



## SCHOOL COUNSELING PRACTICUM/INTERNSHIP INFORMATION

The Professional Counseling Program at Middle Tennessee State University (MTSU) greatly appreciates the valuable partnerships with public P–12 schools in training future school counselors. If your school is willing to host an intern for a total of 300 clock hours (across two semesters for a total of 600 hours) during the designated semester, the following information outlines the requirements for the site, the site supervisor, and the intern.

***Should your school or school district choose to host an intern, an official contract with MTSU will be required.***

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### 1. Responsibilities of the MTSU Professional Counseling Program

- **University Faculty Liaison**
  - Assign a faculty liaison to facilitate communication between the university program and your school.
  - Be available for consultation with both the site supervisor and the intern.
  - Serve as the point of contact if any issues or changes occur related to the intern, the school site, or the university.
- **Intern Notification**
  - Inform the intern that they must adhere to the administrative policies, rules, standards, schedules, and practices of your school.
  - Require the intern to complete (and pay for) a criminal background check prior to beginning their internship.
- **Internship Grading**
  - The faculty liaison is responsible for assigning an internship grade.
  - This grade accounts for **60%** of the intern's semester grade.
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### 2. Responsibilities of the School or School District

- **Site Supervisor Assignment**
  - Assign a site supervisor who has the appropriate credentials, time, and interest in training the intern.
  - The site supervisor **must** be a licensed school counselor with **at least two years** of experience at that grade level.
- **Intern's Counseling Activities**
  - Provide opportunities for the intern to engage in a variety of counseling activities under supervision, allowing for an adequate evaluation of the intern's competencies. These activities include:
    1. **Individual Counseling** – personal, social, academic, and (if applicable) play therapy
    2. **Group Counseling** – crisis-centered, problem-centered, and growth-centered
    3. **Report Writing and Record Keeping** – session summaries (individual and group)
    4. **Consultation (Individual or Group)** – with teachers and parents
    5. **Classroom Guidance** – planning and implementing a complete unit on special topics or developmental issues
    6. **Other Activities** – assist in testing programs, attend IEP meetings, and support the site supervisor as needed
- **Workplace and Supervisory Support**
  - Provide the intern with adequate workspace and necessary supplies to conduct professional activities.
  - Offer regular supervisory contact, which includes reviewing the intern's work (audio/video recordings) and live observation.
  - Engage in one continuous hour (or two half-hour sessions) of individual, face-to-face supervision weekly.

- **Documentation and Communication**
    - Sign the intern's monthly logs to verify on-site hours and direct contact hours.
    - Communicate with the faculty liaison regarding the intern's progress or any challenges that arise.
  - **Evaluation**
    - Provide both written and oral evaluations of the intern's performance based on program criteria.
    - This evaluation counts for **40%** of the intern's semester grade.
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### **3. Responsibilities of the Professional Counseling Program Intern**

- **Professionalism and Ethics**
    - Attend supervision sessions punctually and consistently.
    - Conduct oneself in accordance with ethical guidelines and professional standards.
  - **Goal-Setting and Preparation**
    - Collaborate with the site supervisor to develop goals and tasks for supervision, aligned with assessed competencies.
    - Arrive prepared for weekly supervision and allow sufficient time for the supervisor to review recordings (audio/video) prior to due dates.
  - **Feedback and Collaboration**
    - Be receptive to feedback from the site supervisor and respond appropriately.
    - Provide constructive feedback to the supervisor about the supervision process.
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### **Thank You for Your Partnership!**

We appreciate your willingness to support the development of future school counselors. Your guidance and expertise are invaluable to helping our students gain the knowledge, skills, and professional demeanor necessary to serve P-12 schools effectively. If you have any questions or need further details, please do not hesitate to contact Dr. Robin Lee, Program Coordinator, at [robin.lee@mtsu.edu](mailto:robin.lee@mtsu.edu).