

ANNOUNCING THE
Office of Pathways to College and Career
K-12 Counseling & Advising Department

School Counselor

PRACTICUM/INTERNSHIP PROGRAM

Dear CPS Professional School Counselors:

The Office of Pathways to College and Career (OPCC) K-12 Counseling and Advising Department is excited to invite qualified Type 73 certified school counselors to supervise school counselor interns completing a practicum and/or an internship in Chicago Public Schools (CPS) during the next school year! Our School Counselor Practicum/Internship Program has been developed to assist CPS elementary and high school counselors in partnering with an intern in order to positively impact student achievement while exposing future counseling professionals to quality evidence-based academic, personal/social, and college and career programming within CPS.

The mission of the OPCC K-12 Counseling and Advising Department is for every school throughout the district to implement a comprehensive developmental guidance program incorporating the evidence-based ASCA National Model framework that promotes success for all students by focusing on academic achievement, college and career planning, and personal/social-emotional development. In order to fulfill this mission, we are seeking highly motivated student interns with strong communication skills, high levels of critical thinking, and knowledge of counseling theories and activities while ensuring equity and access of all schools across the district to such talent. We are committed to rigorous urban school counselor preparation in order for our future school counselors to meet the extensive needs of our urban school communities. We are committed to recruiting the best internship candidates for Chicago Public Schools and providing them with a quality supervisory experience in urban education.

Per CPS Board Report [11-1116-ED3](#) and legal agreements with university partners, the K-12 Counseling and Advising Department has set forth protocols for identifying qualified School Site Supervisors and Interns that must be followed. A brief overview of the steps in this process for student interns is explained on the next page in more detail. In addition, the guidelines for school counselor supervisors are outlined. If you have further questions regarding the School Counselor Practicum/Internship Program or application process, you may contact us at counselorintern@cps.k12.il.us.

As a Supervisor, you will have the opportunity to help prepare and mentor a future school counselor in urban education and receive CPDUs toward the recertification of your ISBE Type 73 certificate! If you have the support of your School Principal, are implementing a developmental, comprehensive school counseling program in your school, have served as a Type 73 School Counselor for a minimum of 2 years, and wish to apply to be considered to supervise an intern during the next school year, you must submit a **K-12 Counseling & Advising Department School Counselor Internship Supervisor Application with required supporting documentation prior to the deadline of February 17, 2012. Please note: a maximum of two Supervisor applications per individual school area allowed.** A downloadable application is available at www.cpsstudentteachprogram.com or by e-mail request at counselorintern@cps.k12.il.us. Thank you for your interest in mentoring a future professional school counselor.

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OFFICE OF PATHWAYS TO COLLEGE AND CAREER K-12 Counseling & Advising Department

SCHOOL COUNSELOR PRACTICUM/INTERNSHIP SUPERVISOR APPLICATION PROCESS

The role of the School Site Supervisor is complex and encompasses many dimensions as the supervisor seeks to enrich and guide the counselor-in-training as to the exemplary best practices in the field of counseling. As a Supervisor, you serve as Advocate Counselor, Mentor Teacher, Consultant, and Facilitator as the student completes Illinois State Board of Education Requirements of a 100 hours (40 direct and 60 indirect) of Practicum and/or 600 hours (240 direct and 360 indirect) minimum of Internship experiences. Note: practicum/internship requirements may vary by university. Please review the application in full and the following guidelines prior to your application.

ELIGIBILITY

In order to apply to the School Counselor Practicum/Internship Program as a Site Supervisor, please review the following **minimum** eligibility requirements:

- You must be a Type 73 School Counselor with two or more years of experience
- You must be committed to providing weekly direct (face-to-face) supervision of the student
- You must have Principal support and approval for practicum/internship placement in the school building

ISBE GUIDELINES FOR ISSUANCE OF CPDUs

- 30 CPDUs for service as a Supervisor for a student or candidate in internship or field experience who is enrolled in an approved preparation program for School Service Personnel certificate
- 12 CPDUs for service as a Supervisor for a candidate in pre-internship field experience

Limitation: each may be counted only once in any five-year renewal cycle, with one exception. In the case of a student whose receipt of supervision is split between two supervising School Service Personnel certificate holders, each such individual may count one-half a period of service and may count service to two such candidates.

