



School Counseling Intern Supervision Supervisory Disclosure & Site Agreement¹

Included in this disclosure statement is information regarding the nature, expectations, and evaluation process that Boulder Valley School District Professional School Counselors employ as supervisors of school counselors-in-training.

To be a School Counseling Intern in BVSD Schools:

(It is assumed that the intern candidate will have already completed a required practicum before an internship begins.)

Current students in school counseling Masters programs who would like an internship experience in Boulder Valley School District are expected to log onto www.bvds.org/counseling/internship and complete the application process described there. Upon completion of the requirements of this application process, the BVSD Counseling and Career Services Coordinator will forward completed application materials to schools who have expressed interest in hosting an intern. Interested Professional School Counselors will then contact intern candidates.

The intern candidate will then visit the school to participate in an interview with the BVSD Professional School Counselor who would be supervising the intern. The interview will consist of:

- ◆ General introductions
- ◆ General school and student population overview (tour recommended)
- ◆ Reviewing Boulder Valley Schools' Supervisory Disclosure and Site Agreement and Professional School Counselor/Counselor-in-Training Agreement

Upon mutual acceptance of an internship experience, the intern will contact BVSD Volunteer Services (<http://bvds.org/volunteer/Pages/default.aspx>) and complete the application procedures, which involve a background check. The BVSD Professional School Counselor and the Intern may complete this process together. Upon completion of the volunteer paperwork, the counselor and intern will schedule an orientation.

The orientation, which could occur on the intern's first day of internship, will consist of:

- ◆ Reviewing expectations from the intern's university and university supervisor, including
 - University Internship Agreement
 - Mid-term and final evaluations
 - Communication between university internship supervisor and BVSD School Counselor
- Intern: _____
Internship Supervisor: _____
University Supervisor: _____
Name of University: _____
Phone number: _____
Email address: _____
- ◆ Overview of facilities, including work space for intern
 - ◆ Introductions to key building personnel, including administrators
 - ◆ Introductions, as appropriate, to other school staff in person, via email, or via another other convenient means

¹ Adapted from the Denver Public Schools' DPS Internship Agreement



- ◆ Reviewing procedures and rules, including
 - Schedule (days, times, start date, end date)
 - Days: _____
 - Times: _____
 - Start date: _____
 - End date: _____
 - Procedures for absences (both intern and supervisor)
 - Code of conduct for students and staff
 - Procedures for documentation of counseling activities, including secure location for intern's counseling files
 - Use of telephones
 - Use of technology, including the student information system (currently IC)
 - Procedures for scheduling counseling activities
 - Procedures for meeting with individual students
 - Attire

Experiences:

Internship activities in BVSD schools will focus on the following five areas:

- A. Responsive Services
 - * Individual counseling with a variety of students regarding a variety of concerns
 - * Consultation with parents, teachers, and other adults
 - * Group counseling
 - * Crisis response
- B. Curriculum Activities
 - * Classroom units addressing *ASCA Model* curriculum
 - * Classroom presentations/individual student meetings regarding Individual Career and Academic Plans (ICAPs)
- C. Individual Student Planning Activities
 - * Assessment activities
 - * Test interpretation activities
 - * Consultation with parents regarding educational plans
 - * Advising
 - * Career planning activities
 - * Activities to help students evaluate their educational, occupational, and personal goals.
- D. System Support Activities
 - * Meetings
 - * Program planning and evaluation
 - * Workshops and seminars
- E. Documentation
 - Interns must document the work they do with individual students according to school policies and guidelines provided by the school site supervisor.

Direct Experiences, Indirect Experiences, and Non-Counselor Duties:

You may count the following experiences as direct student contact:

- ◆ providing face-to-face individual, personal/social, college/career, and/or academic counseling
- ◆ conducting group counseling
- ◆ conducting classroom activities
- ◆ conducting workshops for parents, students, teachers, and community members
- ◆ consulting with a parent, teacher, or member of the community



You may count the following experiences as indirect student contact:

- ◆ completing logs and other documentation
- ◆ preparing a lesson or group activity
- ◆ attending a professional conference
- ◆ reading professional literature
- ◆ observing other counselors and school staff
- ◆ participating in supervision

Consult with your internship instructor regarding documentation for non-counselor duties.

Expectations:

SUPERVISION will involve meeting at least one hour per week to review progress notes, to discuss the counselor-in-training's strengths and areas for growth, and to address any concerns, the counselor-in-training and/or supervisor, may wish to raise.



**BVSD School
Counselors**
Supporting Student Success



Professional School Counselor/Counselor-in-Training Agreement

The Professional School Counselor Supervisor will meet individually with the counselor-in-training for a minimum of one hour per week. Of course, the supervisor will be available at other times when the intern is working in the BVSD school.

Expectations

- 1) The intern is expected to notify his/her supervisor regarding any irregular or concerning behaviors of which the intern becomes aware (i.e. potential dual relationships with clients, suicidal or homicidal behavior or suspected child abuse.)

- 2) It is expected that interns will share information with their supervisor when requested to do so. As a public institution, confidentiality is limited, and supervision is an appropriate place to receive consultation about any issue that arises with a student. Conversations in supervision are confidential, except in cases where the information discussed is illegal, pertains to abuse or harm to self or others, and/or when the issue is unethical (as defined by the ACA Code of Ethics).

- 3) The counselor-in-training will be evaluated via the following processes.
 - ◆ Immediate verbal and/or written feedback after each individual supervision session
 - ◆ Evaluative feedback in the form of written notes by the supervisor during the supervision session
 - ◆ Formal written midterm and final evaluations as required by the counselor-in-training's graduate program.

The intern should feel free to discuss any of the items listed here with the Professional School Counselor Intern Supervisor at any time.

The intern should read this entire document and sign in the space provided to indicate that s/he has read, agreed to, and will abide by the specifications of this relationship.

_____ Date

School Counselor Intern

Name & contact information (please print): _____

_____ Date

Professional School Counselor Intern Supervisor

_____ Date

School Administrator

School (please print): _____

Please fax this agreement to the BVSD Counseling Coordinator within 10 days of the beginning of the internship to register the intern. Interns registered with the Counseling Coordinator will be able to participate in district professional development for Professional School Counselors.