

INTERNSHIP CONTRACT

INTERNSHIP INFORMATION			
Student Name	A#		
Site	Principal		
Site Address			
Supervisor	Supervisor's Certification		
Internship Start & End Date	Is this a paid internship?	Yes	No
Have you been a full-time, licensed, K-12 teacher for at least 3 years?	Yes	No	

PLEASE READ THE FOLLOWING SECTION COMPLETELY AND CAREFULLY!

The purpose of the internship is to allow students to engage in the diverse activities associated with the Comprehensive Counseling and Guidance Program (CCGP). Activities may include planning, developing and implementing new CCGP activities and other guidance tasks needed by the school. It is important to clearly specify students' major activities and tasks. Some activities might occur in condensed blocks or time periods, while others should be listed in terms of the average number of hours per week you will be involved in each activity. Use additional pages if necessary. Collaborate with your school-based supervisor in developing the **goals** and **objectives** for your internship.

The goals for internship will be based on the four components of the delivery system outlined by the Utah Model for Comprehensive Counseling and Guidance: school guidance curriculum, individual student planning, responsive services, and system support. Use these components to identify four goals, and then specify in measureable terms, behavioral objectives that will lead toward achieving the goal, along with the estimated time commitment. Your goals should follow the "see one, do one, teach one" model and must also include an element of evaluation and feedback from your supervisor(s).

SAMPLE GOAL- RESPONSIVE SERVICES

GOAL: Increase skills related to assessing and establishing an intervention for a student who has been referred for a problem behavior.

Objectives:

1. Sit in on 1-2 meetings involving a family (i.e., student, parent/guardian), school counselor and teacher. OBSERVE the school counselor in the setting. Debrief with the counselor following the meeting.
2. Assist the school counselor in developing and implementing a behavioral intervention for the specific problem behavior.
3. Lead a behavioral or conflict resolution meeting involving a family (i.e., student & parent/guardian), school counselor and teacher (optional) while your school counseling supervisor observes.
4. Meet with the school counseling supervisor to debrief and receive feedback.

INTERNS: PLEASE READ THE FOLLOWING CAREFULLY!

IN COLLABORATION WITH YOUR IN-SITE SUPERVISOR, ON THE NEXT PAGE, PLEASE ESTABLISH 2 GOALS FOR EACH OF THE 4 DELIVERY SYSTEM COMPONENTS ESTABLISHED BY THE UTAH MODEL. NOTE: YOU MAY USE THE SAMPLE GOAL LISTED ABOVE IF YOU WISH; HOWEVER, IT IS NOT REQUIRED. SET UP OTHER GOALS SIMILARLY.

1. UTAH MODEL COMPONENT: SCHOOL GUIDANCE CURRICULUM (CLASSROOM INSTRUCTION, INTERDISCIPLINARY CURRICULUM, GROUP ACTIVITIES, PARENT WORKSHOPS AND INSTRUCTION)

GOAL 1

OBJECTIVES:

GOAL 2

OBJECTIVES:

2. UTAH MODEL COMPONENT: INDIVIDUAL STUDENT PLANNING (INDIVIDUAL OR SMALL-GROUP APPRAISAL, INDIVIDUAL OR SMALL-GROUP ADVISEMENT, INCLUDING INDIVIDUAL AND/OR SMALL-GROUP SEPS OR SEOPS, AGE APPROPRIATE CAREER DEVELOPMENT ACTIVITIES)

GOAL 1

OBJECTIVES:

GOAL 2

OBJECTIVES:

3. UTAH MODEL COMPONENT: RESPONSIVE SERVICES (CONSULTATION, INDIVIDUAL AND SMALL-GROUP COUNSELING, CRISIS COUNSELING/RESPONSE, REFERRALS, PEER FACILITATION)

GOAL 1

OBJECTIVES:

GOAL 2

OBJECTIVES:

4. UTAH MODEL COMPONENT: SYSTEM SUPPORT (PROFESSIONAL DEVELOPMENT, CONSULTATION, COLLABORATION AND TEAMING, PROGRAM MANAGEMENT AND OPERATION)

GOAL 1

OBJECTIVES:

GOAL 2

OBJECTIVES:

VERIFICATION OF CONTRACT

By signing this form you confirm that you have discussed this contract in detail with your supervisor, and that you will work with your supervisor to meet these goals.

Intern Signature	Date
Intern e-mail	Intern phone
Supervisor Signature	Date
Supervisor e-mail	Supervisor phone
Reviewed by <i>(leave blank)</i>	Date <i>(leave blank)</i>

IMPORTANT - After you have filled out your contract with your supervisor and you have both signed the document please submit this form via Canvas.