K-12 COUNSELING & ADVISING SCHOOL SITE SUPERVISOR ACCEPTANCE GUIDELINES

- To ensure equity and access across the district, there is only one internship placement per CPS school allowed. Additional consideration can be given by K-12 Advising to schools with special circumstances. Contact counselorintern@cps.k12.il.us in such cases.
- A maximum of two Supervisor Applications per school will be accepted for consideration; Supervision arrangements will be decided internally at a school's discretion.
- Schools with an approved Supervisor will be provided a pool of three potential candidates to screen according to the school's protocol, which can include a meeting, interview, submittal of resume, etc. Schools are required to make an offer of supervision to an intern candidate and notify other intern candidates of the status of internship placement within 3 school days of the completion of the school's screening. If an offer is declined by a practicum/intern student, please select another candidate from those originally provided. Contact counselorintern@cps.k12.il.us for further assistance.
- K-12 Counseling & Advising will make the final determination of intern application and security clearance approval and all practicum/internship placement assignments.
- This is a legal process; all protocol must be followed. Every school counselor intern in CPS must be processed through the K-12 Counseling & Advising Department. Any violation in our university partner agreements can result in loss of privilege to mentor interns and/or dismissal from placement arrangement.

SCHOOL COUNSELOR PRACTICUM/INTERNSHIP STUDENT APPLICATION PROCESS

The following brief outline is to assist you in understanding the general application and security clearance process for practicum/internship candidates and steps required for placement. Note: The college or university must have a partnership agreement with CPS in order for the student to be eligible to apply. In addition, approval of application and security clearance is **REQUIRED** in order to complete school counselor practicum/internship experiences within the CPS. Further detailed information can be found on the Student Teaching Website at www.cpsstudentteachprogram.com.

Step One: K-12 COUNSELING & ADVISING APPLICATION AND SECURITY CLEARANCE PACKET

Students must complete a Student Practicum/Intern Application and Clearance packet in advance. **The School Counselor Practicum/Internship Application and Clearance Packet** consists of an application requiring a resume and two letters of recommendation that captures basic demographic and contact information along with university and academic GPA information, work experience and skills, and acknowledgement of the CPS Confidentiality and School Counselor Practicum/Internship Policies; CPS TB test result and criminal background check authorization forms; Proof of professional liability insurance. The packet can be obtained from University Counselor Educators/Placement Coordinators or upon request by e-mailing counselorintern@cps.k12.il.us. Current CPS employees planning to intern should also complete this packet. However, current and active CPS Employees do NOT need to complete the TB test or criminal background check. Note: Please follow the submission guidelines and deadlines set by your university as well as **TB Test and Criminal Background Check Results** submittal guidelines detailed in the packet.

Step Two: NOTIFICATION OF ACCEPTANCE & IDENTIFICATION OF POTENTIAL PLACEMENT SITES

Once the K-12 Counseling & Advising Department has reviewed an Application along with supporting documents and the Office of Talent has conducted security clearance successfully, student interns will receive an automated **Notice of School Counselor Practicum/Internship Program Acceptance** email response that will include next step directions along with a **Notice of Potential School Counselor Practicum/Internship Placement Sites** and a **School Counselor Practicum/Internship Placement Confirmation Form** attached. The intern is responsible for contacting the identified placement sites directly to discuss candidacy further and complete any process that the school requests, including an interview or documentation. Schools are required to notify intern candidates of the status of a/an practicum/internship placement offer within 3 school days of the completion of school's screening.

Step Three: CONFIRMATION OF SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PLACEMENT

If an offer of internship placement and supervision is extended by a school site, the intern must contact the school site directly to refuse or accept an offer within 3 school days of receipt. Then the intern will submit the **School Counselor Practicum/Internship Placement Confirmation** form to K-12 Counseling & Advising following the instructions on the document within 5 school days of officially accepting an offer for supervision and placement. This form should include required signatures of Principal, Type 73 School Counselor Supervisor, and Student. Your University Liaison will also have the necessary directions and form if needed. If a student is not offered placement or wishes to decline an offer, contact counselorintern@cps.k12.il.us for assistance. If a school offers placement(s) that are not accepted, the Supervisor must also notify K-12 Advising.

Step Four: NOTIFICATION OF K-12 COUNSELING AND ADVISING PLACEMENT FINAL APPROVAL

Once the Placement Confirmation form has been received and reviewed, the K-12 Counseling and Advising Department will send a **Notice of School Counselor Practicum/Internship Placement Final Approval** email to the student, university liaison, and school placement site upon final CPS approval that will include information about any relevant professional development scheduled, if available. Students should print the form upon receipt and keep for their records. To receive this, students must have successfully completed the school site's screening process and submitted application, including supporting documents; TB Test and Criminal Background Check; proof of professional liability insurance. The Intern should also complete any required documentation from university regarding confirmed placements.

Step Five: COMPLETION OF PRACTICUM/INTERNSHIP PLACEMENT EVALUATION AND REFLECTION

Upon completion of the entire practicum/internship experience, both practicum/internship student and supervisor will complete an evaluation of the placement experience and performance to assist in improving the School Counselor Practicum/Internship Program and identifying qualified candidates for future employment in Chicago Public Schools.

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