<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Practicum, Internship, and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>General Information about Supervision</td>
<td>8</td>
</tr>
<tr>
<td>General Information about Field Experiences</td>
<td>11</td>
</tr>
<tr>
<td>Practicum</td>
<td>14</td>
</tr>
<tr>
<td>Internship</td>
<td>16</td>
</tr>
<tr>
<td>Documents &amp; Explanations</td>
<td>18</td>
</tr>
<tr>
<td>Appendix A: Application for Approval as Site Supervisor</td>
<td>19</td>
</tr>
<tr>
<td>Appendix B 1: Student Self-Reflection Tape Review Form</td>
<td>21</td>
</tr>
<tr>
<td>Appendix B 2: Supervisor’s Tape Critique Form</td>
<td>22</td>
</tr>
<tr>
<td>Appendix B 3: CACREP Standards (2009) for School Counseling</td>
<td>24</td>
</tr>
<tr>
<td>Appendix B 4: School Counseling Evaluation Rubric</td>
<td>29</td>
</tr>
<tr>
<td>Appendix B 5: Evaluation of Field Placement Site</td>
<td>40</td>
</tr>
<tr>
<td>Appendix B 6: Evaluation Process within Supervision Inventory</td>
<td>41</td>
</tr>
<tr>
<td>Appendix C: Supervision Resources</td>
<td>44</td>
</tr>
</tbody>
</table>
INTRODUCTION

Introduction to Practicum, Internship, and Supervision

This manual provides general information for supervisors of the practicum and internship field experiences in the Master of Arts Degree Program in School Counseling. Therefore, please keep this manual in an easily accessible location so you can refer to it before and during supervision.

As you will recall from your own professional training, the purpose of field experiences is to provide students with school counseling practice while they are learning how to become effective school counselors. Field experiences provide school counseling students with opportunities to practice individual and small group counseling skills, consultation, collaboration and teaming, advocacy, and leadership skills taught in the weekly classes attached to the field experiences. Thus, students practice counseling, consultation, collaboration, advocacy, and leadership skills as they progress from practicum through the internship courses.

Both practicum and internship involve actual on-site, school counseling experience. However, they differ in length and purpose. Practicum provides students with experience in individual counseling and group counseling, conducted in the context of 10 weeks of spring semester and scheduled for 10 to 15 hours per week. In contrast, internship offers students practice not only in counseling but also in all aspects of professional functioning including consultation, collaboration, leadership, advocacy, and coordination of community resources. For one year or two semesters (Autumn and Spring), this experience requires 20 hours per week on site for the entire school year. See the summary on page 5 for an overview.

Types of Supervision

There are several types of supervision: administrative, involving giving the student feedback about professional behaviors, attendance, dress, demeanor, and specific tasks within the building; clinical, involving listening to tapes or sitting in sessions and providing feedback to the student about his/her clinical counseling skills; and programmatic, involving giving the student feedback about how to create and manage a professional school counseling function within the school. As you can see from the evaluation form in Appendix B 4, as the site supervisor, you are
asked to reflect on what you have observed in the student in all three of these areas, and hopefully, you will be in a position to observe the student in all three areas.

The Supervisory Team

There are a number of professionals who work together to provide supervision for students. On-site supervisors provide administrative supervision, programmatic supervision, and often, clinical supervision. Doctoral student supervisors provide clinical and programmatic supervision in both individual and group formats. Faculty members provide clinical and programmatic supervision in general, and may supervise in individual and group formats as needed. Faculty supervise all practicum and intern students, and in the program, students receive individual, group, and site supervision. In addition, the faculty and doctoral students meet weekly for supervision-of-supervision in which the progress of all students is discussed and challenges/strengths of each student is conceptualized. Site supervisors are invited and strongly encouraged to attend the meeting(s) in which their supervisees will be staffed. Contact the School Counseling program coordinator, Dr. Colette Dollarhide, to discuss attending these meetings.

As you can see on the following page, hours for supervision are specified.
**SUMMARY OF PRACTICUM AND INTERNSHIP REQUIREMENTS**

<table>
<thead>
<tr>
<th></th>
<th>PRACTICUM</th>
<th>INTERNSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOCUS</strong></td>
<td>Individual and group counseling</td>
<td>Counseling and all activities of a regularly employed school counselor in a comprehensive school counseling program (ASCA National Model)</td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td>100 hours over 10-11 weeks, usually in one educational setting</td>
<td>600 hours over one academic year, split between multiple educational settings (schedule is negotiated with the site supervisors)</td>
</tr>
<tr>
<td><strong>DIRECT CONTACT HOURS</strong></td>
<td>40 hours defined only as: * Individual counseling * Group counseling * Consultation with parents and teachers, and developmental classroom curriculum may also be counted.</td>
<td>240 hours defined as: *Individual counseling *Group counseling *Consultation with parents, teachers, etc. *Delivering developmental guidance</td>
</tr>
<tr>
<td><strong>INDIRECT HOURS</strong></td>
<td>60 hours in planning, supervision, observing, meetings, etc.</td>
<td>360 hours in planning, coordinating, leadership, supervision, observing, meetings, record-keeping, etc.</td>
</tr>
<tr>
<td><strong>TAPING</strong></td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>SUPERVISION</strong></td>
<td>*1 hour individual supervision each week with site supervisor * 1 hour individual or team supervision with OSU supervisor * 1.5 hours group supervision seminar each week at OSU</td>
<td>*1 hour individual supervision each week with site supervisor * 1 hour individual or team supervision with OSU supervisor * 1.5 hours group supervision seminar each week at OSU</td>
</tr>
</tbody>
</table>
Benefits of Supervision
There are numerous benefits of supervision, including:

- Contributes to the profession by training new professionals
- Invigorates your work by re-experiencing the joy of learning
- Provides you with well-trained colleagues
- Enhances your connection with OSU’s training program
- May count toward certification renewal (subject to Department of Education policies)
- May provide tuition credit toward coursework at OSU (subject to OSU policies)

Requirements For Supervisors (CACREP 2009 requirements)

- Master’s degree from CACREP program or a program with supervised Practicum and Internship;
- Certified school counselor in the state;
- 2 years of experience in current assignment;
- Active/involved with professional associations (ACA, ASCA, OSCA, OCA)

Site Requirements (OSU requirements):

- Comprehensive developmental program (ASCA National Model)
- Appropriate space for counseling (confidentiality)
- Ability/equipment to audiotape or videotape for supervision
- Diverse student population
- Opportunities for leadership within the school

Expectations of Supervisors
While there are many benefits of being a supervisor, there are also important tasks that we ask of supervisors. These are:

- Provide orientation, structure, and direction to student activities on site.
- Assist student in gaining parental permissions.
- Assist student in locating counselees and group members.
- Weekly meetings with student on site.
- Weekly review of tapes or in-vivo supervision.
- Feedback to student about both clinical and administrative skills.
- Written feedback at midterm (w/student) and final (student and faculty).
- Possible visit(s) with faculty to discuss student progress.
The Process for Application and Approval as a Supervisor

Appendix A contains the application form. Fill out the application form and send it to the Counselor Education faculty at the address on the top of the form. Please note that your principal’s signature is also requested.

The OSU Faculty will review all applications and we will notify you via email of your status. The placement of students is arranged by the faculty of the program who will contact you to determine if a placement is appropriate.

ACCREDITATION DATA COLLECTION FOR EACH CANDIDATE

The National Council for Accreditation of Teacher Education

www.ncate.org

The Council for Accreditation of Counseling and Related Educational Programs,

www.cacrep.org

Because The Ohio State University is an NCATE-accredited institution, data is collected about and from each candidate in all programs culminating in licensure for education. In addition, the Counselor Education program is seeking accreditation from CACREP, and so follows the standards for the profession of counseling. For each school counseling student, data is collected throughout the program during coursework, at the end of practicum, at the end of internship, and then after graduation. At the end of the student’s field experience with you, you will be prompted by email when to complete the on-line rubric about the student’s skills. Your timely completion of these instruments is critical and greatly appreciated.
GENERAL INFORMATION ABOUT SUPERVISION

Ethical Supervision

According to the Association for Counselor Education and Supervision (ACES), training in supervision is mandatory. The Counselor Education program offers such training. If you have not had a course in supervision, you can obtain resources to assist you in learning about this important skill. Resources for your development in supervision are offered at the end of this handbook.

