Form B Site Agreement

Expectations:

**Site-Based Supervisor**

1. Meet one hour face-to-face each week with school counselor-in-training.
2. Each PSU term review Professional Portfolio and TSPC Objectives.
   a. Review counselor-in-training’s Professional Practice Portfolio and rubric.
   b. Complete a **Counselor Education Term Report** to indicate your professional assessment of counselor-in-training’s demonstrated knowledge, skills, and competencies in meeting objectives defined by TSPC. Use the **Professional Practice Rubric** to determine your scores.
   c. Review evaluations with counselor-in-training.
3. At completion of internship experience, complete an **Initial Counselor Summary Report**
   a. Report indicates Supervisor’s assessment of counselor-in-training’s demonstrated knowledge, skills, and competencies as defined by TSPC.
   b. Review with counselor-in-training.
4. Professional Practice Portfolio
   a. Counselors-in-training are required to keep a Professional Practice Portfolio that demonstrates how they have met 11 TSPC Objectives.
   b. Action research or projects are part of the Professional Portfolio and should be defined with site supervisor in terms of meeting one or more of the TSPC Objectives.
5. Assist with Action Research
   a. Define school counseling need where student will be able to complete action research or a project that demonstrates action taken to develop plans, interventions, or activities that improve the delivery of the comprehensive school counseling program.
   b. Monitor the student’s progress and assist the student in implementation and data collection as needed

6. Contact the university liaison or program coordinator as soon as any concerns arise

**PSU Faculty Liaison**

1. To be available and consult with site-based supervising school counseling about the student’s progress, development, action research, projects, Professional Practice Portfolio, and any other issues that emerge during the student’s placement.
2. To conduct on-site visits over the course of the academic year. The counselor-in-training, supervising school counselor, and PSU faculty member will discuss the student’s formal evaluation, action research, projects, Professional Practice Portfolio, needed areas of improvement, and other goals or concerns.

Signed Internship Agreement

As the designated site-based supervising school counselor, I understand the requirements for the school counseling Internship.

Signature

Name_________________________    Degree_________________________

School_________________________    License_________________________

Address:

District:

Office Phone____________________    E-mail_____________________

As a PSU Master’s student, I understand the requirements for Internship listed above.

Signature

Name_________________________

Phone_________________________    E-mail_____________________

PSU faculty member’s acceptance of Internship agreement.

Signature_________________________