

School Counseling Program

Internship- Memo of Understanding and Learning Objectives Contract

(This form must be on file with your instructor or the SC office before hours may be logged)

AGS Student: _____

Telephone: _____

Internship Site: _____

Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____

Site Supervisor: _____

Site Supervisor Degree _____ Years of PSC Experience _____

AGS Internship Supervisor: _____

Telephone: _____

Student Professional Liability Insurance: **

Company _____ Policy # _____

Attach a copy of your insurance

We agree to the terms stated on the back of this form. Hours may not be logged until approved by AGS

Student Signature Date

Site Supervisor Signature Date

AGS Supervisor Signature Date

Internship Memo of Understanding (p. 2)

(Intern) _____ and (School site) _____

Start Date _____ Estimated End Date _____

Number of Hours per Week: _____

Population With Whom the Student Will Work:

Elementary Middle School High School

The student will be at the site _____ hours per week according to the following schedule: _____

The site supervisor agrees to assume responsibility for assisting the internship student in conducting observations and activities related to the internship experience. The observations and activities are agreed upon by the student, the site supervisor, and the AGS SC Internship Supervisor.

The site supervisor agrees to provide the student with appropriate resources, space, technology, etc. as available and as needed to complete a meaningful training experience. Specific conditions, specifications, or limitations related to the particular site are discussed ahead of time and are listed below:

Site Supervisor: We appreciate you meeting together with your intern and discussing and outlining with the student the following learning objectives and goals for their internship. It will be up to the intern to complete this form and get your signature.

Learning Objectives

- A. School/site related goals (e.g., history of school, services offered, etc.).
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Outline process for accomplishing objective and assessing outcomes

B. Personal goals (e.g., cultural competency, self awareness, values clarification, etc.)

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Outline process for accomplishing objective and assessing outcomes

C. Direct service goals (e.g., individual or group counseling, classroom lesson, etc.)

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Outline process for accomplishing objective and assessing outcomes

D. Professional development goals (e.g., effective use of supervision, participation in evaluation sessions, training, etc.)

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Outline process for accomplishing objective and assessing outcomes

Student Signature and Date: _____

Site Supervisor Signature and Date: _____

To assist you we have outlines Sample Learning Objectives for Each Level below:

Sample Learning Objectives for Elementary (k-5)

1. Elementary School Related

- a. Review the school's strategic plan and identify the role of counseling within it
- b. Demonstrate confidence with Infinite Campus
- c. Gain experience with the use of data in driving counseling services
- d. Experience the creation of 504 educational plans

2. Elementary Personal Goals

- a. Determine strengths and limitations in working with students, staff and parents
- b. Be approachable to students
- c. Show a willingness to be helpful to faculty and administration
- d. Learn and practice strategies for working in one-on-one counseling sessions
- e. Gain greater confidence in meeting individually with students

3. Elementary Direct Service Goals

- a. Plan and deliver developmentally appropriate guidance lessons
- b. Consult with teachers as part of individual student planning
- c. Consult with parents
- d. Work with individuals on academic progress

4. Elementary Professional Development Goals

- a. Meet weekly with site supervisor
- b. Attend district counseling/special services meetings
- c. Participate in building staff development activities
- d. Participate in community outreach activities
- e. Engage in internship supervision at Adler Graduate School

Sample Middle School Internship Learning Objectives

1. **Middle School Related goals**
 - a. Gaining more knowledge of TSIS, specifically iGrades portion of program.
 - b. Assist with MCA and NWEA testing as needed.
 - c. Develop classroom presentation for all 8th graders in their Science classes.
 - d. Help support staff in coordinating awards program
 - e. Assist with mentor program and luncheons
 - f. Learn more about working with teachers regarding students on 504 plans
 - g. Meet with students as small group to discuss identified issues
2. **Middle School Personal goals (e.g., cultural competency, self-awareness, values clarification, etc.).**
 - a. Develop an understanding and ability to work within school culture effectively
 - b. Become more comfortable working with parents regarding mental health needs of their students.
 - c. Develop a clearer understanding of specific needs of the middle school population.
 - d. Become more familiar with the role of a middle school counselor
 - e. Gain skills in mediation between students.
3. **Middle School Direct service goals (e.g. individual or group counseling, classroom lesson, etc.)**
 - a. Provide classroom guidance to all students, specifically 8th grade
 - b. Meet individually with students to discuss emotional/social issues as well as academic goals
 - c. Educate staff members on mental health issues
 - d. Provide support for staff members as well as students
4. **Middle School Professional development goals (e.g. effective use of supervision, participation in evals)**
 - a. Meet weekly with site supervisor
 - b. Attend IEP and 504 meeting with supervisor
 - c. Attend District Department Chair In-service

Sample High School Internship Sample Learning Objectives

1. **High School School Related goals:**
 - a. Understanding of TSIS and Naviance student information programs utilized by blank HS
 - b. Assist with registration for current high school students and incoming freshman
 - c. Assist with junior small group class meetings on post-high school planning
 - d. Help in depression screenings and follow up with students identified by screening
 - e. Assist with senior evening academic awards and scholarship presentations
 - f. Help school counselors work towards graduation event on June 9th.
 - g. Become skilled at schedule changes and credit checks
 - h. Meet with students as small group to discuss identified issues
 - i. Co-present with school counselor to staff information on teen depression, suicide awareness.
2. **Personal goals (e.g., cultural competency, self-awareness, values clarification, etc.).**
 - a. Develop an understanding and ability to work within school culture effectively
 - b. Improve knowledge of working with parents regarding school/college issues
 - c. Develop a clearer understanding of specific needs of the high school population
 - d. Learn information pertinent to college choice, scholarships, and planning towards post-secondary
 - e. Improve understanding of school counselors in the given role at blank HS, compared to personal experience of school counselors as deans in previous high school
 - f. Learn more about advocating for school counselors on a legislative level
3. **Direct service goals (e.g. individual or group counseling, classroom lesson, etc.)**
 - a. Plan group counseling sessions in accordance with needs at blank HS
 - b. Meet individually with students to discuss emotional/social issues as well as academic goals
 - c. Educate staff members on mental health issues
 - d. Provide support for staff members as well as students
4. **Professional development goals (e.g. effective use of supervision, participation in evaluation**
 - a. Attend MCAC Day on the Hill with supervisor to meet with legislators
 - b. Meet weekly with site supervisor
 - c. Attend PLC meetings with supervisor at blank HS on a regular basis
 - d. Attend MASC Annual conference in April