Supervision Style

There are a number of models that demonstrate how to conduct supervision. Many contemporary models are listed in Appendix C, Supervision Resources. One model provides a useful template for thinking about the roles we take during supervision, and the issues or focal points of supervision. A summary of Nelson and Johnson’s (1999) theory and a matrix for using their approach are offered here.

ROLES and ISSUES of SUPERVISION

A Summary of Nelson & Johnson, 1999

There are four roles that supervisors can adopt, depending on the situation and the style of the supervisor:

4 ROLES OF SUPERVISORS:

1. Teacher: providing instruction, best using GUIDED DISCOVERY
2. Evaluator: providing feedback
3. Counselor: addressing personal issues that impair performance
4. Consultant: providing expert opinions as a colleague

Developmental progression moves from Teacher → Counselor → Consultant
And from Evaluator → Colleague

(Note: Director of Guidance position includes evaluation of others as part of professional duties.)
In addition to the 4 Roles, there are 4 skill clusters, or issues, that supervisors focus on during supervision, which are summarized below:

4 FOCAL POINTS / ISSUES OF SUPERVISION:

1. Therapeutic skills: Ability to use therapeutic interventions
   ~ listening, establishing rapport, summarizing, showing empathy
2. Conceptualization skills: Ability to understand the issues of students, families, and schools, and select appropriate interventions
   ~ application of theory to reality, understanding developmental and systemic issues
3. Management skills: Ability to conduct non-counseling professional activities
   ~ design comprehensive school counseling program, design developmental curriculum lessons, behavior management in the classroom, consulting, collaboration with colleagues
4. Personal Issues: Appropriateness for the profession and for school setting
   ~ Respect for young people, ability to function for & with authority

The supervisor uses the Roles within which s/he is most comfortable to address the Issues that are observed in the student’s performance, as outlined on the following page. The point of this matrix is to illustrate that supervisors have tremendous flexibility in the ways they engage the student in supervision; based on your comfort level and the issue you are addressing, you can address any topic of importance during supervision.
<table>
<thead>
<tr>
<th>ROLES And actions</th>
<th>TEACHER Instruct</th>
<th>EVALUATOR Give feedback</th>
<th>COUNSELOR Focus on personal issues</th>
<th>CONSULTANT Colleague and Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUES</td>
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<tr>
<td>THERAPEUTIC SKILLS</td>
<td>Teach new therapeutic skills</td>
<td>Give feedback on status of therapeutic skills</td>
<td>Give advice about managing own personal issues that interfere with counseling</td>
<td>Give expert opinions about progress and direction of counseling &amp; support</td>
</tr>
<tr>
<td>Listening Rapport Empathy</td>
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<td></td>
</tr>
<tr>
<td>CONCEPTUALIZATION SKILLS</td>
<td>Teach new conceptual. skills</td>
<td>Give feedback on status of conceptual. skills</td>
<td>Show where personal issues interfere with objectivity</td>
<td>Give expert opinions about how to apply theory with kids &amp; support</td>
</tr>
<tr>
<td>Apply theory Knows dev. issues</td>
<td></td>
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</tr>
<tr>
<td>MANAGEMENT SKILLS</td>
<td>Teach new skills in deficit area(s)</td>
<td>Give feedback on status of management skills</td>
<td>Show where personal issues interfere with management skills</td>
<td>Give expert opinions about methods of teaching, managing classroom, consulting &amp; collaborating</td>
</tr>
<tr>
<td>Design program Cls Mgmt Consultation Collaboration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL ISSUES</td>
<td>Teach the importance of dealing with personal issues</td>
<td>Give feedback on effect personal issues have on job performance</td>
<td>Counsel about personal issues (In fact, this activity is limited)</td>
<td>Give expert opinion about effect of issues or on methods of dealing with issues; support</td>
</tr>
<tr>
<td>Respect kids Work w/ authority Personal problems</td>
<td></td>
<td></td>
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</table>

This structure can be used to map out an intervention with a student as needed, or to track the progress of the student based on the usual supervision trajectory from using a teaching role to more collegial consultation.
GENERAL INFORMATION ABOUT FIELD EXPERIENCES

Ethical Conduct

School counselor trainees are expected to follow the codes of ethics endorsed by the American Counseling Association (ACA) and the American School Counselor Association (ASCA).

Liability Insurance

Students are required to obtain liability insurance prior to the beginning of practicum and maintain that insurance until the completion of internship.

Professional Behavior

Students are expected to conduct themselves professionally, during their work in local schools. Their dress and appearance should reflect a practicing school counseling professional. *No sweats or jeans are permitted.* Further, students must be punctual and respectful of both students and other adults.

Record Keeping

School counselors-in-training must keep accurate records of their activities, during practicum and internship, which the supervisor is asked to sign weekly.

Pre-Field Experience Requirements

Before students can enroll in the practicum experience, students must have completed successfully the following prerequisite courses and have attained no less than a grade point average of 3.0 in the Graduate School:

- 6731 Foundations of Counseling
- 6732 Theories of Professional Counseling
- 6733 Techniques of Individual Counseling
- 6734 Assessment in Counseling
- 6735 Counseling across the Lifespan
- 6736 Lifespan Career Development and Counseling
- 6737 Group Counseling
- 6738 Techniques of Group Counseling
- 6739 Legal and Ethical Issues
Overall Expectations for Student Field Experiences

1. **Observation and orientation:** The students’ orientation to school procedures and operations is important. Students should observe the on-site supervisors in various functions and also observe other professionals or specialists in the school such as the school psychologist, nurse, and principal. This observation phase should be long enough to orient the student but not so long as to interfere with the experiential quality of the field experience.

2. **Development of Individual and Group Counseling Skills:** School counselors-in-training must have the opportunity to counsel students under supervision. Field experiences support the development of individual and group counseling skills, and supervisors provide the feedback that students need to improve their skills.

3. **Classroom Guidance Skills:** School counselors-in-training are expected to develop units for the developmental curriculum that are delivered via classroom guidance. Since the OSU program stresses reaching all students, competency in classroom guidance is considered vital and mastering the facilitation skills necessary to conduct classroom guidance is an important aspect of the internship.

4. **Consultation Skills:** During internship, school counselors-in-training are expected to provide helpful consultation to teachers, parents, and other colleagues. Areas in which school counselors-in-training can consult with other educators include student achievement, career development, student assessment, and problems students might encounter, such as dealing with divorce in their families, school-based conflicts, and academic and educational decision-making.
5. **Leadership Skills**: School counselors-in-training will be expected to demonstrate leadership during field experiences. This may mean coordinating a program, writing a grant, conducting in-service for the staff, or implementing a new student-oriented program at their schools.

6. **Community Outreach**: Future school counselors must know how to use the available resources in the community to improve student achievement. Specific assignments in practicum and internship classes are designed to encourage students to learn about their communities and its resources. A community mapping assignment in practicum requires students to map the resources around their practicum site so they can begin to understand the importance of reaching out and utilizing community resources in the education of children and adolescents. Community outreach is emphasized throughout the program.

7. **Program Development and Evaluation**: Future school counselors will engage in the development and evaluation of a school counseling program, based on a real school with which they are familiar or a fictitious school provided by their instructor. Students will be also expected to field test or try out some of the activities they are developing for their school counseling program.

8. **Client Population**: All students will be placed in schools with diverse populations.
PRACTICUM

Description of Practicum

Practicum is an arranged, supervised experience of 100 hours of counseling in schools. A practicum is taken for four credit hours per semester. That translates into a minimum of ten on-site hours per week. It is also strongly suggested that students remain in their practicum settings after the semester ends at the university so that they can participate in the end-of-year activities in the school. Individual supervision at the University can be arranged by the student during this additional time in the schools, but this time cannot be counted toward the satisfaction of practicum hours; the student must complete the required hours before the end of the semester.

