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## **Practicum and Internship Student Expectations**

**Overview:** This document is designed to guide students preparing for Tier 3 classes: Practicum and Internship experiences. It is intended that the information within this document might answer the most frequently asked questions.

Each student entering the Practicum or Internship semester has been carefully screened and demonstrated the prerequisite skills necessary to be a successful school counselor. Practicum and Internship provide the opportunity to demonstrate the attitudes, skills, and knowledge essential for effective school counseling. The increased responsibility for the student's learning, while immersed in the daily routine of the public school setting, allows the student to demonstrate counseling skills and competence yet receive the supportive assistance of the site supervisor and faculty supervisor whenever necessary.

### ***Code of Ethics***

The school counseling profession has a designed code of ethics governing individuals within the profession ([ASCA Ethical Standards](#)). Pre-service school counselors are subject to the guidelines of this code and to the implications that school counselors must always be guided by the highest ethical and social standards.

### ***Requirements for Practicum and Internship***

All Practicum and Internship experiences shall be conducted in Nebraska schools approved or accredited by the Department of Education. Site supervisors should be certified school counselors with at least three years of school counseling experience. Doane and the state of Nebraska require that a Practicum student spend 150 hours in a school setting providing both direct and indirect services for students. Doane and the state of Nebraska require that Interns spend 450 hours in a school setting providing both direct and indirect services for students. All Practicum and Internship students are required to contact their site supervisor at least one week in advance of their "first day" and report to the assigned school at least one day before to acquaint themselves with the school and procedures of the school day. Prior to the completion of the first two weeks of Practicum or Internship, a **site agreement** should be completed by the student and site supervisor.

### ***Planning***

The expectations for both the Practicum and Internship are to provide both direct services (instruction, advisement and appraisal, and counseling) and indirect services (consultation, collaboration, referrals). Program planning and school support are also included, but should only take up 20% of the student's logged hours. Practicing the components of a comprehensive school counseling program through experiences in Practicum and Internship is the expected outcome.

### ***Methods***

Students are required to log the hours spent in the school setting daily and categorize the hours according to the type of delivery. The site supervisor will verify the logged hours every month on the Anthology platform. Course expectations for the Practicum student and the Internship student are to plan, deliver, and assess classroom lessons,



small group interventions, and individual counseling responses. Doane Faculty will observe a classroom lesson in Practicum and a small group intervention in Internship. Students will demonstrate planning and assessment through Doane course assignments. This allows the Doane student to explore their personal school counseling style and promote the learning of a wide range of students' abilities, interests, and cultural backgrounds. Please review the Practicum and Internship Information sheet to better understand the coursework expectations.

### ***Confidentiality***

The school counseling Practicum and Internship student will follow the school's policy governing confidential information. In addition, the Doane student should follow the legal and ethical rules as outlined in the ASCA School Counselor's Ethical Standards regarding confidentiality. This private information must never be the subject of casual discussions in the faculty workroom, lounge, or anywhere outside of school. Any pertinent information shared by the site supervisor should be regarded in confidence.

**The Practicum student or Intern needs to communicate openly with the site supervisor and the faculty supervisor.** Open and frank communication in these relationships will keep small problems from developing into difficult and complex issues. **Maximum benefit for both Practicum and Internship students will be achieved only if the Practicum or Internship student calls upon the site supervisor and faculty supervisor at regular visits or at times of particular need. They are both part of the support personnel to the experience.**

**If one encounters problems within the Practicum or Internship experience, please follow this protocol:**

- 1. Schedule a meeting with your site supervisor**
- 2. Contact your faculty supervisor via phone or email**
- 3. Schedule a meeting with your site supervisor and your faculty supervisor**
- 4. If problems persist, a meeting with the principal, site supervisor, faculty supervisor, and student is a final option to resolve the problem.**
- 5. If unable to resolve the situation the student will be removed from the site. It will be determined with the faculty supervisor, College of Education Dean, and the student about future enrollment or another placement.**

### ***Absences***

Whenever possible, the Practicum or Internship student will give the site supervisor **advance notice** of anticipated absences for family emergencies or job interviews. **In all cases of personal illness, the student must notify the site supervisor and faculty supervisor as soon as it is obvious they will not be able to be in attendance.** In case of extended illness or an unusually large number of absences for other reasons, the Practicum or Intern may be asked to extend the experience beyond **the original schedule.**

### ***Grooming***

Students in Practicum or Internship are responsible to the school system in which they practice. Regulations in dress vary significantly from school to school. Students will comply with the school's stated Board Policies.

### ***Authentic Experiences***

It is expected that the Practicum or Internship student can experience the actual daily duties of a school counselor. This includes observing the school counselor's interactions with students, teachers, staff, and families in the first few weeks. Eventually, Doane students are expected to be able to respond to students' individual needs, plan and deliver classroom lessons, and provide small group interventions based on school data. Students should be able to

attend meetings that are part of the site supervisor's duties and participate in teacher meetings and



parent conferences. Ultimately, Practicum students and Interns can have an authentic experience of a school counselor in the school setting.

### ***Evaluation***

The site supervisor spends more hours observing and analyzing the counseling skills of the Practicum or Internship student. The information obtained during observations should be honestly shared in various settings. **The site supervisor's observations and feedback provide a basis for grading; however, the faculty supervisor from Doane University is directly responsible for determining the final grade. The evaluation is based on the ASCA Professional Standards and Competencies and will be given to students and site supervisors at the beginning of the Practicum and Internship experience.** A final meeting will be held with the student, site supervisor, and faculty supervisor to review the final evaluation form. The site supervisor will complete the evaluation on Anthology during the last month of the Practicum or Internship experience.

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