

APPENDIX B-4

CLINICAL SITE APPROVAL REQUEST: STUDENT ASSISTANCE COORDINATOR
IN THE SCHOOLS
COUN 693 OR 694/695

Student Name _____ School Track _____
Current Address _____ CMHC Track _____
Home Phone _____ MCFCT Track _____
Work Phone _____ Community Track _____
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 Internship (COUN 693/694/695) experience requirements for students who are accruing internship hours in SAC.

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 student assistance coordinator
- 2) Collaboration with other educational professionals
- 3) The school curriculum
- 4) Program design, implementation and evaluation of culturally relevant student assistance programs that are provided for school-age youth at varying developmental stages
- 5) Technology available at the school
- 6) Organizational policies and procedures of the school, including pertinent ethical and legal issues
- 7) Crisis intervention policies and procedures used at the school

- 8) Use appropriate screening, assessment, and evaluation techniques for school-age youth at the appropriate developmental levels
- 9) Comprehensive preventive and developmental counseling and intervention (individual and group) with school-age youth affected by alcohol and drug problems
- 10) Appropriate intervention and referral for children of alcohol and drug abusing families as well as alcohol and chemically dependent youths
- 11) Service to special needs students
- 12) Culturally sensitive service to the culturally diverse students enrolled at the school
- 13) Consultation services
- 14) Student advocacy
- 15) Includes a 300 hour clinical experience of which 120 hours is of direct service work. Of 120 hours, 10 hours must be in group counseling work
- 16) Includes a minimum of one (1) hour each week of individual supervision by the Site Supervisor
- 17) 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 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.

Student's Signature

Date

Clinical Site Supervisor's
Signature

Date

Clinical Coordinator's Signature

Date