Students must engage in four hours of individual and group counseling per week while at their sites; the remaining hours should involve duties directly related to school counseling, such as parent/teacher consulting, advocacy, and classroom guidance. Students must audio-tape and video-tape sessions on a regular basis. In addition, they are required to obtain signed informed consent forms from students and their parents or legal guardian.

Students meet with their site supervisors each week for administrative, programmatic, and clinical supervision as needed. In addition, students meet with their University supervisors each week for one hour of individual clinical and programmatic supervision. A caseload of 4-6 cases by the third week is a general guideline for practicum. Individual and small group counseling are emphasized during practicum but students may also have the opportunity to conduct classroom guidance sessions.

Practicum students are required to attend the practicum class for regular group supervision and to discuss other issues that arise at their practicum sites. Reviewing tapes of counseling sessions, role playing, presenting cases, learning about community resources, discussing how to work effectively with diverse cultures, and evaluating relevant legal and ethical issues are examples of seminar activities.

Standards and Performance Indicators Addressed in Practicum

School counselors-in-training are expected to progress toward meeting the program’s learning outcomes or standards, which come from CACREP, the Council for Accreditation of Counseling and Related Educational Programs (2009). It is imperative that both students and
supervisors understand the learning outcomes school counselors-in-training need to master during their field experiences.

Specific standards and performance indicators for practicum are described in Appendix B3. Some standards are introduced in practicum and reinforced in internship while others are introduced in internship and refined throughout the year-long field experience. The performance of students is monitored throughout the program and their field experiences. After students have completed their practicum, on-site supervisors will be asked to complete the evaluation form found in Appendix B 4. Because of the data collection process, the supervisor is asked to input feedback on the evaluation form directly into TK20, the college’s data collection system. You will be contacted with information related to this request. Supervisors are asked to rate the performance of counselors-in-training on a scale of 1-5 with “5” representing “mastery of the performance indicator as could be expected from an experienced professional”. Students completing practicum must achieve an average rating of “3” to be considered competent to enroll in internship.

Supervisors are asked to review the evaluation form carefully. The form clearly shows the indicators on which students will be evaluated. University personnel will discuss these forms with the supervisors and respond to any questions they have. Please note that students are responsible for requesting experience in all activities reflected on the evaluation form.
INTERNSHIP

Description of Internship

The internship is an arranged supervised experience with a broad range of school counseling functions including individual and group counseling, classroom guidance, advocacy, leadership, consultation, collaboration, and coordination. A school counselor provides supervision on-site. Either the school or the university may employ the on-site supervisor.

Internship is a total of 10 credits and at least 600 clock hours. Internship is typically completed as a year-long experience. Students work approximately 20 hours per week on site. Two hundred and forty hours of the 600 hours must be spent in direct services to students, defined as individual and group counseling, parent/teacher consultation, and developmental curriculum (i.e., classroom guidance or large group guidance). School counseling interns start their experience in late August, the same time that public schools begin, and follow the internship site’s schedule for holidays and spring break to the end of the university semester, at which time all their hours must be complete for graduation. After graduation, they may volunteer to see the end of the school year, but supervision for counseling work cannot be guaranteed through the university as these students are now graduates.

School counselors-in-training are expected to counsel at least six students per week. Each semester of internship, school counselor trainees also are expected to conduct at least one or two psycho-educational groups that are designed to help students remove barriers to their learning (e.g., healthy personal choices group, study skills group, test-taking group, etc.). In addition, students are required to attend a three-hour class each week. The class provides opportunities to discuss the interns’ professional activities, monitor their progress, and learn new knowledge and skills. Discussion of strategies designed to improve student achievement, reviewing tapes of counseling sessions, role playing, case presentations, discussing consultation issues, evaluating school counseling program activities, addressing relevant legal and ethical issues, and sharing professional issues are examples of course activities.

Prerequisites courses for the internship include those for the practicum plus the successful completion (i.e. grade of at least "B") in practicum.
Standards and Performance Indicators for Internship

School counselors-in-training who are enrolled in school counseling internship also are expected to demonstrate progress toward achieving the CACREP Standards (2009). Both students and supervisors should review the CACREP performance indicators found in Appendix B 3. At the completion of internship, both on-site and university supervisors will be asked to complete rating scales found in Appendix B 5. Supervisors will input their ratings of the student’s skills directly into the data collection system for OSU, called TK20. These assessments are used to monitor the progress of counselor trainees and to improve the school counseling program.


**DOCUMENTS and EXPLANATIONS**

**Appendix A – Application for Approval as Site Supervisor**
Please complete this form and submit for approval if you are interested in serving as a site supervisor.

**Appendix B – Evaluation Forms**

**Appendix B 1: Student Self-Reflection Tape Review Form**
This form is filled out by students when they submit a tape for review. You may elect to use this form when students submit tapes to you for review.

**Appendix B 2: Supervisor’s Tape Critique Form**
You may elect to use this form to provide the student with written feedback for the tapes you have heard.

**Appendix B 3: CACREP Standards (2009) for School Counseling**
All supervisors are asked to read these standards to understand what competencies students are working toward in practicum and are expected to complete in internship.

**Appendix B 4: School Counseling Evaluation Rubric**
All supervisors are asked to complete this evaluation instrument and discuss with the student twice. The first evaluation discussion between you and the student should take place in the middle of the field experience, and the second evaluation discussion should take place at the end. This form is used for both the practicum and internship experiences. This form will be the format of the data you will input into TK20 at the end of the practicum or internship.

**Appendix B 5: Evaluation of Field Placement Site**
The student will complete this form at the end of the field experience as a means of evaluating the site.

**Appendix B 6: Evaluation Process within Supervision Inventory**
The student will also complete this form at the end of the field experience as a means of evaluating the supervisor.

**Appendix C: Supervision Resources**
APPENDIX A

THE OHIO STATE UNIVERSITY

College of Education and Human Ecology
Counselor Education Program

APPLICATION FOR APPROVAL AS SITE SUPERVISOR

Directions to the Applicant: Please send the completed document to Dr. Colette Dollarhide, OSU, 305 W. 17th Ave, PAES Bldg, room 446, Columbus, OH 43210-1124. Document can be faxed (614-292-4255) or emailed. For more information, email Dr. Colette Dollarhide at dollarhide.1@osu.edu.

After the faculty reviews your application, you will be notified by email with your status.

Name: ___________________________________  Date: _____________________________
Social Security # _______________________   Position Title:_______________________
School Name:___________________________   School Address: __________________________
City:____________________  State: _______   Zip: ______  Phone: (_____)________________
School Email: _______________________________  Home email: _________________________

Grade Levels in this school: __________

Number of years as a counselor at these grade levels: __________
Number of years as a counselor in this building/school: __________

1. Formal Training
Universities Where Graduated  Degrees Earned  Majors
__________________________________  __________________  __________________
__________________________________  __________________  __________________
__________________________________  __________________  __________________

2. Professional Certifications/Licenses
Are you a licensed school counselor? _____ Yr First Licensed: __________
Do you have any supervision credentials? _____ If yes, which one(s)? __________
Are you certified by the N.B.C.C.? ______
Do you hold any other professional credentials? _____ If yes, which one(s)? __________

3. Involvement In Professional Associations
List the counseling professional association(s) and divisions in which you currently hold membership. Also, provide the number of concurrent years you have been a member for each primary professional association.

Counseling Associations/ Divisions  Membership Years
__________________________________  __________________
__________________________________  __________________
__________________________________  __________________

Describe your level of involvement with these associations. For example, how often do you attend conferences? How else have you been involved?
4. School Counseling Program
In the following space, briefly describe your school counseling program:

5. Supervision Background
Have you completed any coursework or had any other training in supervision? Yes___ No___
If so, please provide a description including the approximate date(s).

