

LEHMAN COLLEGE

Graduate Program
in
Counselor Education

School Counseling

PRACTICUM AND INTERNSHIP

HANDBOOK

For

Master's degree students and

On-site supervisors

**Nationally accredited by the Council of Accreditation of Counseling &
Related Educational Professions
(CACREP)**

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Introduction

The Lehman College Graduate Program in Counselor Education has been revised and developed to educate and train future professional school counselors. We provide instruction designed to develop knowledge, awareness and skills in our counseling graduates. We expect professional school counselors to respond to the needs of an urban K-12 population through the development, implementation and evaluation of a data-driven, evidence based developmental school counseling program.

Ms. Ed. Program in Counselor Education

Lehman offers a 48-credit graduate program in Counselor Education. Graduates are eligible for School Counselor Certification in New York State and the School Counselor license in New York City. The Counselor Education program is part of the Division of Education which is accredited by the National Council for Accreditation of Teacher Education (NCATE). The program is accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP). We have worked to align the coursework and program requirements with CACREP standards. Counseling students are also encouraged to pursue national certification through the National Board of Certified Counselors (NBCC). Counselor Education faculty and students collaborate in partnership with the pre-K-12 schools and agencies in the Bronx, New York City, lower Westchester, Rockland and Orange counties.

Counselor Education Mission Statement

The mission of the graduate program in Counselor Education is to develop culturally competent, caring, and qualified professional school counselors within a preK-12 urban educational framework.

We seek to create a climate and course of study that promotes the values and ideals described in the Division of Education Lehman Urban Teacher and Counselor Education (LUTE) conceptual framework. Our diverse student population is reflective of metropolitan New York City and its surrounding communities including Westchester, Rockland and Orange counties. Our curriculum represents our commitment to developing multicultural competencies throughout the program in order for our graduates to be prepared to deliver culturally competent services to a diverse population. We emphasize an integration of theory and practice as students develop their abilities to promote social justice and human rights advocacy in their scholarly, clinical practice and action research experiences. Our commitment to ongoing program evaluation and growth assures that we will meet the needs of our students and provide them with an exemplary preparation for the real world of the professional school counselor in an urban setting.

Program Overview

The Lehman College of the City University of New York Counselor Education program reflects four main themes informed by the Lehman Urban Teacher/Counselor Education (LUTE) framework: (1) to develop a community of

school counselors, teachers, and learners; (2) to promote equity and success for all students and families in schools and communities; (3) to develop human capacity in schools and communities; and (4) to recognize and respect diverse sociocultural contexts in schools and communities. Counselor Education students receive a comprehensive body of counseling knowledge, awareness and skills in professional school counseling. The 48 credit degree program emphasizes the professional school counselor's leadership roles in collaboration with teachers, administrators, families, caregivers, health professionals, community resource networks, and others to promote equity, access, and success for all children, adolescents and families. Professional school counselor trainees learn social justice advocacy and follow the American School Counselor Association (ASCA) and American School Counseling Association (ACA) Codes of Ethics. Students demonstrate professional school counseling, consultation, and leadership competencies throughout their course assignments including: pre-K-12 school-based school counseling program experiences of group and individual counseling, developmental school counseling curriculum lessons, and practice in consultation and implementation of school counseling program components in pre-practica, practicum, and internship; through a professional school counseling portfolio of written, web-based and videotaped assignments; and in a school counseling research project. Lehman College is a companion institution with the Education Trust's National Center for Transforming School Counseling (www2.edtrust.org) and supports the recommendations of the American School Counselor Association's National Model Framework for School Counseling Programs (www.schoolcounselor.org) and the New York State School Counseling Association Model (www.nyssca.org).

LUTE
LEHMAN URBAN TEACHER AND COUNSELOR EDUCATION
CONCEPTUAL FRAMEWORK
DEVELOPING COMPETENT, CARING, QUALIFIED EDUCATORS FOR
THE NATION'S URBAN SCHOOLS

Lehman College has designed its urban education programs around the following core purposes:

- Understanding difference and diversity as a foundation for learning and teaching
- Working collaboratively to create ideas that incorporate multiple perspectives
- Creating a place where human relationships are valued and nurtured
- Creating an environment responsive to change and need

THE DIVISION OF EDUCATION'S WORKING THEMES

Briefly stated, the four themes of Lehman's teacher and counselor education programs are:

- Building a Community of Teacher's and Learners
- Educating for Social Action

- Developing Human Capacity
- Attending to our Diverse Socio-cultural Context

Lehman College is dedicated to preparing teachers and counselors who are committed to students' learning; sensitive to students with special needs; caring about justice and equity; respectful of linguistic, cultural, and intra-group diversity; making a positive difference in the lives of their students; seeing students as having power over their own learning; and able to inspire a passion for learning.

