

# CSOE School Counseling Program Practicum Information



# CSOE Program Staff

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# Agenda

- What is Practicum?
- CCTC & Program Requirements
- Overview of Courses
- What can I do to get started?
  - Review Student Hub
  - Certificate of Clearance
  - State Assessments
  - Memorandum of Understanding
  - Information Form
- Practicum Forms
  - Evaluations
  - Logs
- Canvas and OneDrive Uploads
- Communicating via Alliant email address
- Using OneDrive
- Questions/Comments/Concerns

# What is Practicum?

## Goal:

- Understand the role of the School Counselor while working with exceptional and non-exceptional students in an on-site experience where cross-cultural opportunities exist
- Activities may include:
  - 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.

# CCTC and Program Requirements

According to the California Commission on Teacher Credentialing (CCTC), School Counseling candidates are required to complete supervised practica and field experience/internship prior to obtaining a PPS School Counseling Credential

- Practica
  - Minimum of 100 clock hours
  - Evidence of supervisor evaluations
  - Evidence of completed hourly logs
- Qualified, credentialed School Counselor
  - At minimum 2 years experience
  - Complete evaluation forms
  - Sign hourly logs
- Experience should be completed prior to field experience/internship
- Total Units needed to graduate and exit program (49 for MA/70 for EdS)

# Overview of Practicum Courses

- PPS 60010-60040
- Must receive “credit”
  - Week’s 7/8 and discussions on Canvas
- IP’s for 60040
  - Grade change when final evaluation and logs are completed



# What can I do to get started?



- Locate all SP documents in Student Hub
- State Assessments
- Certificate of Clearance (CoC)
- Memorandum of Understanding (MOU) in place
- Submit Electronic Information Form

# CSOE Educational Psychology Programs Student Hub

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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!

CSOE MA-PPS/EdS Programs

- MA School Psychology
- MA School Counseling
- EdS School Counseling
- EdS School Psychology

CSOE PSYD Programs

- PSYD School Psychology
- PSYD School Counseling

MOU Requests

Active MOUs and Request Link



# CSOE Educational Psychology Programs Student Hub

+ New Upload Edit in grid view Share Copy link Sync

CSOE Ed Psych Student Hub Documents > MA School Counseling

Name

Alternative Activities\_SC students

Internship

Practicum

+ New Upload Edit in grid view Share Copy link Sync Download

CSOE Ed Psych Student Hub Documents > MA School Counseling > Practicum

Name

Practica\_School Counselors Hourly Log.docx.pdf

SC Practica Supervisor Information Packet 12.17.2020.pdf

SC PRACTICUM PROCESS OVERVIEW 10.1.2020.pdf

SCHOOL COUNSELING INFORMATION FORM LINK for Practica Students 9.22.2020.pdf

Site Supervisor Evaluation Link for Practicum Students 10.8.2020.pdf

**\*\*Be sure to download ALL documents onto your computer before using**

# Certificate of Clearance

- Completed during practicum course
- Required to upload into OneDrive

CCTC website:

<https://www.ctc.ca.gov/credentials/submit-online>

# State Assessment Requirements

## California Basic Educational Skills Test (CBEST)

- Must pass all 3 sections
  - Reading
  - Writing
  - Math
- Course substitution

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

Link: [MOU Request for CSOE Students](#)

- Agreement between district and university
- Do NOT start unless an MOU agreement is in place
- You may contact James Bailey regarding the status of your MOU. **DO NOT** contact James with questions regarding your practicum experience, internship experience or MOUs.
- It is the student's responsibility to obtain information of the person in charge of MOUs for the district of intent
- MOU list in Student Hub

Accountability and Compliance Officer:

James Bailey [James.bailey@alliant.edu](mailto:James.bailey@alliant.edu)



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*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!*

## CSOE MA-PPS/EdS Programs

▶ [MA School Psychology](#)

▶ [MA School Counseling](#)

▶ [EdS School Counseling](#)

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## PSYD Educational Psychology

▶ [School Psychology Track](#)

▶ [School Counseling Track](#)

[See all](#)

## Announcements

+ [Add](#)

LITTLE LAKE CITY SCHOOL DISTRICT

LITTLE LAKE CITY SCHOOL DISTRICT: School Psychology Internship

## Quick Links

- [Finance Petition](#)
- [Active MOUs and Request Link](#)
- [Register for CBEST](#)
- [Register for Praxis](#)
- [Praxis School Psychology 5402: Study Guide Information](#)
- [Praxis School Counseling 5421: Study Guide Information](#)
- [CTC Certificate of Clearance Application Information](#)

# Information Form (VERY IMPORTANT)

- Submit an Information Form when:
  - Secured a school district/site
  - Have knowledge and contact information of your supervisors
  - Save a copy and upload it into your OneDrive
  - Inform your practicum instructor

**Submit Information Form via hyperlink:**

[Information Form for SC Practicum Students](#)



# Hourly Logs and Evaluations Requirements

# Practicum Forms

## Hourly Logs

- Completed and signed by site supervisor
- In Canvas, assignment submissions begin PPS 6002