Have you previously served as a site supervisor for OSU’s school counseling program? Yes___ No___
If so, please (briefly) describe the experience, including the approximate date(s).

In total, approximately how many students have you supervised? __________
Of those, how many have been OSU students? __________

6. Site Suitability
All students will be required to tape sessions and to provide individual and group counseling. Would our students be able to record audio and/or videotapes of their work with students at your school? Yes___ No___

Does your school have a video camera and monitor that would be available for our students to tape some of their sessions? Yes___ No___

Will students be able to provide individual and group counseling at your school? Yes___ No___

What about your site would be most helpful for our students?

What (if anything) about your site would provide a limitation to the practicum/internship experience for our students?

7. Personal Preferences
Would you rather supervise a Practicum ____ or Internship ____ student? (check all that apply)
Would you prefer to supervise in Fall ____ or Spring ____? (check all that apply)
Would you prefer to interview the student before placement? Yes ___ No___

Approvals:
Applicant signature: ________________________________ Date: __________

Building principal signature: ________________________________ Date: __________
APPENDIX B 1

THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN ECOLOGY
SCHOOL COUNSELING PROGRAM

Student Self-Reflection Tape Review Form

Tape Critique Form Student ID: _________

Counselor in Training: _________________

Complete this form for each tape you present to your supervisor after you have listened to your own tape. Type this report.

Write a brief session summary:

Intended Goals and how you monitor the student's progress toward reaching his/her goals:

Describe plans for further counseling/intervention with this student:

Identify the strengths you, as a counselor, demonstrated in this session:

Identify the areas in which you need to improve:
Supervisor’s Tape Critique Form: Rating Scale for Individual Counseling Skills

Name of Client _____________  Name of Counselor ______________ Date: ___________  

Directions:  Circle the number that best represents the skill level of the counselor-in-training: 5 (high) to 1 (low)

**Counseling Criteria:**

1. **Opening:**  
   Was opening unstructured, friendly, and relaxed?  Did the counselor discuss confidentiality?  Did the counselor provide structure for the session?
   
<table>
<thead>
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<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
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</table>

2. **Rapport:**  
   Did the counselor establish good rapport with counselee?  Was the tone of voice warm and respectful?

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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tbody>
<tr>
<td>Remarks:</td>
<td></td>
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3. **Interview Responsibility:**  
   If not assumed by counselee, did counselor assume appropriate level of responsibility for the conduct of the counseling?  Did counselor or counselee take initiative?

<table>
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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tbody>
<tr>
<td>Remarks:</td>
<td></td>
<td></td>
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</tbody>
</table>

4. **Interaction:**  
   Were the counselee and counselor really communicating in a meaningful manner?  Did counselor questions seem appropriate and intentional or conversational?  Was counselor listening carefully?

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<th>5</th>
<th>4</th>
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<td>Remarks:</td>
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</table>

5. **Acceptance/Openness/Genuineness:**  
   Was the counselor accepting and permissive of counselee emotions, feelings, and expressed thoughts?  Did counselor seem genuine?

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<th>4</th>
<th>3</th>
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<tbody>
<tr>
<td>Remarks:</td>
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</table>

(continued on next page)
6. Use of Theoretical Approach:
Did the counselor use a theoretical approach (SFBC, choice theory,) to assist the student? If so, note which theory the counselor was using.

   5  4  3  2  1
Remarks:

7. Goal Setting:
Did counselor appear to be helping student arrive at his/her own goals? Were the goals realistic? How does the counselor plan to monitor progress toward goals? How will the student know if he/she is accomplishing the goals that have been set.

   5  4  3  2  1
Remarks:

8. Closing:
Was the closing initiated by the counselor? Was it done smoothly and warmly?

   5  4  3  2  1
Remarks:

9. General Techniques: vocabulary level, use of silence, tone of voice, pacing, duration of interview
How well did the counselor conduct the interview?

   5  4  3  2  1
Remarks

ADDITIONAL COMMENTS:
Appendix B 3

CACREP STANDARDS 2009
SCHOOL COUNSELING

Students who are preparing to work as school counselors will demonstrate the professional knowledge, skills, and practices necessary to promote the academic, career, and personal/social development of all K–12 students. In addition to the common core curricular experiences outlined in Section II.F, programs must provide evidence that student learning has occurred in the following domains.

FOUNDATIONS

A. Knowledge

A1. Knows history, philosophy, and trends in school counseling and educational systems.

A2. Understands ethical and legal considerations specifically related to the practice of school counseling.

A3. Knows roles, functions, settings, and professional identity of the school counselor in relation to the roles of other professional and support personnel in the school.

A4. Knows professional organizations, preparation standards, and credentials that are relevant to the practice of school counseling.

A5. Understands current models of school counseling programs (e.g., American School Counselor Association [ASCA] National Model) and their integral relationship to the total educational program.

A6. Understands the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.

A7. Understands the operation of the school emergency management plan and the roles and responsibilities of the school counselor during crises, disasters, and other trauma-causing events.

B. Skills and Practices

B1. Demonstrates the ability to apply and adhere to ethical and legal standards in school counseling.

B2. Demonstrates the ability to articulate, model, and advocate for an appropriate school counselor identity and program.

COUNSELING, PREVENTION, AND INTERVENTION

C. Knowledge

C1. Knows the theories and processes of effective counseling and wellness programs for individual students and groups of students.

C2. Knows how to design, implement, manage, and evaluate programs to enhance the academic, career, and personal/social development of students.

C3. Knows strategies for helping students identify strengths and cope with environmental and developmental problems.
C4. Knows how to design, implement, manage, and evaluate transition programs, including school-to-work, postsecondary planning, and college admissions counseling.

C5. Understands group dynamics—including counseling, psycho-educational, task, and peer helping groups—and the facilitation of teams to enable students to overcome barriers and impediments to learning.

C6. Understands the potential impact of crises, emergencies, and disasters on students, educators, and schools, and knows the skills needed for crisis intervention.

D. Skills and Practices

D1. Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.

D2. Provides individual and group counseling and classroom guidance to promote the academic, career, and personal/social development of students.

D3. Designs and implements prevention and intervention plans related to the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.

D4. Demonstrates the ability to use procedures for assessing and managing suicide risk.

D5. Demonstrates the ability to recognize his or her limitations as a school counselor and to seek supervision or refer clients when appropriate.

DIVERSITY AND ADVOCACY

E. Knowledge

E1. Understands the cultural, ethical, economic, legal, and political issues surrounding diversity, equity, and excellence in terms of student learning.

E2. Identifies community, environmental, and institutional opportunities that enhance—as well as barriers that impede—the academic, career, and personal/social development of students.

E3. Understands the ways in which educational policies, programs, and practices can be developed, adapted, and modified to be culturally congruent with the needs of students and their families.

E4. Understands multicultural counseling issues, as well as the impact of ability levels, stereotyping, family, socioeconomic status, gender, and sexual identity, and their effects on student achievement.

F. Skills and Practices

F1. Demonstrates multicultural competencies in relation to diversity, equity, and opportunity in student learning and development.

F2. Advocates for the learning and academic experiences necessary to promote the academic, career, and personal/social development of students.
F3. Advocates for school policies, programs, and services that enhance a positive school climate and are equitable and responsive to multicultural student populations.

F4. Engages parents, guardians, and families to promote the academic, career, and personal/social development of students.

**ASSESSMENT**

G. Knowledge

G1. Understands the influence of multiple factors (e.g., abuse, violence, eating disorders, attention deficit hyperactivity disorder, childhood depression) that may affect the personal, social, and academic functioning of students.

G2. Knows the signs and symptoms of substance abuse in children and adolescents, as well as the signs and symptoms of living in a home where substance abuse occurs.

G3. Identifies various forms of needs assessments for academic, career, and personal/social development.

H. Skills and Practices

H1. Assesses and interprets students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.

H2. Selects appropriate assessment strategies that can be used to evaluate a student’s academic, career, and personal/social development.

