

Eagle Mountain-Saginaw ISD Counseling Practicum/Internship Guidelines

EMS-ISD is offering a counseling/LPC practicum/internship to current employees. Interns who are completing counseling/LPC certification are expected to work with EMS-ISD counseling staff to focus on academic development, college and career information, and the development of social and personal attributes.

1. Counseling students must submit The Practicum/Intern Information Packet to the Director of Counseling and Campus Support before the end of the semester previous to the semester beginning the practicum/internship.
2. Counseling students must be supervised by a counselor who has had two certified years as a school counselor and one of those years must have been served in EMS-ISD. The Director of Counseling and Campus Support will assign EMS-ISD supervisor/s and campus/es.
3. Current District employees wishing to complete their Practicum/intern hours for counseling certification, must collect those hours during the following times:
 - Teacher lunch break
 - Teacher conference period as long as it does not interfere with any teaching responsibilities and/or duties.
 - Before or after school as long as it does not interfere with any teaching responsibilities and/or duties.
 - Evening and/or weekend opportunities
4. Counseling students must abide by the practicum/intern agreement and confidentiality statement.

The supervising counselor will guide and advise the intern in the following areas:

- Classroom guidance lessons.
- Attendance of meetings relating to strategies and referrals for educational success.
- Testing assessments and interpretation of test results.
- School guidance curriculum and activities.
- Participation in and observation of small group counseling sessions led by the EMS-ISD counselor.
- TEA curriculum, credits (transcripts at high school level), and guidelines for academic advisement of students.
- College testing programs, admissions process, and post-secondary career options and process

Other Potential Opportunities for District After-Hours Practicum/Internship Activities:

- Assisting with parent education sessions
- 5th grade parent night
- 8th grade parent night
- 9th grade PGP meetings
- Junior-Senior Meetings
- College Fair
- Financial Aid Night
- CTE Center evening sessions/tours
- Planning and teaching social skills, book reviews, guidance activities (Fall & Spring)
- Co-teach parenting education (Fall & Spring)
- Lead after school book club studies (Fall & Spring)
- Collecting and synthesizing counselor data (Fall & Spring)

Interns are not certified counselors and may not conduct, tape, or video individual or group counseling sessions with EMS-ISD students during the school day or on school property.

Student must provide proof of liability insurance coverage to the Director of Counseling and Campus Support. Some university counseling programs cover students automatically. Check with your program supervisor. If you are not covered, most professional counseling organizations provide low cost insurance for student members. **Counseling Practicum/Internship students are NOT covered by any EMS-ISD insurance.**

During the period of placement with EMS-ISD, the student is required to meet with the Director of Counseling and Campus Support at least once to review progress. This is in addition to your site supervision requirements. Student is also required to meet with the Director of Counseling and Campus Support for an exit interview at the completion of the practicum/internship.

Students are expected to abide by the following: Professional Code Ethics of Counseling as set forth by ACA, ASCA, and other counseling associations and/or professional social work associations and EMS-ISD guidelines, policies, and procedures.

Counseling Interns are expected to provide a current University transcript and a letter on University letterhead that describes the University requirements of the Counseling Practicum/Internship.

Eagle Mountain-Saginaw Independent School District

Practicum/Intern Information

(Turn in this form and the Intern Agreement to the Director of Counseling and Campus Support)

Name: _____ Date: _____

Current Position: _____ Current Campus: _____

Phone Numbers: HM _____ WK _____ Cell _____

E-Mail address _____ Degree Working on: _____

Please check which applies: _____ Practicum _____ Internship #of Hours Needed _____

University _____ Social Security Number _____

Expected date of Graduation: _____

Emergency Notification _____

Name

Relationship

Please circle the age level you would prefer working with: K-5 6-8 9-12

What days and times will you be available?

Number of hours required to meet with your District Counseling Supervisor?

What types of experiences are required?

I understand that my proof of insurance must be on file with the Director of Counseling and Campus Support

(To be filled out by Director of Counseling and Campus Support)

Received Insurance _____ Gave the student the Ethical Standards handout _____

Received University Transcript: _____ Received Practicum/Internship Agreement: _____