*NAME OF STUDENT:*

<p><b>Required Practicum</b></p> <p><b>Activities</b></p> <p>(Students will need to complete these activities prior to entering fieldwork toward <u>the their 2<sup>nd</sup></u> year of the program)</p>	<p><b>CTC</b></p> <p><b>Standards</b></p> <p><b>Covered</b></p>	<p><b>ASCA School</b></p> <p><b>Counselor</b></p> <p><b>Competencies</b></p>	<p><i><b>Suggested # hours</b></i></p> <p><b>Date activity completed</b></p> <p><b>Actual # hours completed</b></p>	<p><b>Signature / Title (The individual activities can be signed off by the University Practicum Supervisor; Teacher; School Counselor; School Psychologist, or other DIS Staff)</b></p>
<p>1. Students will participate in a school-community collaboration <u>in order to</u> 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>20.Collaborative Consultation</p> <p>21. Wellness Promotion, Crisis Intervention and Counseling</p>	<p>I-A-1. The organizational structure and governance of the American educational system as well as cultural, <u>political</u> and social influences on current educational practices</p> <p>I-A-7. Legal, <u>ethical</u> 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>1. <i>10 hours</i></p> <p>Date / # <u>hrs</u>: _____</p> <p>2. <i>8 Hours</i></p> <p>Date / # <u>hrs</u>: _____</p> <p>3. <i>8 Hours</i></p> <p>Date / # <u>hrs</u>: _____</p> <p>4. <i>6 Hours</i></p> <p>Date / # <u>hrs</u>: _____</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>

# Practicum Forms

- Site Supervisor Evaluation Forms
  - Completed and signed by site supervisor when reached 50 and 100 hours
  - In Canvas, assignment submissions begin PPS 6002

**Online LINK:**

[Site Supervisor Evaluation for Practicum Students](#)

## Area I. PROFESSIONAL SCHOOL COUNSELING

Brief Summary of Field Placement Activities:

Development Rating: 0 - Not Seen; 1 - Emerging; 2 - Established; 3 - Integrated Evaluation Rating:

1 - Concern; 2 - Satisfactory; 3 - Commendable

I. PROFESSIONAL SCHOOL COUNSELING	Self-Evaluation		Supervisor's Eval	
	Develop	Eva	Develop	Eval
Competencies				
Professional awareness & identity				
Critically analyzes service delivery models for diverse schools				
Practices consistent with standards, laws, & ethics				
Personal & interpersonal effectiveness				

Comments (Trainee/Intern):

Supervisor's Comments:

# Differentiating Canvas and OneDrive Uploads

## CANVAS UPLOADS

### Assignments

- Students must receive credit for PPS 6001-6004 courses (via Canvas assignments)
- Hourly logs (6001-6004)
  - Upload during weeks 7/8 of each term
  - Submissions may be repeated for course credit
- Evaluation Forms (PPS 6001-6104)
  - Upload during weeks 7/8 of each term
  - Note: Evaluation Forms should be completed when the student reaches approximately 50 hours AND when the student reaches 100 hours
  - Evaluation submissions may be repeated for course assignment credit (e.g. in PPS 6003)

**\*\*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**

## ONEDRIVE UPLOADS

### University Files

- Final Copies Only!!
  - Hourly Logs evidence 100 hours
  - Self and Supervisor Evaluations: Upload signed and completed evaluation form

Other documents to upload:

- Information Form
- Certificate of Clearance
- CBEST Results

# Alliant Email Address

- Use it!!!
- Communicating important information
- Canvas emails vs Alliant emails (outlook)
- Hyperlinks and OneDrive (aka Share Drive)
  - E.g. [CSOE Educational Psychology Programs Student Hub](#)

# Why are you using OneDrive?

- 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.