H3. Analyzes assessment information in a manner that produces valid inferences when evaluating the needs of individual students and assessing the effectiveness of educational programs.

H4. Makes appropriate referrals to school and/or community resources.

H5. Assesses barriers that impede students’ academic, career, and personal/social development.

**RESEARCH AND EVALUATION**

I. Knowledge

I1. Understands how to critically evaluate research relevant to the practice of school counseling.

I2. Knows models of program evaluation for school counseling programs.

I3. Knows basic strategies for evaluating counseling outcomes in school counseling (e.g., behavioral observation, program evaluation).

I4. Knows current methods of using data to inform decision making and accountability (e.g., school improvement plan, school report card).

I5. Understands the outcome research data and best practices identified in the school counseling research literature.
J. Skills and Practices

J1. Applies relevant research findings to inform the practice of school counseling.

J2. Develops measurable outcomes for school counseling programs, activities, interventions, and experiences.

J3. Analyzes and uses data to enhance school counseling programs.

ACADEMIC DEVELOPMENT

K. Knowledge

K1. Understands the relationship of the school counseling program to the academic mission of the school.

K2. Understands the concepts, principles, strategies, programs, and practices designed to close the achievement gap, promote student academic success, and prevent students from dropping out of school.

K3. Understands curriculum design, lesson plan development, classroom management strategies, and differentiated instructional strategies for teaching counseling- and guidance-related material.

L. Skills and Practices

L1. Conducts programs designed to enhance student academic development.

L2. Implements strategies and activities to prepare students for a full range of postsecondary options and opportunities.

L3. Implements differentiated instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.

COLLABORATION AND CONSULTATION

M. Knowledge

M1. Understands the ways in which student development, well-being, and learning are enhanced by family-school-community collaboration.

M2. Knows strategies to promote, develop, and enhance effective teamwork within the school and the larger community.

M3. Knows how to build effective working teams of school staff, parents, and community members to promote the academic, career, and personal/social development of students.

M4. Understands systems theories, models, and processes of consultation in school system settings.

M5. Knows strategies and methods for working with parents, guardians, families, and communities to empower them to act on behalf of their children.

M6. Understands the various peer programming interventions (e.g., peer meditation, peer mentoring, peer tutoring) and how to coordinate them.

N. Skills and Practices

N1. Works with parents, guardians, and families to act on behalf of their children to address problems that affect student success in school.

N2. Locates resources in the community that can be used in the school to improve student achievement and success.

N3. Consults with teachers, staff, and community-based organizations to promote student academic, career, and personal/social development.

N4. Uses peer helping strategies in the school counseling program.

N5. Uses referral procedures with helping agents in the community (e.g., mental health centers, businesses, service groups) to secure assistance for students and their families.

LEADERSHIP

O. Knowledge

O1. Knows the qualities, principles, skills, and styles of effective leadership.

O2. Knows strategies of leadership designed to enhance the learning environment of schools.

O3. Knows how to design, implement, manage, and evaluate a comprehensive school counseling program.

O4. Understands the important role of the school counselor as a system change agent.

O5. Understands the school counselor’s role in student assistance programs, school leadership, curriculum, and advisory meetings.

P. Skills and Practices

P1. Participates in the design, implementation, management, and evaluation of a comprehensive developmental school counseling program.

P2. Plans and presents school-counseling-related educational programs for use with parents and teachers (e.g., parent education programs, materials used in classroom guidance and advisor/advisee programs for teachers).
Appendix B 4

SCHOOL COUNSELING EVALUATION RUBRIC (rev. 6/2012)

This evaluation consists of three parts: Professional Identity and Behavior, Professional Counseling Skills, and Professional School Counseling and Program Management Skills. The practicum counselor-in-training must achieve an overall rating of a Level 3 to pass practicum, and the internship counselor-in-training must achieve an overall rating of Level 4 to pass internship. Please note that counselor-in-training are responsible for obtaining and tracking their attainment of each behavior or experience listed in the rubric.

This rubric has been organized using BLOOM’S TAXONOMY (Revised, Anderson & Krathwohl, 2001), which outlines the shifts in thinking that learners experience as they progress from “novice” thinking to more “expert” thinking.

Lowest: Remember → Understand → Apply → Analyze → Evaluate → Create

Highest

For the purposes of this rubric, LEVEL 1 represents counselor-in-training behaviors that indicate that the student does not have access to, or chooses not to access, the information learned about the profession. He/she is not able to remember or chooses not to remember professionally relevant priorities.

LEVEL 2 represents counselor-in-training (CIT) behaviors that indicate the CIT does remember and understand professionally relevant priorities, but struggles to apply that knowledge and understanding.

LEVEL 3 indicates that the CIT is able to apply the knowledge and demonstrate understanding of professionally relevant priorities. This level is expected of successful practicum counselors-in-training.

LEVEL 4 represents CIT behaviors that indicates both application and analysis of professional situations, but is inconsistent in or unable to evaluate the resulting insights in order to create highly appropriate responses. This level is expected of successful internship counselors-in-training, and represents good performance as an entry level professional school counselor.

LEVEL 5 indicates that the CIT is consistently using “expert” thinking skills to evaluate professional situations and create professionally meaningful responses (i.e., behaviors and programs) that serve to enhance the school counseling program in particular and the whole school in general. This level is advanced and would be expected from practicing professionals with experience. It is presented here to describe exemplary CIT performance and to inspire further professional achievement.

If you have not observed a behavior or it is not applicable to your work with the counselor-in-training, please indicate “NA” (not applicable) or “NO” (not observed). Comments and suggestions for improvement are vital for the CIT’s growth. Please feel free to attach additional pages as needed.
**PART ONE: PROFESSIONAL IDENTITY AND BEHAVIOR**

