



720 Northern Boulevard
Brookville, N.Y. 11548-1300

INTERNSHIP REQUIREMENTS
SCHOOL COUNSELING

Dear Colleague:

This internship agreement is provided to articulate the responsibilities of the internship site with respect to the placement of school counseling student interns. The Department of Counseling and Development's Master's degree (with a specialization in School Counseling) is a CACREP (Council for Accreditation of Counseling and Related Educational Programs) accredited program.

Please make certain that the following internship requirements are complied with to ensure that all internship responsibilities are fulfilled and the student intern receives the necessary experience and supervision required by the NYSED. Please keep this document in your files.

Requirements:

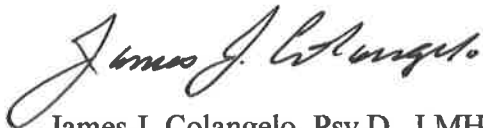
- The determination of an acceptable internship site is the responsibility of the Department, which has affirmed that every student intern will be supervised by a tenured and qualified professional. The supervisor must be on-site as the student intern cannot receive supervision by phone or other technology.
- It is the responsibility of the on-site supervisor to ensure that the student intern is exposed to the full scope of school counseling practice. It is expected that student interns be given the opportunity to be involved in all facets of the practice of school counseling under appropriate supervision at the internship site.
- There must be contact between the student intern and on-site supervisor during which the student intern appraises the supervisor of the assessment and treatment of each student in his/her caseload.
- The on-site supervisor is expected to provide the student intern with oversight and guidance in all aspects of school counseling.
- The on-site supervisor must provide an average of one hour per week of in-person individual or group supervision during the course of the internship placement.
- **On-site supervisors MUST view and examine a power point presentation entitled "Supervision: School Counseling" which may be accessed at <http://ceit.liu.edu/CSD/CounsDev.html> .That will take you to the Departmental portal home page, then scroll down on the left side and click on "Internship/Practicum". Then on the right side of the page you will see "Presentation on Elements of Supervision", then choose School Counseling.**

Documentation:

- The designated on-site supervisor must sign an Internship Permission Form which will be kept on file in the Department of Counseling and Development. Student interns will not be allowed to begin their internship hours until the signed Internship Permission Form is returned to the course Professor.
- On-site supervisors are expected to sign Supervision Forms, which will be submitted to the seminar program professor by the student intern, attesting to the provision of the required on-site supervision hours as stated above.
- Prior to the end of the internship placement, the on-site supervisor will receive an evaluation form/application for credit. The supervisor must review the evaluation with the student and both the supervisor and student should sign the form. It is then submitted to the Professor by the student (due no later than the last day of class).
- Internship seminar professors will make contact during the internship placement with the on-site supervisor to ensure that all requirements are being met and that the student interns are progressing in a satisfactory manner.
- **On-site supervisors MUST read and sign the Supervision Contract and return it to the Department of Counseling and Development.**

We appreciate your professionalism and willingness to provide a meaningful internship experience for our school counseling intern. If there are any questions, please contact the Director of Internship Placement, Professor Miriam McCormack at Miriam.mccormack@liu.edu.

Sincerely yours,



James J. Colangelo, Psy.D., LMHC, LMFT, ACS
Chair, Department of Counseling and Development