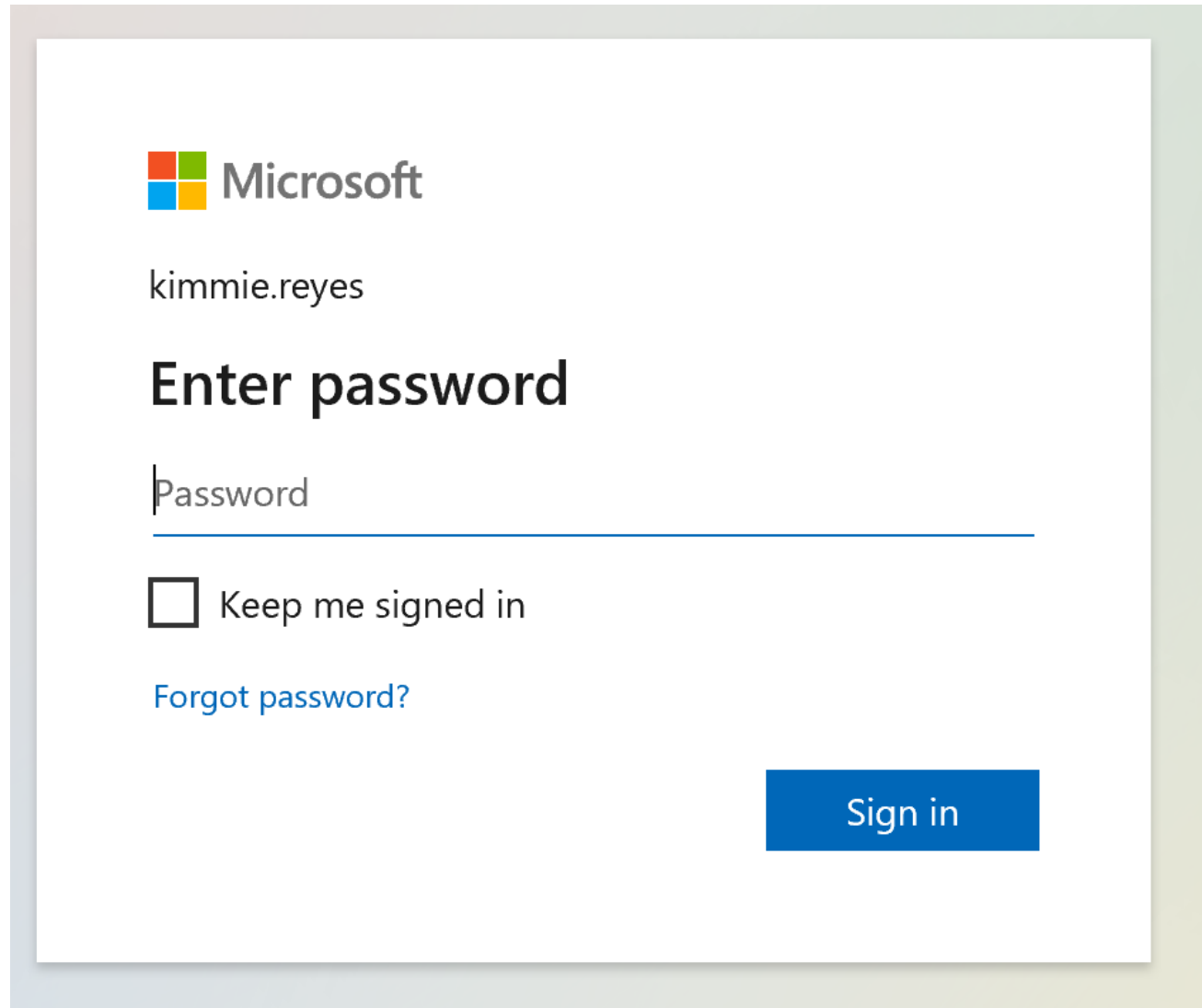



## Website used for OneDrive



www.office.com|

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

A screenshot of the Microsoft login interface. 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 vertical cursor on the left. Below the input field is a checkbox with the text "Keep me signed in". Further down is a blue link that says "Forgot password?". At the bottom right is a blue rectangular button with the white text "Sign in".

 Microsoft

kimmie.reyes

## Enter password

Password

Keep me signed in

[Forgot password?](#)

[Sign in](#)

# Accessing your Applications in Office 365

Office 365

Search

Good afternoon

Install Office

Recommended

All My recent Shared Favorites

Type to filter list

Upload

Name	Modified	Shared by	Activity
PRACTICUM STUDENTS: SCHOOL COUNSELING INFORM... Pages	24m ago		
Advanced CS PPS 72099 & 72191-3 Kimmie Reyes's Files	30m ago	you	

**2. Outlook:** Alliant email access

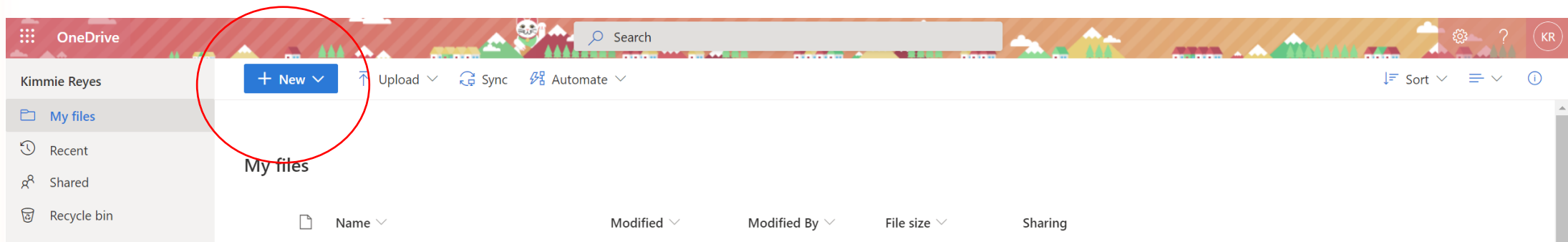
**3. OneDrive:** Location where you will store all of your documents to share