<table>
<thead>
<tr>
<th></th>
<th>LEVEL 1 Unacceptable</th>
<th>LEVEL 2 Below Average</th>
<th>LEVEL 3 Acceptable with room for growth</th>
<th>LEVEL 4 Good level of proficiency consistently demonstrated</th>
<th>LEVEL 5 High level of professional achievement consistently demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Follow Through with Tasks</strong> Rating: _____ NO / NA</td>
<td>Tasks are usually left undone.</td>
<td>Tasks are done with prompting from others.</td>
<td>Tasks are completed without prompting; student monitors own accomplishment of timelines.</td>
<td>Initiates new activities and brings energy and enthusiasm to tasks.</td>
<td>High student counselor motivation; feels passion for the job of the school counselor.</td>
</tr>
<tr>
<td><strong>Attendance</strong> Rating: _____ NO / NA</td>
<td>Late arrival or absence without calling in.</td>
<td>Several late arrivals or absences; always calls in.</td>
<td>Almost never late or absent; always calls in.</td>
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</tr>
<tr>
<td><strong>Initiating Activities</strong> Rating: _____ NO / NA</td>
<td>Does not initiate any new programs or services. Must be prompted by others.</td>
<td>Initiates some activities, but without independence or autonomy.</td>
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<tr>
<td><strong>Commitment to Profession</strong> Rating: _____ NO / NA</td>
<td>Unmotivated, or motivated by external factors, i.e., wanting summers off.</td>
<td>Some level of student motivation.</td>
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<tr>
<td><strong>Commitment to the Academic Mission of the school (K1)</strong> Rating: _____ NO / NA</td>
<td>Unaware or unconcerned about the academic progress of students.</td>
<td>Aware and committed to contribute to the academic progress of all students.</td>
<td></td>
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<tr>
<td><strong>Quality of Work</strong> Rating: _____ NO / NA</td>
<td>Work is of low quality; full of errors. No effort put into tasks.</td>
<td>Work is of basic quality.</td>
<td>Work is high quality; thoughtful, complete, thorough.</td>
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<tr>
<td><strong>Persistence in the face of setbacks</strong> Rating: _____ NO / NA</td>
<td>Gives up at first sign of any resistance.</td>
<td>Persists and initiates additional effort to address setback.</td>
<td>Uses sound professional judgment to address setbacks in appropriate manner.</td>
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</tr>
<tr>
<td><strong>Leadership (M3, O2)</strong> Rating: _____ NO / NA</td>
<td>No leadership skills evident.</td>
<td>Accepts leadership when prompted by others.</td>
<td>Takes leadership role with tasks to motivate others.</td>
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</tr>
<tr>
<td><strong>Making use of feedback</strong> Rating: _____</td>
<td>Does not take ownership of problems that are</td>
<td>Takes responsibility for making changes</td>
<td>Actively seeks feedback and takes responsibility for</td>
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<table>
<thead>
<tr>
<th>NO / NA</th>
<th>the source of negative feedback.</th>
<th>suggested in feedback.</th>
<th>making changes to improve skills.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Supervision of overall competence (D5) Rating: _____ NO / NA</td>
<td>Unaware of the quality of his/her work.</td>
<td>Able to evaluate own work with prompting.</td>
<td>Actively reflects on own work in an effort to improve skills.</td>
</tr>
<tr>
<td>Putting the needs of the team over needs of self (C5, M2) Rating: _____ NO / NA</td>
<td>Unaware of the needs of colleagues in the counseling office and acts in own self-interest.</td>
<td>Able to balance the needs of self and others to allow for smooth functions within school counseling program.</td>
<td>Able to assess situations in terms of the needs of his/her teammates and is willing to put the needs of the team first when the situation calls for it.</td>
</tr>
<tr>
<td>Ethical Behavior (B1) Rating: _____ NO / NA</td>
<td>Any violation of ACA or ASCA ethics.</td>
<td>Developing awareness of ethical issues in the school environment.</td>
<td>Highly ethical behavior; awareness of codes of ethics and sensitive to ethical issues in the school environment.</td>
</tr>
<tr>
<td>Professional Presentation Rating: _____ NO / NA</td>
<td>Language, attire, and attitudes are unprofessional and inappropriate for a school setting.</td>
<td>Language, attire, and attitudes are acceptable for a professional in a school setting.</td>
<td>Language, attire, and attitudes are highly desirable in a school setting by setting an example for young people.</td>
</tr>
<tr>
<td>Actively Welcoming of Diversity (D1) Rating: _____ NO / NA</td>
<td>Intolerant attitudes toward persons of diversity or other beliefs and values.</td>
<td>Accepting of diverse persons, beliefs, and values.</td>
<td>Celebrates diversity and works to cross boundaries, seeks exposure to new beliefs and values.</td>
</tr>
<tr>
<td>Advocates for a Positive School Climate for all (F2, F3) Rating: _____ NO / NA</td>
<td>Unaware of school climate.</td>
<td>Aware of school climate and able to advocate for improvement of school climate with prompting.</td>
<td>Sensitive to school climate issues and actively advocates for improvement of school climate issues under own initiative.</td>
</tr>
<tr>
<td>Advocates for a Positive School Climate for Diverse Students (F2, F3) Rating: _____ NO / NA</td>
<td>Unaware of school climate for diverse students.</td>
<td>Aware of school climate for diverse students and able to advocate for improvement of school climate with prompting.</td>
<td>Sensitive to school climate issues for diverse students and actively advocates for improvement of school climate issues under own initiative.</td>
</tr>
<tr>
<td>Establishes effective collaborative relationships (C5, M3) Rating: _____ NO / NA</td>
<td>Does not attempt to collaborate with others.</td>
<td>Initiates collaborative relationships with some hesitation.</td>
<td>Actively seeks collaborative relationships to enhance the functioning of the school counseling program and the school as a whole.</td>
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<tr>
<td>Whole-school focus (C5, E3, M2, M3) Rating: _____ NO / NA</td>
<td>Focuses only on school counseling program to exclusion of whole-school issues.</td>
<td>Focuses first on school counseling program and has started to transition focus to school-wide issues.</td>
<td>Maintains focus on whole-school issues and uses school counseling program as a means of addressing school-wide issues.</td>
</tr>
<tr>
<td>Understands the role of the school counselor in relation to the roles of the other personnel in the building (A3) Rating: _____ NO / NA</td>
<td>Focuses only on the role of the school counselor to the exclusion of other professionals or dismisses the contribution of other professionals in the building.</td>
<td>Primarily focuses on the role of the school counselor, but understands the contribution of other building professionals.</td>
<td>Contextualizes and integrates the role of school counselor with the roles of other building professionals and recruits other professionals to assist in the agenda of the school counseling program.</td>
</tr>
<tr>
<td>Knows about Professional Standards (A4) Rating: _____ NO / NA</td>
<td>Unaware and/or unconcerned about professional organizations, professional development, preparation standards, and credentialing.</td>
<td>Aware of professional organizations, joins with prompting. Limited commitment to professional development. Attains credentials as part of process.</td>
<td>Committed to professional organizations. Demonstrated commitment to professional development. Proud of credentials.</td>
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<td>OTHER</td>
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<td>Define:</td>
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<td>Rating:</td>
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OVERALL RATING: _______

COMMENTS/ SUGGESTIONS FOR IMPROVEMENT (attach additional sheets if needed):
# PART TWO: PROFESSIONAL COUNSELING SKILLS