Lehman's education programs seek to prepare teachers and counselors who will:

- Make a lifelong commitment to personal and professional growth and learning
- Work collaboratively with school colleagues, parents, and community organizations
- Seek out professional knowledge of current and innovative pedagogical theories and practices, including technological advances

The entire LUTE conceptual framework is available at www.lehman.edu/dean.edu/

Practicum and Internship Information

The School Counseling Practicum and Internship is an opportunity to gain experience in a full range of activities of the professional school counselor and the school counseling program at a school site where you will be working with students, parents and caregivers, teachers, administrators and educators. You will undertake your activities under the direct supervision of your on-site school supervisor and a Lehman College program faculty member. Students will develop competencies in a variety of professional activities that involve both direct and indirect services. The purpose of the practicum and the internship is for the graduate student to obtain training and supervision in the practice of professional school counseling.

Practicum and Internship applications and site information forms need to be prepared in advance. [Check with your advisor and the Counselor Education bulletin board for further information and due dates.] Practicum forms are due by November 1st and Internship Forms are due by April 1st to Prof. Tamisha Bouknight, Clinical Coordinator, Carman Hall B-01H, Mailbox Carman Hall B-20, telephone: 718-960-7305, email: Tamisha.Bouknight@lehman.cuny.edu. Students are **only** eligible to register for internship if prior program coursework requirements have been met and the student has no incomplete grades. Students applying for internship must have completed Child Abuse and Neglect Prevention Training and Violence Prevention Training.

Immunizations and fingerprinting

All immunizations should be up to date including a current copy of a PPD Mantoux test. If you have tested positive for tuberculosis in the past, you do not need and

should not have the PPD test performed again. Instead, have your doctor do a chest X-ray and submit the results of the X-ray reading.

Some school placements require fingerprinting, so if you have not already been fingerprinted, you may get a kit in Carman Hall B-33 and take it to the Security Office in the Apex Building to have it done. It is recommended that you do this during your first semester in the program.

Definition of direct and indirect services

Direct services are those activities that put the school counselor trainee in direct contact with students, parents or caregivers, teachers, administrators or others in order to counsel, advise, consult or collaborate. The direct services provided by the school counselor trainee include group counseling, individual counseling and development school counseling school curriculum lessons that involve the academic, career, college, and personal/ social development of pre-K – 12 students. Direct services are guided by the American Counseling Association and the American School Counselor Association Codes of Ethics.

Indirect services are those activities related to the work of the professional school counselor. After completing the ASCA program model audit, the site supervisor and school counselor trainee select specific school counseling program activities to complete including accountability, management and foundation domains. In addition to these consultation activities all counselor trainees are expected to implement action plans and report results from their direct service provision. Also internship trainees are welcome to participate in academic, leadership and school-based support team meetings, professional development, evaluating data from the school's report card and other online sources, brokering resources, and making appropriate referrals. Indirect services are guided by the American Counseling Association and the American School Counselor Association Codes of Ethics.

Audio and videotaping of client sessions

Permission must be granted by a parent or legal guardian in order for you to audio and video tape sessions with school age children. Our program follows the guidelines of the New York State Education Department and the New York City Department of Education. Taping is done for educational purposes only. If a district superintendent chooses not to allow videotaping in his/her schools, audiotaping is permissible. In private schools and schools outside of the city or state of New York, the practicum trainee or intern obtains direction from the site supervisor and school principal regarding the requirements. In cases where taping is restricted, speak with your practicum or internship faculty member about making other arrangements. At all times, the rights of the K-12 student are to be protected and confidentiality and anonymity are to be maintained to every extent possible. No discussion of anyone with whom you are working should be conducted outside of supervision or the Lehman seminar.

Practicum and Internship Standards

The internship is the culminating experience in the Lehman College Graduate Program in Counselor Education in the Division of Education. It builds on the practicum experience and allows the school counselor trainee to integrate what has been learned from coursework and classroom interactions with awareness, knowledge, and skills from pre-practicum and practicum experiences.