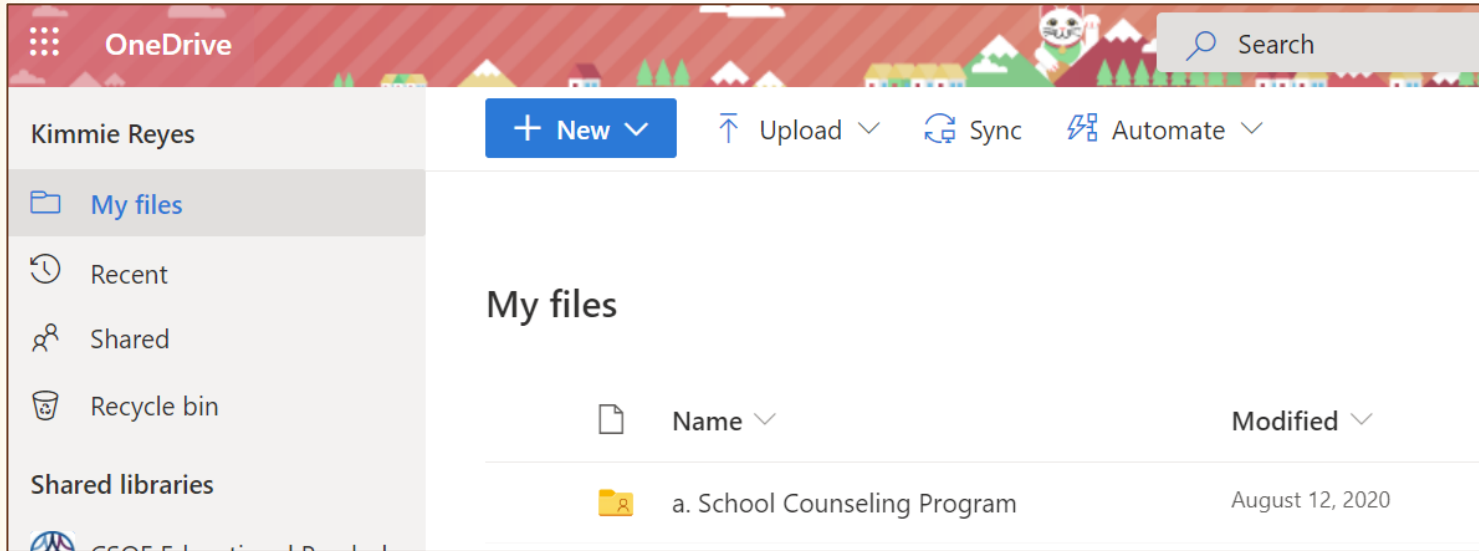
# Creating your School Counseling Program folder in your OneDrive

## “My File”

- This is the place where you will create your School Counseling Program Folder and store your personal files, subfolders, documents, etc.

Select “New” to create a PRIMARY folder

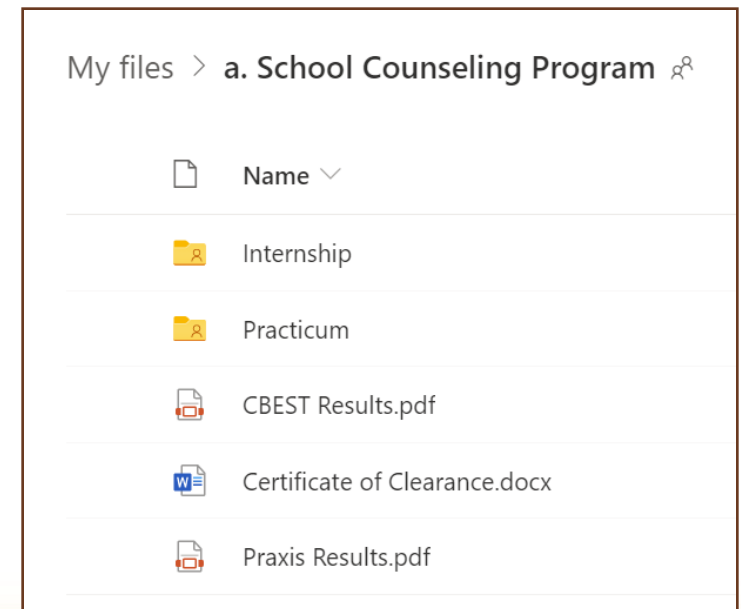




Step 1:  
Create a folder  
“School Counseling  
Program”

Step 2.  
Create two subfolders within your  
primary “School Counseling Program”  
folder AND upload relevant documents

