

**APPENDIX B-2**

**CLINICAL SITE APPROVAL REQUEST: SCHOOL COUNSELING**  
**COUN 690/693 OR 694/695**

Student Name \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Clinical Site Name \_\_\_\_\_

Clinical Site Address \_\_\_\_\_

Proposed Site Supervisor's Name \_\_\_\_\_

Clinical Site Phone / Extension of Supervisor \_\_\_\_\_

Site Supervisor's Email Address \_\_\_\_\_

Supervisor's VITA/Resume (Please submit an abbreviated professional VITA or resume or use the attached form)

Below is the summary of Practicum (COUN 690) and Internship (COUN 693/694/695) experience requirements. Advanced Internship activities should build upon and exceed those engaged in during COUN 690 Practicum.

Students will learn about or participate in the following subjects and activities:

- 1) The relationship between the academic mission of the school and the role of the school counselor
- 2) Collaboration with other educational professionals
- 3) The school curriculum
- 4) Technology available at the school
- 5) Organizational policies and procedures of the school, including pertinent ethical and legal issues
- 6) Crisis intervention policies and procedures used at the school
- 7) Individual and group counseling
- 8) Service to special needs students
  
- 9) Culturally sensitive service to the culturally diverse students enrolled at the school
- 10) Educational and career planning and counseling
- 11) Psychoeducational instruction
- 12) Program design, implementation and evaluation
- 13) Comprehensive preventive and developmental counseling
- 14) Consultation services
- 15) Referral services
- 16) Student advocacy
- 17) Assessment of students
- 18) Peer helping, tutoring and mediation programs offered at the school
- 19) Use, management and presentation of data related to students outcomes
- 20) Presentation of academic and activity calendars
- 21) Includes a 720 hour clinical experience of which 280 hours is of direct service work
- 22) A minimum of 10 hours in group work during Internship.
- 23) Includes a minimum of one (1) hour each week of individual supervision by the Site Supervisor
- 24) Allows student to obtain audio-and/or videotapes of student's interactions with clients for use in supervision (on campus individual supervision, on campus group supervision, and on site supervision)

Describe any additional activities the student will be engaged in at the site during Practicum and Internship.

## Policies, Procedures and Professional Practice Agreement

This is to confirm that the counseling activities I undertake as part of my supervised field experience for the Department of Counselor Education at The College of New Jersey, Ewing, New Jersey will be subject to the policies, procedures and professional practices of my field site.

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Student's Signature

Date

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Clinical Site Supervisor's  
Signature

Date

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Clinical Coordinator's Signature

Date

Return to:

Clinical Coordinator

Department of Counselor Education

The College of New Jersey

PO Box 7718

Ewing, NJ 08628-0718

Phone: 609-771-2119