Following are the number of hours for practicum and internship that students are required to successfully complete prior to graduation. In order to be recommended for certification as a certified school counselor by Lehman College, students must obtain a minimum grade of B in practicum and internship courses.

The accrediting body for the Master's degree in school counseling programs is the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Lehman Graduate Program considers the specific types of didactic courses and the number of practicum and internship hours specified by CACREP, and as we prepare for accreditation, our program is aligned with these standards.

- ***Practicum requirements*** include a minimum of 100 hours of supervised clinical practice of which 40 hours are of direct services and 60 hours are of indirect services. The practicum is an opportunity for students to engage in group counseling, individual counseling and delivering developmental school counseling curriculum lessons within their forty hours of direct service. The 60 hours of indirect service will include consultation experiences in developing foundation, management, and accountability tools for the school counseling program, along with a range of other activities within the scope and practice of the professional school counselor. Students begin their practicum when they enroll in EDG. 707, Practicum in Counseling. Requirements must be fulfilled at an approved school site where appropriate on-site supervision is provided. Counselor trainees will receive a minimum of one hour of individual supervision each week from their on site supervisor. In addition, they will receive an hour and a half of group supervision and an hour of triadic supervision within their practicum class by a faculty member. All students are encouraged to complete additional hours when supervision is available. Students should refer to the course syllabus for specific practicum course requirements.
- ***Internship requirements*** include a minimum of 600 hours of supervised clinical practice (300 hours each semester). Of these hours, 240 hours (120 hours each semester) are of direct services of group counseling, individual counseling and delivering developmental school counseling curriculum lessons within their 240 hours of direct service and 360 hours (180 hours each semester) are of indirect services. The 360 hours of indirect service will include consultation experiences in developing foundation, management, and accountability tools for the school counseling program, along with a range of other activities within the scope and practice of the professional school counselor. These hours are

customarily completed over the course of two semesters when students are enrolled in EDG. 743 and EDG. 744: Internship in Counseling I and II. Requirements must be fulfilled at an approved school site where appropriate on-site supervision is provided. Counselor trainees will receive a minimum of one hour of individual supervision each week from their on site supervisor. In addition, they will receive weekly supervision in the internship class by a faculty member. All students are encouraged to complete additional hours when supervision is available. Students should refer to the course syllabus for specific internship course requirements.

The practicum/internship shall conclude at the end of the Lehman College semester, unless other arrangements have been made for faculty and on-site supervision.

Training Site Requirements

Practicum site

The requirements of the practicum site are as follows:

For certification as a New York State School Counselor and in order to satisfy the requirements of the Master's degree program the training site must offer the following:

- An accredited pre-K – 12 educational institution.
- One hour of on-site weekly, individual supervision, by a certified school counselor with a Master's degree and a minimum of 2 years of experience. Site supervisors should be employed at the training site for at least a year. In exceptional cases, with prior approval, on-site supervision may be provided by a licensed school psychologist or social worker if a qualified school counselor is not available.
- The availability of private and adequate space to conduct counseling sessions and audio/videotaping.
- The availability to observe and participate in professionally relevant training experiences including culturally appropriate direct individual and group counseling, and developmental classroom guidance activities.
- The availability to observe and participate in additional professionally relevant training experiences, such as attending administrative leadership team meetings and case conferences, utilizing technology in the implementation of the school counseling program, and using data to deliver evidence-based counseling services resulting in closing the achievement gap.

Internship site

The requirements of the internship site are as follows:

- An accredited pre-K – 12 educational institution

- A minimum of one hour of on-site weekly, individual supervision, by a certified school counselor with a Master's degree and a minimum of 2 years of experience. Site supervisors should be employed at the training site for at least one year. In exceptional cases, with prior approval, on-site supervision may be provided by a licensed school psychologist or social worker if a qualified school counselor is not available.
- The availability to engage and participate in direct client contact with several individuals and groups during their internship training.
- The availability of participating in classroom guidance activities.
- The opportunity to conduct culturally sensitive professional school counseling activities to address the academic, career, and social and emotional needs of a pre-K – 12 student body.
- The availability of private and adequate space to conduct audio/ videotaping.
- The availability to participate in additional professionally relevant training experiences, such as attending administrative leadership team meetings and case conferences, utilizing technology in the implementation of the school counseling program, and using data to deliver evidence-based counseling services resulting in closing the achievement gap.