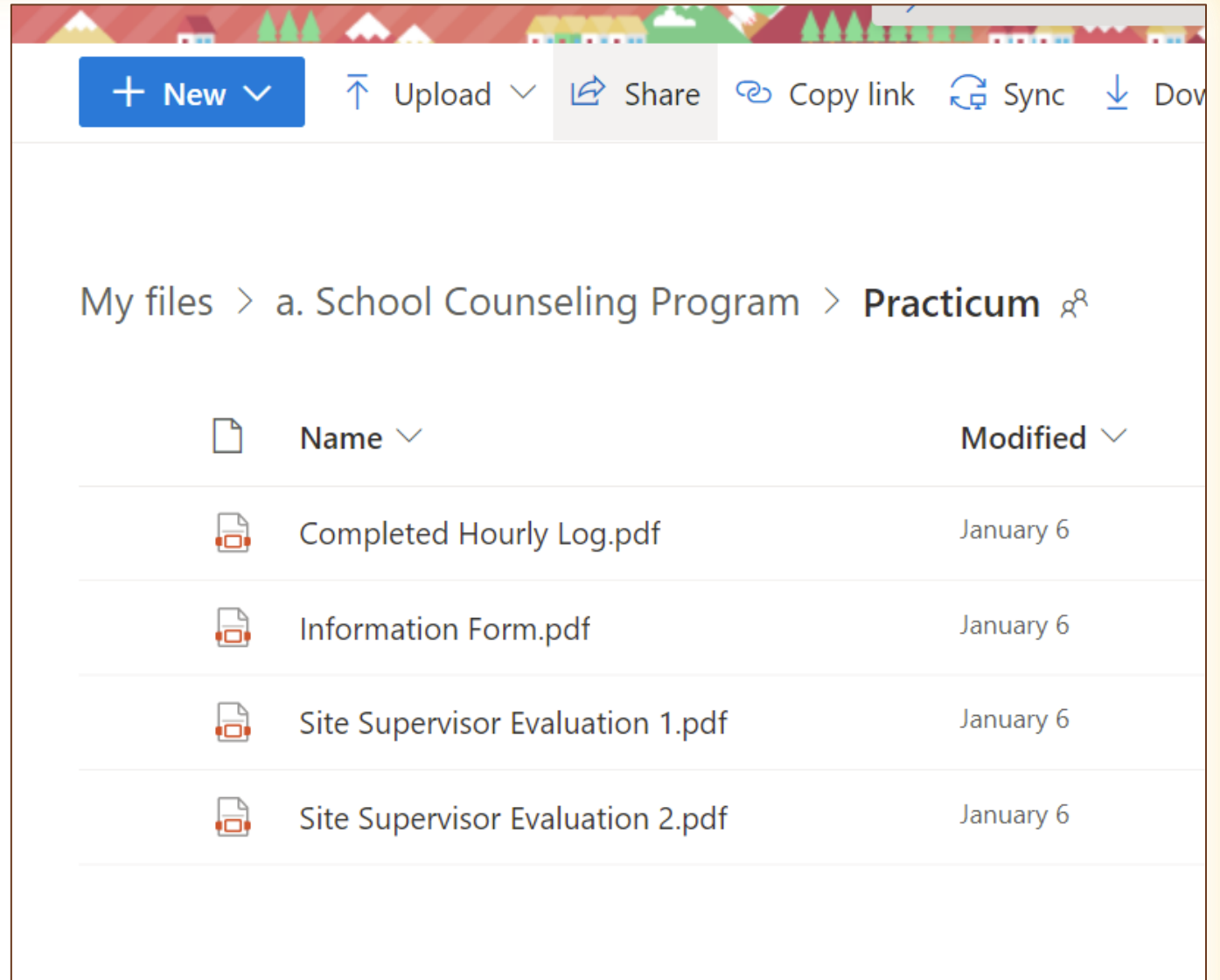
- Subfolder 1: Internship
- Subfolder 2: Practicum



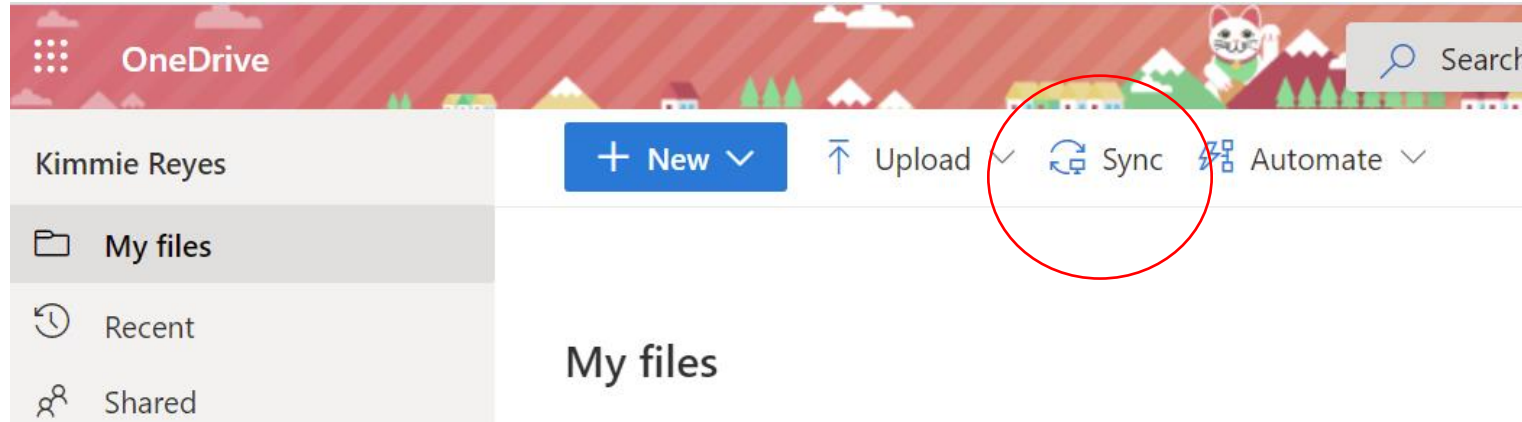


## What you should have inside your subfolder: “PRACTICUM FOLDER”

- Completed and signed hourly log
- Information Form
- Site Supervisor Evaluations