School Assignment _____ Semester/Year _____ Date _____ Initialed _____

Eagle Mountain-Saginaw ISD Intern Agreement

1. As a counselor intern, I have accepted the responsibility to be available on a regular and dependable basis, and if unable to serve as scheduled, I will notify the school office/counselor as soon as possible.
2. I am agreeing not to be compensated in any way for my time.
3. I understand that as a counselor intern in Eagle Mountain-Saginaw ISD, I will be coordinating with the supervising counselor under the direction of the principal of the school.
4. While interning in EMS-ISD schools, I will wear my nametag (district or campus) at all times.
5. For every student I am assigned to work with, I understand that I am obligated to report any suspected child abuse to my supervisor.
6. I understand that I will meet with my assigned students only at the school site.
7. I will not transport children in my own vehicle.
8. I will not give any student my personal or work phone numbers.
9. I will not contact parents, guardians or emergency contact persons without the permission and supervision of my counseling supervisor.
10. I will conduct myself in a friendly, courteous manner and not show partiality toward any student nor share my personal religious or political beliefs.
11. I understand that it is my responsibility to inform the counselor who supervises me of any health/medical issue that may impact my assignment as an EMS-ISD counseling intern.
12. I will fulfill all of my duties for which I am employed in a satisfactory manner, and I will only participate in this internship/practicum program outside of my normal duties.
13. I understand that EMS-ISD has not hired me as a counselor nor is there a promise of a position.

Intern Signature

Date

Principal Signature

Date

Supervisor Signature

Date

Eagle Mountain-Saginaw ISD Confidentiality Agreement

As a counseling intern in Eagle Mountain-Saginaw Independent School District, you have been authorized by the principal to act as a school official subject to the directions and control of the school's administrators and supervising counselor. As a school official, you may under limited circumstances, have access to student education records and other information in connection with your authorized duties with students who you have been assigned to work with. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test scores).

1. Before viewing any student records or information, I will seek consent from the supervising counselor.
2. I will not discuss with others, while serving as a counselor intern, the content of any specific Confidential student records nor will I disclose student education records, personally identifiable student information in such records, or other information regarding any student unless required by my supervising counselor or university program.
3. Upon completion of my internship, I will not disclose the content of any specific confidential student records or information learned during my internship.
4. While in the possession and control of confidential student records, and while handling, distributing, organizing, mailing, or filing records, I understand that I must protect those documents from being viewed or obtained by non-authorized individuals.
5. I understand that questions about the content of confidential student records must be directed to the counselor supervisor who is authorized to review the record and comment on its content.
6. I will never take any confidential student records off campus or from the designated area.
7. I must report any breach or suspected breach in the confidentiality of student records or information immediately upon my discovery to the supervising counselor. I understand and agree that my failure to maintain the confidentiality of student education records and information to which I am given access, may disqualify me from completion of my internship.

Intern Signature

Date

Principal Signature

Date

Supervisor Signature

Date

PROCEDURES FOR EAGLE MOUNTAIN-SAGINAW ISD EXISTING EMPLOYEE GRADUATE STUDENTS TO BE APPROVED FOR COUNSELING INTERNSHIP OR PRACTICUM ON EAGLE MOUNTAIN-SAGINAW ISD CAMPUSES

University students working on a Master's Degree in School Counseling may apply to complete an internship or practicum on Eagle Mountain-Saginaw ISD campuses, provided they are enrolled in an accredited counselor preparation program, be a member of TSCA (Texas School Counseling Association) and by following these procedures:

First: Complete Internship Screening through the Human Resources Department

Second: Provide these documents to the Director of Counseling and Campus Support prior to interview

- A written statement telling why he or she wants to serve as a professional school counselor
- A resume
- A current copy of the university transcript
- A comprehensive description of the university requirements for the practicum or internship
- If a current Eagle Mountain-Saginaw ISD employee, a letter of recommendation from the current school principal
- Evidence that he or she has successfully completed Internship Screening through the Human Resources Department (including a background check)
- Evidence of malpractice insurance

Third: Schedule an interview with the Director of Counseling and Campus Support

CONSIDERATIONS FOR APPROVAL

The Director of Counseling and Campus Support approves and determines placement after examining the following:

- Has the university student demonstrated a professional commitment to the profession of counseling thus far in his/her graduate studies?
- Has the current employee articulated a plan for exactly how he or she will meet all the requirements of the university program internship or practicum and the requirements set forth by the Director of Counseling and Campus Support to the campus principal?
- Can the intern attend all required meetings and supervision sessions as scheduled?
- Is this placement in the best interest of the university student?
- Is this placement in the best interest of the students and faculty of the school where the intern would serve?
- If the intern plans to complete the internship or practicum while teaching in his or her current assignment, will the time afforded allow the intern to develop the necessary counseling skills?
- Can the internship take place on the campus with minimal disruption to the academic needs of the students?

Placement for counseling internship or practicum is by no means guaranteed on Eagle Mountain-Saginaw ISD campuses and is dependent upon approval by the Director of Counseling and Campus Support, the campus principal where the intern will be placed and acceptance by a counselor, who has been selected by the Director of Counseling and Campus Support, to serve as mentor.