Guidelines and Responsibilities

The counselor trainee is expected to observe and participate in the activities of a professional school counselor that are in alignment with the New York State Standards for School Counselors. These activities will likely parallel those of a full-time school counselor. Following are the guidelines of responsibilities of the field site school administration and the on-site supervisor, the graduate school counselor trainee, and the Lehman College Graduate Program in Counselor Education.

Responsibilities of the Lehman Graduate Counselor Education Program

- The Lehman College Clinical Coordinator facilitates communication between the program and the field site.
- The faculty of the Counselor Education Program will provide the school with suitable practicum and internship candidates. All practicum and internship candidates will receive programmatic review and advisement prior to school placement.
- The faculty practicum or internship instructor retains the responsibility for the training and quality of the work of the school counselor trainee.
- The faculty practicum or internship instructor monitors the ASCA program model audit to ensure appropriate practicum and internship activities are provided by the site supervisor.

- The faculty practicum or internship instructor advises the school counselor trainee that s/he must adhere to the administrative policies, procedures, standards, schedules, and practices of the practicum/internship site.
- The faculty practicum or internship instructor collects the site supervisor's evaluation of the school counselor trainee prior to assigning a grade.

Responsibilities of the Site School Administration and Site Supervisor

- The site supervisor will obtain a copy of the Lehman College Counselor Education and Practicum handbook from the school counselor Trainee and read through its contents prior to signing off on the site supervision agreement form.
- The school administration ultimately holds responsibility for the safety and welfare of the students in the school. The on-site supervisor should not assign a school counselor trainee to be working outside of normal school hours without the on-site presence of a professional supervisor, unless the school counselor trainee is employed by the school.
- The school administration will provide the school counselor trainee with an appropriate site supervisor who has obtained a master's degree in counseling, is a certified school counselor with a minimum of 2 years of experience and who has been employed at the school for at least one year. If a school counselor is unavailable, then, with prior approval, the on-site supervisor may be a licensed school psychologist or social worker, with a minimum of 2 years of experience, and at least one year of employment at the school.
- The site supervisor will co-sign all written time log reports prepared by the school counselor trainee.
- The site supervisor will submit a formative and summative evaluation of the school counselor trainee during internship and will submit one summative evaluation of the school counselor trainee during practicum.
- The site supervisor will meet with the school counselor trainee for a minimum of one hour per week for individual supervision. Administrative support shall be provided by the school as needed.
- The school administration and the site supervisor will provide the school counselor trainee with opportunities to fulfill the required direct service hours with pre-K – 12 student clients that include group and individual counseling and developmental school counseling curriculum lessons focused on developing student academic, career, college, and personal/social competencies. They will also provide specific consultation skills training in developing and implementing foundation, management, and accountability areas of the American School Counselor Association national model framework.
- The school administration will provide an appropriate place for the counselor trainee and pre-K – 12 student client(s) to meet. The settings for counseling

shall assure privacy and sufficient space for appropriate equipment (for example, audio and video taping). In addition, procedures will exist that assure the protection of each student client's confidentiality and legal rights.

- The school will allow the school counselor trainee to audio and/or videotape interviews for educational purposes only, specifically for faculty supervision and training, commensurate with the guidelines of the New York State Education Department and the American School Counselor Association. Appropriate consents must be received by the site supervisor prior to any client/student sessions.

Expectations of field site experiences:

Direct Services: On site school supervisors are responsible for supervising the school counselor trainee to provide counseling services that address the academic, career, college, personal and social development of the students in the school. These services include individual counseling, group counseling, and developmental school counseling lessons. Practicum students must deliver a minimum of forty (40) clock hours of direct services over a fifteen week period in one semester. Internship students deliver a minimum of one hundred and twenty (120) clock hours of direct services each semester for a total of two hundred and forty (240) clock hours over a thirty week period in two semesters. The school counselor trainee will receive a minimum of one hour per week of supervision by the site supervisor, and the supervisor will submit a written evaluation to the faculty practicum/internship instructor prior to a grade being submitted. (See appendices for evaluation forms for practicum and internship trainees).