**Optional (making life easier):** By syncing your file to your computer, all files will be located in your computer and documents will automatically sync into your online OneDrive



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

# Faculties to share your School Counseling folder with

## MUST:

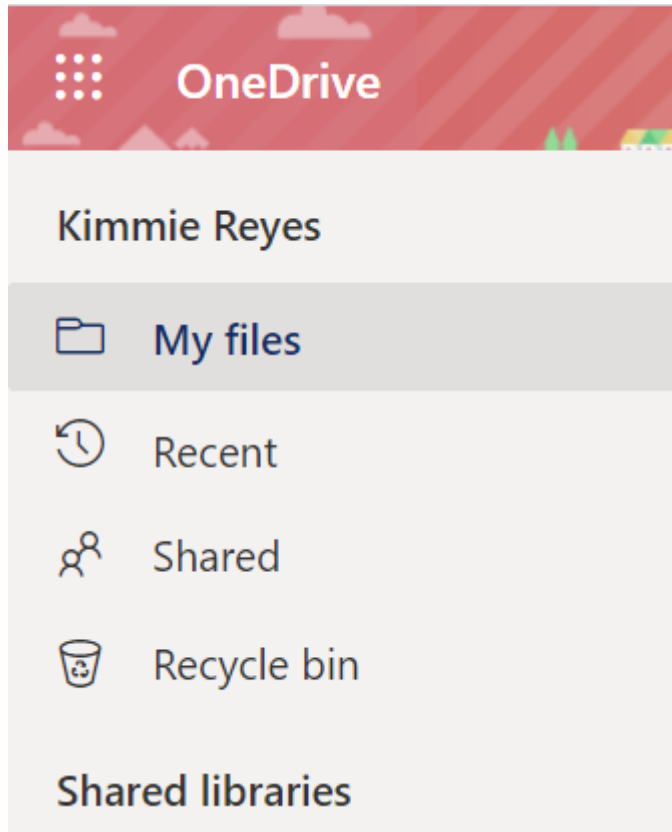
- Clinical Practice Coordinator ([kimmie.reyes@alliant.edu](mailto:kimmie.reyes@alliant.edu))
- Academic Advisor ([nicole.wolf@alliant.edu](mailto:nicole.wolf@alliant.edu))
- Credential Analyst ([erika.albarran@alliant.edu](mailto:erika.albarran@alliant.edu))

## Additional:

- Course Instructor | Dr. Thomas Ryerson: ([tryerson2@alliant.edu](mailto:tryerson2@alliant.edu))
- System-Wide Director (as needed)
- SERC Team Members (as needed)

