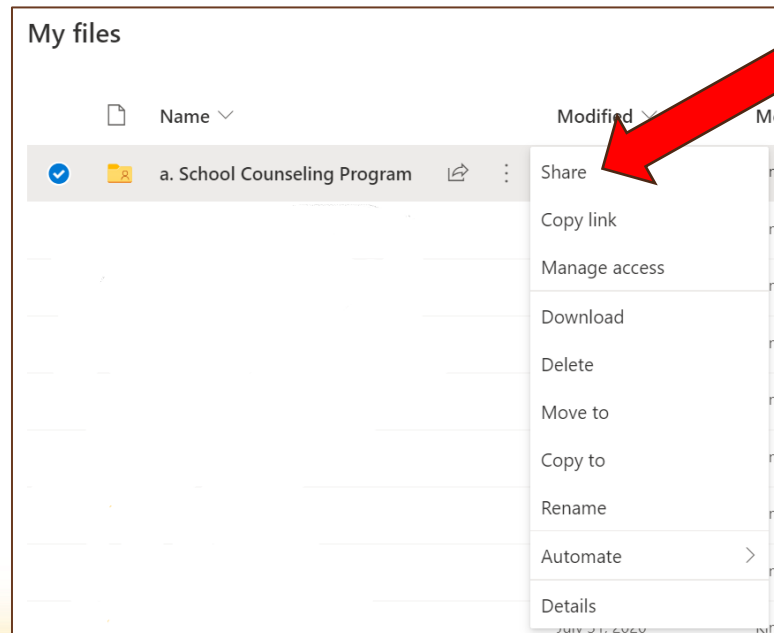
1. Go to “My Files” on the left panel



2. Click on 3 dots to the right of the folder



3. Click on “SHARE”



1. Invite people by typing in the faculty's name
2. Make sure "Share everything in this folder, even items with unique permissions"
3. Click the blue button "Share"

Share 'a. School Counseling Program' and its contents

11 files

Only shared with you

Invite people

Get a link

Shared with

thom

Can view ▾

Thomas Ryerson
Lecturer & Program Coordinator

Ashley Thompson

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

Share

Cancel

The screenshot shows a Windows 'Share' dialog box. The title bar reads 'Share 'a. School Counseling Program' and its contents'. Below the title, it indicates '11 files' and 'Only shared with you'. On the left side, there are three buttons: 'Invite people' (highlighted with a yellow circle), 'Get a link', and 'Shared with'. In the center, there is a search input field containing the text 'thom'. Below the search field is a list of search results: 'Thomas Ryerson, Lecturer & Program Coordinator' and 'Ashley Thompson'. To the right of the search field is a dropdown menu showing 'Can view ▾'. Below the search results, there is a checkbox that is checked, with the text 'Share everything in this folder, even items with unique permissions.' Below this checkbox is a link that says 'SHOW OPTIONS'. At the bottom right of the dialog, there are two buttons: 'Share' (a teal button) and 'Cancel' (a light gray button).

How to know if you are sharing?

My files

Name	Modified	Modified By	File size	Sharing
a. School Counseling Program	August 12, 2020	Kimmie Reyes	5 items	Shared
	August 12, 2020	Kimmie Reyes	5 items	Shared
	August 3, 2020	Kimmie Reyes	11 items	Private
	May 7	Kimmie Reyes	6 items	Private
	April 20, 2020	Kimmie Reyes	13 items	Shared

Manage Access

- Links giving access ⓘ [Share](#)
- There are no sharing links for this item.
- Direct access ⓘ [+](#)
- Kimmie Reyes Adjunct **Owner**
- Kimmie Ha

Shared symbol appears

QUESTIONS?

COMMENTS?

CONCERNS?