Indirect Services: Site supervisors are responsible for supervising the school counselor trainee to provide specific school counseling program activities. These activities will be based on a needs assessment of the school counseling program, such as the American School Counselor Association (ASCA) Program Model Audit (See appendix for a sample of the ASCA Program Model Audit). The site supervisor and school counselor trainee, in collaboration with the faculty supervisor, will agree on specific school counseling components to be developed and implemented during the practicum and internship. Indirect services include on-going monitoring of the effects of direct services provided as well as the effects of indirect services on specific achievement and opportunity gaps. School counselor trainees are encouraged in their role as educational leaders to attend school leadership and other collaborative team meetings, to access academic, career, college, personal and social resources outside of the school and to make referrals based on appropriate assessment activities. Practicum students deliver a minimum of sixty (60) clock hours of indirect services over a fifteen week period in one semester. Internship students deliver a minimum of one hundred and eighty (180) clock hours of indirect services each semester for a total of three hundred and sixty (360) clock hours of indirect services over a thirty week period in two semesters.

Responsibilities of School Counselor Trainees:

- School counselor trainees will conduct all of their school counseling practicum or internship activities in accordance with the American Counselor Association and the American School Counselors Association.
- Practicum and Internship sites must be approved the semester before they begin, i.e. November 1st deadline for practicum and April 1st deadline for internship. Applications for Practicum and Internship can be obtained from Prof. Tamisha Bouknight, Carman Hall B-01H, the Clinical Coordinator. Once the application is fully completed and signatures obtained, make 4 copies: two for the Clinical Coordinator, one for your practicum/internship instructor, and one for your files.
- Read the Practicum and Internship Handbook and carefully read the forms in the appendix ahead of time.
- Give a copy of the Practicum and Internship Handbook to your site supervisor.
- School Counselor trainees will contribute to the school counseling program by producing materials such as, a written mission statement of the school counseling program (a program foundation artifact), a school counseling program plan of action (a program management artifact), and a program evaluation chart (a program accountability artifact).
- School Counselor trainees will maintain liability insurance coverage during the period they are in their practicum/internship.
- School Counselor trainees may be employed in the school where they are completing their school counseling practicum/internship. However, school counselor trainees may not counsel a student they currently or will teach. Trainees are not expected to function in a counselor's role with students with whom they are working as part of another role.
- School Counselor trainees will be enrolled in a Practicum (EDG. 707) or Internship (EDG. 743/744) course at Lehman College during their practicum or internship. As part of their course work they receive supervision from a faculty instructor as outlined previously.
- Premature termination of the practicum/internship may be initiated by either the site supervisor or the faculty supervisor with justifiable reasons and with the advance notice of one month being given to or by the Lehman College Clinical Coordinator. The Clinical Coordinator will work with the site supervisor, Program Coordinator/Administrator, faculty instructor and counselor trainee in planning for appropriate termination activities to occur.
- School Counselor trainees are expected to maintain an overall B average in order to remain in good academic standing. A student may appeal a grade to the Faculty Grade Appeals Committee and the decision of the committee is final. See

the Lehman College, Graduate Bulletin 2005-2007, page 23, to learn about the grade appeals process.

Appreciation of site supervisors

- We extend our appreciation to you for your willingness to serve as a site supervisor. We truly believe that in this role you are making a very important contribution to the future of the profession of school counseling. We anticipate that the counselor trainee with whom you will be working will be able to make contributions to the counseling program, to the school climate and to the student body.
- Thank you for taking the time to read this manual and the guidelines that follow so that you may understand the expectations and necessary steps to ensure a successful training experience for the future school counselor. We are available to provide support and consultation to you and look forward to our work together.
- We hope that you are enthusiastic about your role as a site supervisor. We believe that you will be functioning as a mentor, a teacher, and a model of professional school counseling practice.
- All practicum and internship site supervisors are invited to our annual LUTE Awards Ceremony and Appreciation Day every May.

Policy on recommendation of certification for Provisional and Permanent New York Certification

Upon successful completion of a 48 credit Master's degree program in Counselor Education, a graduate of the program may apply to the New York State Education Department for certification as a school counselor. The initial certification is "provisional" and the applicant applies for "permanent certification" after working in the title for 2 years. The Lehman College Division of Education has a certification office, located in Carman Hall B-33. Upon graduating and completing 2 years of employment as a school counselor, a person may make an appointment with the certification officer to apply and be recommended for certification.