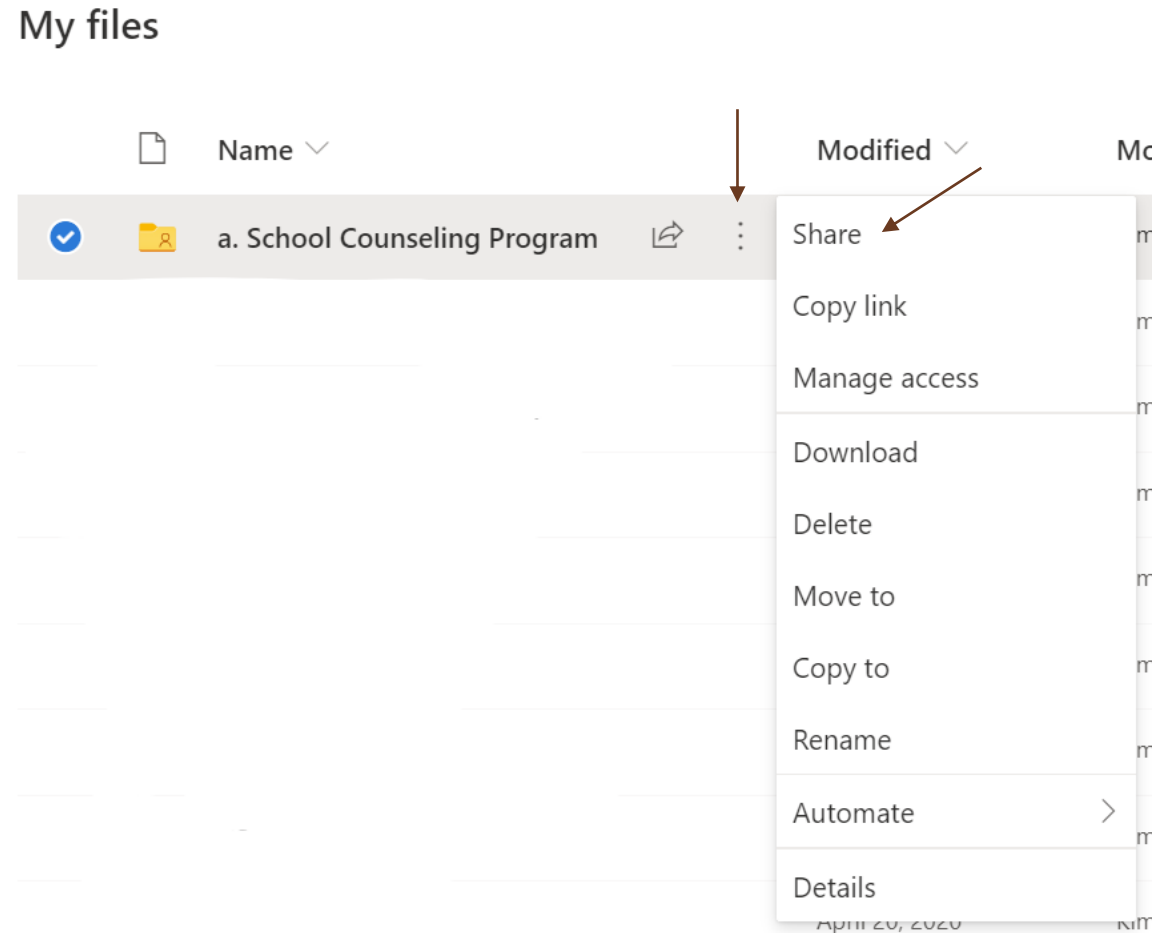
# Sharing your School Counseling Folder

1. Go to “My Files”

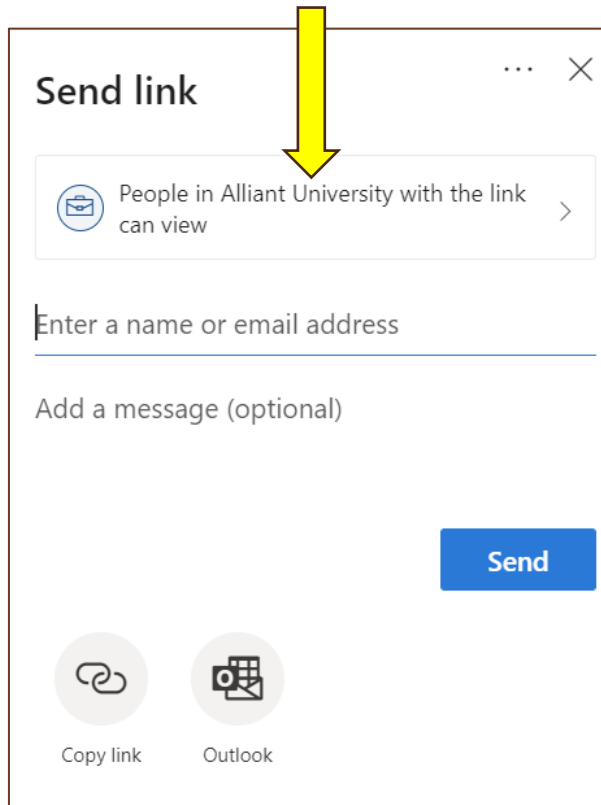


2. Click on 3 dots to the right of the folder

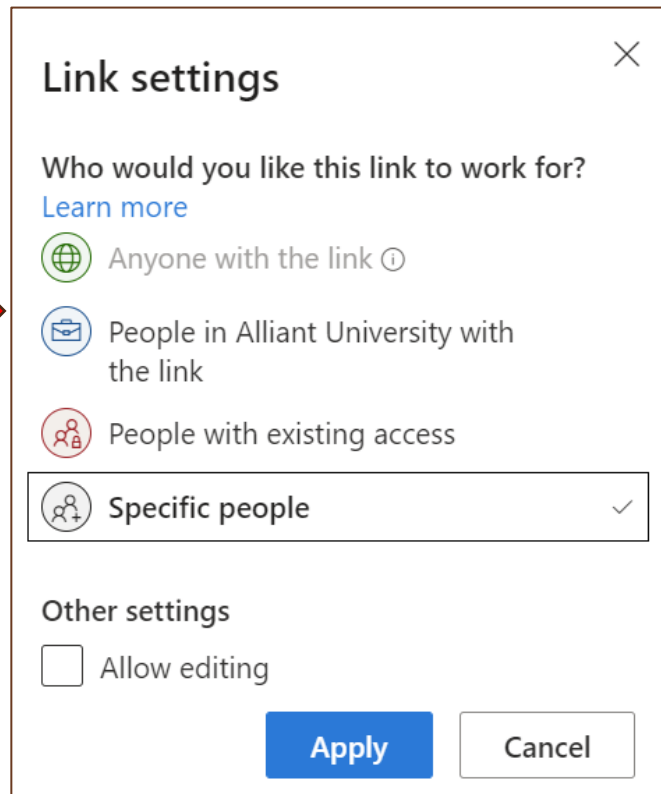
3. Click on “Share”