<table>
<thead>
<tr>
<th></th>
<th>LEVEL 1 Unacceptable</th>
<th>LEVEL 2 Below Average</th>
<th>LEVEL 3 Acceptable with room for growth</th>
<th>LEVEL 4 Good level of proficiency consistently demonstrated</th>
<th>LEVEL 5 High level of professional achievement consistently demonstrated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counselor Personal Attributes</strong></td>
<td>Is stilted and makes the student-client uncomfortable.</td>
<td>Able to establish a working relationship.</td>
<td></td>
<td>Is warm, caring, respectful, non-judgmental, and genuine.</td>
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<tr>
<td>Rating: ______ NO / NA</td>
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<tr>
<td><strong>Management of Counseling Session (D2)</strong></td>
<td>Jumped from topic to topic and/or engaged in chit-chat.</td>
<td>Conducts relatively smooth session, with some side-bar discussions that do not contribute to the therapeutic agenda.</td>
<td>Conducts a smooth, flowing session that moved from one meaningful therapeutic topic to next.</td>
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<td>Rating: ______ NO / NA</td>
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<tr>
<td><strong>Management of Therapeutic Dialogue (D2)</strong></td>
<td>Does not respond to student-client statements, but moves to next question. Interrupts student-client.</td>
<td>Makes minimal response to student-client comments.</td>
<td>Acknowledges student-client communication before making next comment.</td>
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<td>Rating: ______ NO / NA</td>
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<tr>
<td><strong>Delivery of Content</strong></td>
<td>Questions, comments, and statements are random and lack purpose.</td>
<td>Questions, comments, and statements are relatively well delivered.</td>
<td>Questions, comments, and statements are blended, well thought-out, and well delivered.</td>
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<tr>
<td>Rating: ______ NO / NA</td>
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<tr>
<td><strong>Pacing</strong></td>
<td>Pacing is too fast, rushing and interrupting the student-client.</td>
<td>Pacing is uneven, but suggests patience is developing.</td>
<td>Appropriate pacing resulted when counselor waits one beat before speaking</td>
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<tr>
<td>Rating: ______ NO / NA</td>
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<tr>
<td><strong>Therapeutic Skills (silence, encouragement, empowerment)</strong></td>
<td>Therapeutic skills are random and do not function to facilitate a therapeutic relationship.</td>
<td>Therapeutic skills are developing.</td>
<td>Silence, encouragement, and other therapeutic skills are used effectively to facilitate therapeutic relationship and communication, and student-client insight and empowerment</td>
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<tr>
<td>Topic</td>
<td>Rating</td>
<td>Performance</td>
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<tr>
<td><strong>Introduction and Summary</strong></td>
<td>_____</td>
<td>Introduction and summary are rushed or incomplete.</td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Introduction and summary are present, but not fully connected with session content.</td>
<td></td>
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</tr>
<tr>
<td><strong>Management of Emotions (D2)</strong></td>
<td>_____</td>
<td>Manages the student-client’s emotions during the session.</td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Manages own emotions and demonstrates ability to help student-client manage emotions</td>
<td></td>
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</tr>
<tr>
<td><strong>Assessment of Strengths (C3; H1)</strong></td>
<td>_____</td>
<td>Conceptualizes and assesses most students as unique in their diversity constructs.</td>
<td></td>
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<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Strengths and positive attributes are focus of assessment and all interventions.</td>
<td></td>
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</tr>
<tr>
<td><strong>Assessment of Diversity Constructs (D1)</strong></td>
<td>_____</td>
<td>Conceptualizes and assesses most students with a strengths-based awareness.</td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Appreciation for diversity and respectful curiosity about diverse phenomenology foster broaching behaviors.</td>
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</tr>
<tr>
<td><strong>Assessment of Barriers to Learning and Factors that Influence Academic Functioning (G1, H5)</strong></td>
<td>_____</td>
<td>Conceptualizes and assesses learning factors and barriers to learning for most students.</td>
<td></td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Is able to effectively assess systemic and individual learning factors and barriers to learning for all students.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Assessment and management of suicide risks (D4)</strong></td>
<td>_____</td>
<td>With supervision, is able to conduct a suicide risk assessment and respond appropriately to protect student’s safety.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Is able to conduct a suicide risk assessment and respond professionally to protect student’s safety. Seeks support and supervision appropriately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assessment and management of substance abuse risks (G2)</strong></td>
<td>_____</td>
<td>With supervision, is able to conduct a substance abuse risk assessment and respond appropriately to protect student’s safety.</td>
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<td></td>
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</tr>
<tr>
<td>Rating: _____</td>
<td>NO / NA</td>
<td>Able to conduct a substance abuse risk assessment, respond professionally within the school, refer student to comm resources as needed.</td>
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<tr>
<td>Assessment Before Goals (H2)</td>
<td>Rating: _____ NO / NA</td>
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<td></td>
<td>Quickly moves to advice giving under the guise of goal setting.</td>
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<td></td>
<td>Conducts assessment, but assessment may be incomplete.</td>
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<tr>
<td></td>
<td>Does not rush to provide answers or to problem solve, but conducts thorough assessment before discussing goals.</td>
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<table>
<thead>
<tr>
<th>Goal Setting Skills</th>
<th>Rating: _____ NO / NA</th>
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<tbody>
<tr>
<td></td>
<td>Projects goals onto student-client without student-client input.</td>
</tr>
<tr>
<td></td>
<td>Conducts goals discussion, but may miss important parts of the student-client’s issues.</td>
</tr>
<tr>
<td></td>
<td>Counseling goals are primarily the student-client’s, and are thoroughly and actively discussed with the student-client.</td>
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</tbody>
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<thead>
<tr>
<th>Theoretical Congruence (C1)</th>
<th>Rating: _____ NO / NA</th>
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<tbody>
<tr>
<td></td>
<td>Interventions are not connected to any theory, are not effective, are inappropriate.</td>
</tr>
<tr>
<td></td>
<td>Interventions are not clearly connected to theory, but are developing.</td>
</tr>
<tr>
<td></td>
<td>Therapeutic interventions are theoretically consistent, well delivered and appropriate.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Self-Supervision of Counseling (D5)</th>
<th>Rating: _____ NO / NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not able to evaluate his/her own counseling work.</td>
</tr>
<tr>
<td></td>
<td>Evaluates counseling work with prompting.</td>
</tr>
<tr>
<td></td>
<td>Demonstrates self-awareness and ability to self-supervise (evaluated on the basis of the self-reflection exercises, discussions, and papers).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriate Termination</th>
<th>Rating: _____ NO / NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination is inappropriate.</td>
<td>Termination is acceptable.</td>
</tr>
<tr>
<td>Termination is appropriate in timing and manner.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Counseling skills (C1, D2)</th>
<th>Rating: _____ NO / NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not know how to facilitate group counseling.</td>
<td>Conducts groups with co-facilitator or evidences emerging group skills.</td>
</tr>
<tr>
<td>Conducts creative and engaging group counseling sessions on meaningful topics.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Empowerment of students and families of diversity (E3, F1, M1, M5)</th>
<th>Rating: _____ NO / NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not empower students or families of diversity.</td>
<td>Empowers students and families of diversity to be self-advocates with prompting.</td>
</tr>
<tr>
<td>Actively and independently empowers students and families of diversity to be self-advocates.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advocacy for students and families of diversity (F1, F2, M1)</th>
<th>Rating: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not advocate for students or families of diversity.</td>
<td>Advocates for students and families of diversity in the school with</td>
</tr>
<tr>
<td>Actively and independently advocates for students and families of</td>
<td></td>
</tr>
</tbody>
</table>

| 35 |
**PART THREE: PROFESSIONAL SCHOOL COUNSELING AND PROGRAM MANAGEMENT SKILLS**

<table>
<thead>
<tr>
<th>NO / NA</th>
<th>prompting.</th>
<th>diversity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral to another professional when needed (D5, H4, M2, N5) Rating: ______ NO / NA</td>
<td>Inappropriate referrals to other professionals (never refers or refers too quickly). Does not discuss referral with student or family.</td>
<td>Provides referral name to student or family, but unable to provide additional information about referral to increase comfort with process.</td>
</tr>
</tbody>
</table>