The New York State Education Department permits a student in Counselor Education to apply for provisional certification for employment purposes after completion of 30 credits which includes the successful completion a Practicum. A student may obtain the application to apply for provisional certification from the Lehman College certification officer. The student may then independently apply for NY State certification. The college only recommends students who have completed the 48 credit Master's degree program, and who have earned a minimum grade of B in EDG. 707, EDG. 743 and EDG. 744.

Policies for Dismissal for non-academic behaviors

The Graduate Program in Counselor Education has a thorough and careful admissions process. Every attempt is made to identify qualified candidates who will be able to make a contribution to the profession of school counseling. Once a candidate is matriculated and prior to beginning coursework, the student is assigned a faculty advisor. Every semester students are evaluated. If there is any indication that a student is behaving in a way that is contrary to the Code of Ethics and Standards of Practice of ACA and/or ASCA (required reading in all first semester courses), the following actions will be taken:

- The full time faculty of the Counselor Education Program will meet every semester for the purpose of reviewing all first year students. Continuing students will be assessed by the Program Coordinator/Administrator through consultation with all faculty in order to determine if any serious concerns exist with regard to unethical or unprofessional behavior of any student.
- Any faculty member who is aware of a concern will notify the student as well as her/his faculty advisor. A discussion will be held and recommendations will be made for and with the student to address and correct the behavior. The Code of Ethics and Standards of Practice will be reviewed with the student.
- The faculty advisor will document all meetings with or pertaining to the student and the identified concerns and receive continual updates of the student's progress. The student will be advised of concerns and the process that leads to dismissal.
- The Clinical Coordinator will contact the site supervisor of any student about whom there is a concern in Practicum or Internship in order to determine and assess the trainee's behavior at the site.
- If the behavior of concern is not improved and/or the trainee does not meet the standards, the Counselor Education faculty will discuss the concerns and behavior, including the input and assessment of the site supervisor. A decision will be made regarding the need to remove the student from the program and/or to determine a further corrective action plan.
- If a corrective action plan is developed, it will be signed by the student and a faculty member. Copies will be given to the student, filed in the advisement book, and forwarded to the Department Chair, the Director of Graduate Studies and the Vice President for Student Affairs.
- If the student is to continue in the program with an implemented corrective action plan, the faculty advisor and one full time faculty member will meet with the student to present this information. These two faculty members will continue to monitor the behavior of the student and provide feedback to the student.

- If there is any uncertainty regarding a recommendation, the program coordinator/administrator may contact the ACA ethics committee for clarification.
- If the recommendation is that the student be dismissed from the program, the faculty advisor and one other full time faculty member will present the recommendation and the documentation to the department Chair, to the Dean of the Division of Education, the Director of Graduate Studies and the Vice President for Student Affairs in order to implement a course of action that follows Lehman College guidelines.

APPENDICES

Lehman College/CUNY

Department of Specialized Services in
Education
Graduate Program in Counselor
Education

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Appendix A

Counselor Education PRACTICUM Application

Deadline is April 1st for Fall Internship Form; November 1st for Spring Application Form

Internship applicants must save this form and e-mail the completed application and site supervisor agreement on page 2 (without signature) to Tamisha.Bouknight@lehman.cuny.edu. In addition, applicants must print this form and obtain the site supervisor signature, then sign the form and make four print copies of this entire form. Give one to your site supervisor, retain one for your records, give one to your professor, and **one goes to the clinical coordinator along with all the required documents listed in section IV.**

Full Name:	Last	First	M.I.	Date:
Address:	Street Address			Apt. #
	City		State	ZIP Code
Phone:	()	E-mail Address:		
Semester/Year for which you are applying				

Department: Counseling, Leadership, Literacy, Spec. Ed.	Degree: MS. Ed.	Program: Counselor Education
Anticipated Date of Graduation:	Counselor Education Course for which you want to register: []	

School Name/#:			Phone: ()
Principal Name:	A.P. Name:		
School Address:			
Name of On-Site Counseling Supervisor:	Job Title:		
Total # of Years of Experience as School Counselor/Social Worker/School Psychologist:			
Supervisor Phone: ()	Supervisor E-mail Address:		