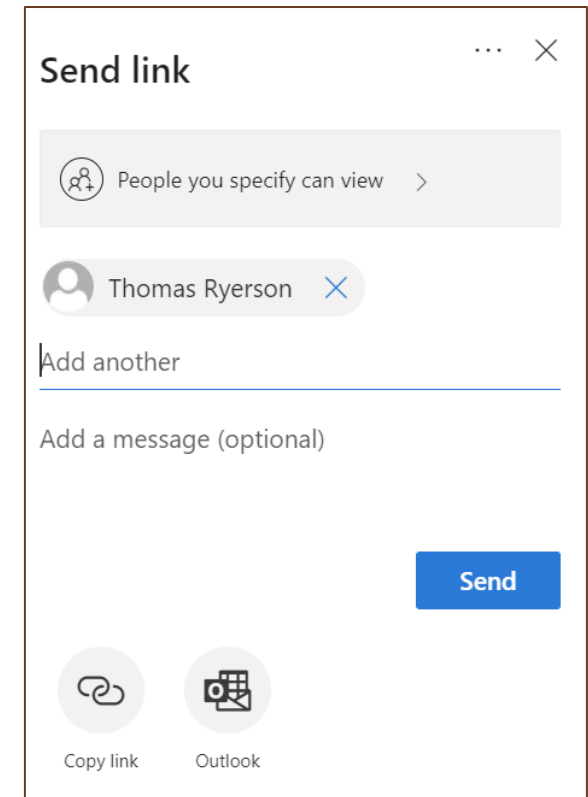
1. Change the send link setting (Click here)



1. Choose "Specific People"  
2. Click Apply

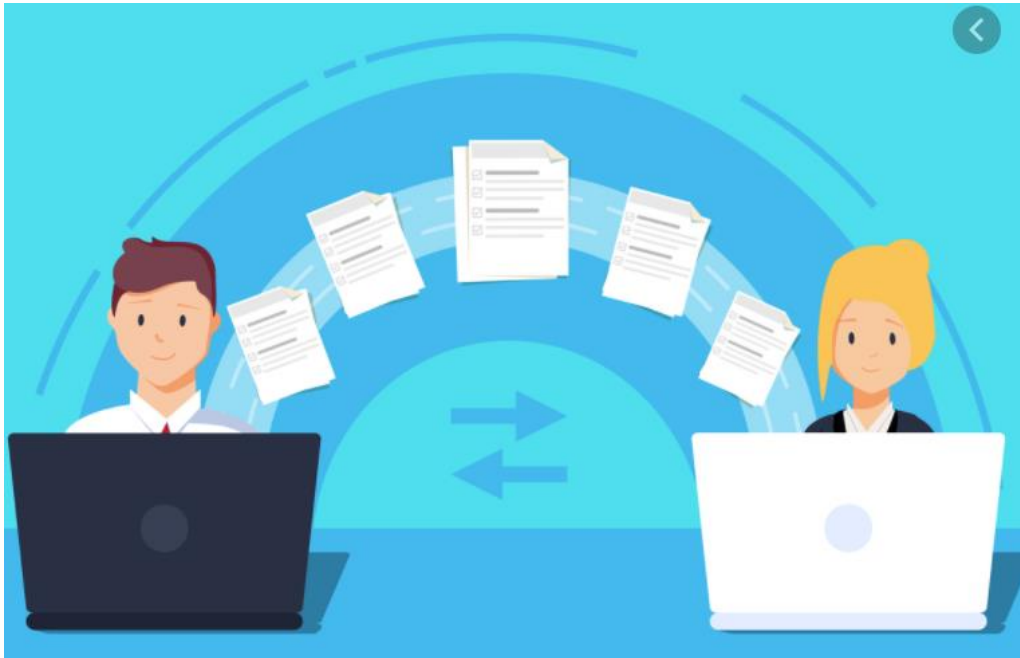
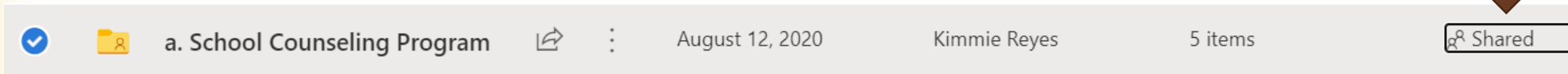


1. Type in the names of people you want to share your file with  
2. Click send





# How to know if you are sharing?



A screenshot of the 'Manage Access' panel in OneDrive. The panel has a title 'Manage Access' and a 'Share' button. Below the title, there are two sections: 'Links giving access' and 'Direct access'. The 'Links giving access' section contains two links, each with a 'Copy' button and a three-dot menu. The first link is for 'People in Alliant University with the link can view' and the second is for 'People you specify can view'. Below these links, there is a section 'This link works for' with a dropdown arrow. A yellow arrow points to a user entry 'Thomas Ryerson' with the role 'Lecturer & Program Coo...'. The 'Direct access' section is currently empty, showing only a plus sign to add access.

Access Type	User	Role	Action
Links giving access	https://alliantintluni-m...	People in Alliant University with the link can view	Copy
	https://alliantintluni-m...	People you specify can view	Copy
Direct access	Thomas Ryerson	Lecturer & Program Coo...	X
	Kimmie Reyes	Clinical Practice Coordinator	Owner

QUESTIONS?

COMMENTS?

CONCERNS?