**OTHER**
Define: ______
Rating: ______

**OVERALL RATING:**

**COMMENTS/ SUGGESTIONS FOR IMPROVEMENT** (attach additional sheets if needed):

<p>| PART THREE: PROFESSIONAL SCHOOL COUNSELING AND PROGRAM MANAGEMENT SKILLS |
|-----------------------------|----------------|-----------------|----------------|-----------------|
|                            | LEVEL 1         | LEVEL 2         | LEVEL 3         | LEVEL 4         | LEVEL 5         |
|                            | Unacceptable    | Below Average   | Acceptable with room for growth | Good level of proficiency consistently demonstrated | High level of professional achievement consistently demonstrated |
| Designs and implements prevention and intervention plans for students (D3) Rating: ______ NO / NA | Unable to design or implement prevention and/or intervention plans based on student needs such as atypical development, wellness, language, ability level, multicultural issues, or resiliency. | Able to design and implement prevention and intervention plans based on student needs such as atypical development, wellness, language, ability level, multicultural issues, or resiliency. | Designs highly effective prevention and intervention plans for students based on needs. |
| Transition Planning (C4) Rating: ______ NO / NA | Does not conduct transition planning with students. | Conducts basic transition planning with student-clients. | Applies creative strategies and helpful interventions to aid students with transition planning. |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Rating</th>
<th>Description</th>
<th>Rating</th>
<th>Description</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postsecondary Planning (L2)</td>
<td>______</td>
<td>Does not conduct postsecondary or future-oriented planning with students.</td>
<td>______</td>
<td>Conducts basic postsecondary planning with high-school student-clients.</td>
<td>______</td>
<td>Applies creative strategies and helpful interventions to aid students of all ages with postsecondary or future-oriented planning.</td>
</tr>
<tr>
<td>Classroom Developmental Curriculum Skills (L3, K3, D2)</td>
<td>______</td>
<td>Does not know how or unable to compile information for delivery in a classroom guidance lesson.</td>
<td>______</td>
<td>Designs acceptable classroom developmental guidance lessons.</td>
<td>______</td>
<td>Designs highly effective interactive classroom lessons.</td>
</tr>
<tr>
<td>Classroom Management Skills (L3, D1, D2, K3)</td>
<td>______</td>
<td>Unable to manage student behavior during classroom developmental guidance lesson.</td>
<td>______</td>
<td>Controls student behavior with minimal distraction from lesson.</td>
<td>______</td>
<td>Engages students in such a dynamic way that problematic student behaviors do not occur.</td>
</tr>
<tr>
<td>Consultation Skills (M1, M4)</td>
<td>______</td>
<td>Does not consult with teachers, parents, or colleagues.</td>
<td>______</td>
<td>Started to participate in consultation with others.</td>
<td>______</td>
<td>Seeks opportunities to consult with teachers, parents, and colleagues.</td>
</tr>
<tr>
<td>Student/Teacher Needs Assessment Skills (G3, H3, M1, M4)</td>
<td>______</td>
<td>Does not conduct needs assessments to understand the needs in the school.</td>
<td>______</td>
<td>Started to develop methods to identify building needs.</td>
<td>______</td>
<td>Conducts continuous needs assessments, both formal and informal, to always know the “pulse” of the school.</td>
</tr>
<tr>
<td>Program Design Skills (C2, L1, O3, P1)</td>
<td>______</td>
<td>Does not know how or is unable to design programmatic responses to school needs.</td>
<td>______</td>
<td>Designs adequate programmatic responses to address student or school needs.</td>
<td>______</td>
<td>Designs highly effective programmatic responses to address student and school needs.</td>
</tr>
<tr>
<td>Program Implementation Skills (C2, O3, P2)</td>
<td>______</td>
<td>Does not know how or is unable to implement programs.</td>
<td>______</td>
<td>Implements parts of the program he/she designs.</td>
<td>______</td>
<td>Implements a highly effective program.</td>
</tr>
<tr>
<td>Program Advocacy Skills (B2, F2, O4, P3)</td>
<td>______</td>
<td>Does not advocate for program or advocates in inappropriate ways.</td>
<td>______</td>
<td>Recognizes opportunities for advocacy and attempts to do so.</td>
<td>______</td>
<td>Advocates for program in a way that enhances the reputation and status of the program in the eyes of the school community.</td>
</tr>
<tr>
<td>Budgeting Skills (O3)</td>
<td>______</td>
<td>Not aware of budgeting issues that impact the program.</td>
<td>______</td>
<td>Articulates ways to manage program</td>
<td>______</td>
<td>Actively understands program resources</td>
</tr>
<tr>
<td>NO / NA</td>
<td>reality of the program.</td>
<td>resources.</td>
<td>and actively seeks ways to increase funding through grants, etc.</td>
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<tr>
<td>Outcomes Evaluation Skills (C2, J2, J3, P1) Rating: ______ NO / NA</td>
<td>Does not collect outcomes data after individual programs are offered.</td>
<td>Collects outcomes data from individual program.</td>
<td>Collects outcomes data and compiles it in a meaningful way for constituent groups.</td>
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</tr>
<tr>
<td>Program Evaluation Skills (C2, I2, J3, O3, P1) Rating: ______ NO / NA</td>
<td>Does not know how to collect data or evaluate the program in its entirety.</td>
<td>Evaluates program data to evaluate the program.</td>
<td>Designs innovative ways to document program accomplishments and share data with constituent groups.</td>
<td></td>
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</tr>
<tr>
<td>Systemic Awareness (C5, E2, E3, M1) Rating: ______ NO / NA</td>
<td>Does not see systemic issues that impede student progress.</td>
<td>Able to identify systemic issues, but is not sure what to do to address them.</td>
<td>Identifies community, environmental, &amp; institutional opportunities and barriers to students and acts to enhance opportunities and reduce barriers.</td>
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<tr>
<td>Community Awareness (N2) Rating: ______ NO / NA</td>
<td>Unaware of services or resources available for students and families.</td>
<td>Aware that there are services and resources in the community for students and families.</td>
<td>Able to promote services and resources in the community for students and families due to efforts to collect such information.</td>
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<tr>
<td>Crisis Management Preparedness (A7, C6, M7) Rating: ______ NO / NA</td>
<td>Does not see need for school counselor involvement in crisis preparedness.</td>
<td>Understands the need for building crisis planning but does not act on that understanding.</td>
<td>Understands and participates in planning for building crises.</td>
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<tr>
<td>Engaging peers to promote student development (M6, N4) Rating: ______ NO / NA</td>
<td>Does not engage peers to promote student development (peer mediation, peer mentoring, peer tutoring, etc.)</td>
<td>Engages peers in ways they can promote each other’s development</td>
<td>Seeks out ways to engage peers as support for student development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaging families to promote student development (F4, M5, N1, P2) Rating: ______ NO / NA</td>
<td>Does not engage families of students to promote student development (parent programs, resources, etc.)</td>
<td>Engages parents, guardians, and families in ways they can promote student development (parent programs,</td>
<td>Seeks out ways to engage family as support for student development through programming, outreach, service,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaging school community to promote student development (N3) Rating: ______ NO / NA</td>
<td>Does not engage school community to promote student development (teacher in-services, cross-training in developmental issues of students)</td>
<td>Engages school community in ways to promote student development (provides teacher resources, in-service training, professional development)</td>
<td>Actively seeks ways to engage school community in support of student development.</td>
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<td>Rating:</td>
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**OVERALL RATING:**

**COMMENTS/ SUGGESTIONS FOR IMPROVEMENT (attach additional sheets if needed):**
APPENDIX B 5
THE OHIO STATE UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN ECOLOGY
SCHOOL COUNSELING PROGRAM

EVALUATION OF FIELD PLACEMENT SITE

Name: ________________________

As you complete your internship, you probably have many thoughts about your experiences. The faculty is interested in knowing how you perceived your experience and what can be done to make it even better. One important aspect of your internship is/are the site(s) in which you complete it. Please take a few minutes and reflect upon the advantages and disadvantages of each site.

Name of Site: ___________________   On-Site Supervisor: ___________________

Advantages or best aspects of the site:

Disadvantages or greatest challenges of the site:

Additional comments:

Name of Site: ___________________   On-Site Supervisor: ___________________

Advantages or best aspects of the site:

Disadvantages or greatest challenges of the site:

Additional comments:
APPENDIX B 6

EVALUATION PROCESS WITHIN SUPERVISION INVENTORY

Indicate the extent to which you agree or disagree with each of the following statements. For each, circle the appropriate number on a 7-point scale, where 1 = strongly disagree and 7 = strongly agree.

1. The goals that my supervisor and I generated for my training seem important.

2 3 4 5 6 7

2. My supervisor and I created goals that were easy for me to understand.

2 3 4 5 6 7

3. The objectives that my supervisor and I created were specific.

2 3 4 5 6 7

4. My supervisor and I created goals that were realistic.

2 3 4 5 6 7

5. I think my supervisor would have been against my reshaping/changing my learning objectives over the course of our work together.

2 3 4 5 6 7

6. My supervisor and I created goals that seemed too easy for me.

2 3 4 5 6 7

7. My supervisor and I created objectives which were measurable.

2 3 4 5 6 7

8. I felt uncertain as to what my most important goals were for this training experience.

2 3 4 5 6 7

9. My training objectives were established early in our relationship.

2 3 4 5 6 7

(continued on next page)
10. My supervisor and I never had a discussion about my objectives for my training experience.

11. My supervisor told me what s/he wanted me to learn from the experience without inquiring about what I hoped to learn.

12. Some of the goals that my supervisor and I established were not practical in light of the resources available at my site.

13. My supervisor and I set objectives that seemed practical given the opportunities available at my site.

14. My supervisor welcomed comments about his/her style as a supervisor.

15. The appraisal I received from my supervisor seemed impartial.

16. My supervisor’s comments about my work were understandable.

17. I didn’t receive information about how I was doing as a counselor until late in the semester.

18. I had a summative, formal evaluation of my work at the end of the semester.

19. My supervisor balanced her/his feedback between positive and negative statements.

(continued on next page)
20. The feedback that I received from my supervisor was based on direct observation of my work.

1 2 3 4 5 6 7

21. The feedback that I received was directly related to the goals we established.

1 2 3 4 5 6 7

Strengths of my supervisor:

My supervisor could improve on:

Additional comments:

APPENDIX C

SUPERVISION RESOURCES