1. Copy of a PPD test completed within the last year (or chest X-ray results)
2. Fingerprint clearance or proof of DOE employment
3. Counseling On-Site Supervisor Agreement Form completely filled out
4. Copy of ASCA liability insurance limits page and current ASCA membership card
5. Copy of unofficial transcript indicating courses completed at Lehman College
6. Proof of training in Child Abuse Prevention & Proof of training in Violence Prevention

Please click on all the boxes on the left for which you are providing documentation. If you are unable to provide any of the required document(s) at this time, please indicate below your reason, and the estimated date when you will provide the document(s):

8. <input type="checkbox"/> Handbook Receipts- Student and Site Supervisor			
The Coordinator's signature indicates that the student has completed the program prerequisites and has the GPA necessary to undertake the practicum next semester.			
Name of the Counselor Education Clinical Coordinator		Tamisha M. Bouknight	
Authorization Signature (of Counselor Education Clinical Coordinator)		Date:	Lehman Extension: 7305

Lehman College/CUNY

Department of Specialized Services in
Education
Graduate Program in Counselor

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Appendix B

PRACTICUM Site Supervisor Agreement

Deadline is April 1st for Fall Internship Form; November 1st for Spring Application Form

Counselor Trainee's Name:			
Counselor Trainee's E-mail Address:			
Counselor Trainee's Phone #:		()	
Counselor Trainee's Liability Insurance Co. and #:			
Membership (check all that applies)		<input type="checkbox"/> ASCA <input type="checkbox"/> ACA <input type="checkbox"/> Other (please specify):	
Lehman Course #:	<input type="text"/>	Semester/ Year:	<input type="text"/>
Lehman Faculty Instructor:			
Practicum Site Name:			
Practicum Site Address:			
Practicum Site Phone #:		()	
Site Supervisor's Name:			
Site Supervisor's Title:			
Site Supervisor's Phone #:		()	
Site Supervisor's E-mail Address:			
Site Supervisor's Advanced Degree(s):		Specialization:	<input type="text"/>
Site Supervisor's Certification/License:		<input type="text"/>	
Site supervisor's years of experience as a certified/licensed school counselor/mental health professional:			
<p>The above named graduate student has permission to participate in a counseling internship experience at this site under the supervision of the site supervisor. Internship consists of a minimum of 300 hours per semester (120 hours of direct service) with a minimum of one hour of supervision per week. It is understood that, with parental consent, some of the direct services provided by the graduate student will be audio and videotaped as part of the Internship course requirement. It is also understood that all ethical guidelines of the counseling profession (American School Counselor Association and American Counselor Association Code of Ethics) shall be maintained. Confidentiality in supervision and course materials will be maintained. Thank you very much for your assistance and cooperation.</p>			
Counselor Trainee's Signature: _____		Date: _____	
Site Supervisor's Signature: _____		Date: _____	

Lehman College/CUNY

Department of Specialized Services in
Education
Graduate Program in Counselor

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Appendix C

Counselor Education INTERNSHIP Application

Deadline is April 1st for Fall Internship Form; November 1st for Spring Application Form

Internship applicants must save this form and e-mail the completed application and site supervisor agreement on page 2 (without signature) to Tamisha.Bouknight@lehman.cuny.edu. In addition, applicants must print this form and obtain the site supervisor signature, then sign the form and make four print copies of this entire form. Give one to your site supervisor, retain one for your records, give one to your professor, and **one goes to the clinical coordinator along with all the required documents listed in section IV.**

Full Name:	<i>Last</i>	<i>First</i>	<i>M.I.</i>	Date:
Address:	<i>Street Address</i>			<i>Apt. #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Phone:	()	E-mail Address:		
Semester/Year for which you are applying	[]			

Department: Counseling, Leadership, Literacy, Spec. Ed.	Degree: MS. Ed.	Program: Counselor Education
Anticipated Date of Graduation:	Counselor Education Course for which you want to register: []	

School Name/#:	[]		Phone:	()
Principal Name:	[]	A.P. Name:	[]	
School Address:	[]			
Name of On-Site Counseling Supervisor:	[]	Job Title:	[]	
Total # of Years of Experience as School Counselor/Social Worker/School Psychologist: []				
Supervisor Phone:	()	Supervisor E-mail Address:	[]	

1. Copy of a PPD test completed within the last year (or chest X-ray results)
2. Fingerprint clearance or proof of DOE employment
3. Counseling On-Site Supervisor Agreement Form completely filled out
4. Copy of ASCA liability insurance limits page and current ASCA membership card
5. Copy of unofficial transcript indicating courses completed at Lehman College
6. Proof of training in Child Abuse Prevention & Proof of training in Violence Prevention

Please click on all the boxes on the left for which you are providing documentation. If you are unable to provide any of the required document(s) at this time, please indicate below your reason, and the estimated date when you will provide the document(s):

8. <input type="checkbox"/> Handbook Receipts- Student and Site Supervisor			
The Coordinator's signature indicates that the student has completed the program prerequisites and has the GPA necessary to undertake the internship next semester.			
Name of the Counselor Education Clinical Coordinator		Tamisha M. Bouknight	
Authorization Signature (of Counselor Education Clinical Coordinator)		Date:	Lehman Extension: 7305

Lehman College/CUNY

Department of Specialized Services in
Education
Graduate Program in Counselor

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Appendix D

INTERNSHIP Site Supervisor Agreement

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Counselor Intern's Name:			
Counselor Intern's E-mail Address:			
Counselor Intern's Phone #:		()	
Counselor Intern's Liability Insurance Co. and #:			
Membership (check all that applies)		<input type="checkbox"/> ASCA <input type="checkbox"/> ACA <input type="checkbox"/> Other (please specify):	
Lehman Course #:	<input type="text"/>	Semester/ Year:	<input type="text"/>
Lehman Faculty Instructor:			
Internship Site Name:			
Internship Site Address:			
Internship Site Phone #:		()	
Site Supervisor's Name:			
Site Supervisor's Title:			
Site Supervisor's Phone #:		()	
Site Supervisor's E-mail Address:			
Site Supervisor's Advanced Degree(s):	<input type="text"/>	Specialization:	<input type="text"/>
Site Supervisor's Certification/License:		<input type="text"/>	
Site supervisor's years of experience as a certified/licensed school counselor/mental health professional:			
<p>The above named graduate student has permission to participate in a counseling internship experience at this site under the supervision of the site supervisor. Internship consists of a minimum of 300 hours per semester (120 hours of direct service) with a minimum of one hour of supervision per week. It is understood that, with parental consent, some of the direct services provided by the graduate student will be audio and videotaped as part of the Internship course requirement. It is also understood that all ethical guidelines of the counseling profession (American School Counselor Association and American Counselor Association Code of Ethics) shall be maintained. Confidentiality in supervision and course materials will be maintained. Thank you very much for your assistance and cooperation.</p>			
Counselor Intern's Signature: _____		Date: _____	
Site Supervisor's Signature: _____		Date: _____	

LEHMAN LEHMAN COLLEGE • THE CITY UNIVERSITY OF NEW YORK
250 Bedford Park Boulevard West • Bronx, N.Y. 10468-1589

GRADUATE PROGRAM IN COUNSELOR EDUCATION

SCHOOL COUNSELING PRACTICUM AND INTERNSHIP HANDBOOK RECEIPT

Dear On-Site Supervisor:

On behalf of the Counselor Education program at Lehman College of the City University of New York, I would like to thank you for agreeing to supervise our school counselor candidate. In order to ensure our program requirements are met, we are issuing you a copy of our Practicum and Internship Handbook for you to read and keep as a resource.

Please sign the receipt below and return it to the school counselor so that we may have it for our records. If you have any additional questions or concerns, please contact Professor Tamisha M. Bouknight, Clinical Coordinator, at 718.960.7305.

My school counselor trainee, _____, has provided me with a

copy of the School Counseling Practicum and Internship Handbook .

Name of Site:

Name of Site Supervisor (Please print): _____

SIGNATURE OF SITE SUPERVISOR: _____ DATE:

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GRADUATE PROGRAM IN COUNSELOR EDUCATION

SCHOOL COUNSELING PRACTICUM AND INTERNSHIP HANDBOOK RECEIPT

As part of your Practicum/Internship application, it is your responsibility to read the Practicum and Internship Handbook and to provide a copy for your on-site supervisor.

Please sign below to indicate your receipt of the School Counseling Practicum and Internship Handbook. Return this along with the signed receipt from your site supervisor as part of your Practicum/Internship application packet. Thank you.

Student Name (Please print): _____

Practicum/Internship Semester: _____/Yr: _____

STUDENT SIGNATURE: _____ DATE: _____

