CPS SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM

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ANNOUNCING THE SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM

- Mission and Vision of K-12 Counseling and Advising Department
- Connection of Mission and Vision to the School Counselor Practicum/Internship Program and Goals
- Commitment to equity and access
- CPS Board Report 11-1116-ED3 Legal Considerations
SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM

SITE SUPERVISOR APPLICATION AND PROCESS
ANNUCING 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 student 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, career and college 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-E03 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 assist CPS with the Development of your ISBE Type 73 certification! If you have the support of your School Principal, are implementing a developmental, comprehensive school counseling program in your school, and 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.

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 300 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 CPDU:

- 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 of a period of service and may count service to two such candidates.

K-12 COUNSELING & ADVISING DEPARTMENT 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.
OFFICE OF PATHWAYS TO COLLEGE AND CAREER
K-12 Counseling & Advising Department

SCHOOL COUNSELOR PRACTICUM/INTERNSHIP SITE SUPERVISOR APPLICATION

Please PRINT this application and all sign above required. Note: A copy of your OPCS school counseling implementation plan is a copy of the OPCS school counseling implementation plan is acceptable.

SCHOOL COUNSELOR INFORMATION
- Yes or No
- Full Name (Last, First, Middle Initial):
- Address:
- School Name:
- GSR#: Direct Phone #: Direct Fax #:
- E-Mail Address:
- Attended Orientation to Supervision: Yes or No

SCHOOL SITE INFORMATION
- Principal Name: Principal E-Mail Address: 
- CPS Network: Grade Levels: Student Population #: 
- CPS Collaborative: North/Northwest Side West Side South Side Southwest Side Far South Side 
- Unique Requirements/Info about School: 
- Special Requests of Intern:

EXPERIENCE
- You must attach a copy of your OPCS school counseling implementation plan is a copy of your OPCS school counseling implementation plan is acceptable.
- Do You Possess Type 73: A Yes or No Years as School Counselor with (SBT Type 73, Including This Year: )
- Additional Licenses/Certificates: A LPC LPCB NASCC Teaching Certificate: Other:
- To What Extent Do You Conduct ASCA Model Recommended Counseling Duties? Addressing Students' Personal/Social, Career, and Academic Needs? Above Average Average Below Average Not Sure
- To What Extent Do You Utilize the ASCA National Model in Implementing Your School Counseling Program? Above Average Average Below Average Not Sure
- If Yes, Which University/University Did You Work With?

RECOMMENDATIONS AND REFERENCES
(Note: Recommendations from former school counselor interns you directly supervised are preferred. References may have first-hand knowledge of your counseling program and qualifications. By providing this information, you give CPS permission to contact these individuals.)
- Name:
- Organization: 
- Relationship: 
- Primary Phone #: 
- Secondary Phone #: 
- E-Mail Address:

AGREEMENT STATEMENTS
School Counselors should please read the statements carefully and initial each to indicate your understanding and agreement.
- I understand that this application is a pre-screening tool for the K-12 Advising Department to identify highly qualified counselor/internship site supervisors who are committed to the future of the school counseling profession.
- I understand there may be additional protocol to comply with as needed (i.e., observation, school visits, and submission of documentation, etc.).
- I understand that by completing this application, I am not guaranteed a placement during the next school year.
- I understand there are specific university qualifications and protocols that need to be adhered to if a school counselor student is placed under my supervision.
- I am willing to provide supervision and learning opportunities in the practicum/internship to the extent required by the university.
- I understand the materials submitted to the K-12 Advising Department with this application will not be returned to me but will become the property of the Office of Pathways to College and Career.
- I verify the information given in this application is true to the best of my knowledge.

SIGNATURES OF COMMITMENT
Signatures signify that you are interested and committed to supervising a school counselor practicum/intern student at your school site during the next school year:

SIGNATURE of SCHOOL COUNSELOR

DATE

SIGNATURE of SCHOOL PRINCIPAL

DATE

1/21/2013

DUE FEBRUARY 17, 2012
SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM
CPS SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM APPLICATION & CLEARANCE PROCESS QUICK GUIDE

Thank you for your interest in the Office of Pathways to College and Career (OPCC) K-12 Counseling & Advising School Counselor Practicum/Internship Program! The following brief outline is to assist you in understanding the general application and security clearance registration process. Note: Your college or university must have a partnership agreement with CPS 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 for School Counselor Interns can be found on the Student Teaching Website at www.cpsstudentteachingprogram.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 (Form K12-52A) 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 submission 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 (Form K12-52A) email response that will include next step directions along with a Notice of Potential School Counselor Practicum/Internship Placement Sites (Form K12-52B) and a School Counselor Practicum/Internship Placement Confirmation (Form K12-53) 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 their practicum/internship placement and supervision 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 K12-53) 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 (Form K12-54) 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 confirmation 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.

Submit questions to the K-12 Advising Department at counselorintern@cps.k12.il.us or visit www.cpsstudentteachingprogram.com. Thank you for your interest!
K-12 Counseling & Advising School Counselor Practicum/Internship Program Process

START

Student Practicum/Intern Candidate submits Application and Security Clearance Packet (Form K12-S1)

IF NON APPROVAL: Student Practicum/Intern Candidate receives electronic correspondence, unable to intern in CPS.

IF APPROVAL: Student Practicum/Intern Candidate receives electronic correspondence with Notice of Acceptance (Form K12-S2A); Notice of Potential Site (Form K12-S2B); Placement Confirmation (Form K12-S3)

After Review, Determination of Approval or Non-Approval of Application & Security Clearance Packet

Approval or Non Approval?

No

Yes

5 Days

Submit Confirmation of Placement (Form K12-S5) to K-12 Advising

Offer by School Site for Practicum/Internship Placement?

Yes

5 Days

Approval or Non Approval?

No

Yes

IF NON APPROVAL: Follow Instructions in Form K12-S4

IF APPROVAL: Student Practicum/Intern Candidate completes screening process at the 3 identified school sites per Form K12-S2B

Completion of evaluation by Student Practicum/Intern Student and School Site Supervisor

END

After Review, Notice of Final Approval Issued by K-12 Counseling & Advising (Form K12-S4)

Approval or Non Approval?
The School Counselor Practicum/Internship Application and Clearance Packet (Form K12-S1) consists of:

- An application requiring a resume and two letters of recommendation
- 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 School Counselor Practicum/Internship Application and Clearance Packet (Form K12-S1) can be obtained from:

- University Counselor Educators/Placement Coordinators
- CPS Student Teaching Website at: www.cpsstudentteachprogram.com
- OPCC Choose Your Future Website at: https://www.chooseyourfuture.org/support-staff/counselor-internship-practicum-program
- K-12 Counseling & Advising at: counselorintern@cps.k12.il.us

Current CPS employees planning to complete practicum/internship experiences in CPS should also complete and submit this packet. However, current and active CPS Employees do NOT need to complete the TB test or criminal background check.

Student Intern candidates should follow the submission guidelines and deadlines set by your university as well as TB Test and Criminal Background Check Results submittal guidelines and timeframes detailed in the packet.
PRACTICUM/INTERNSHIP PLACEMENT APPLICATION

OFFICE OF PATHWAYS TO COLLEGE AND CAREER

SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PLACEMENT APPLICATION

Thank you for your interest in serving the students of Chicago Public Schools. Please PRINT this application and attach any current resume that outlines your education, work history, and experiences as well as two letters of recommendation. Note: This application and additional documentation should be submitted as part of the K-12 Counseling & Advising Application and Security Clearance packet.

STUDENT & UNIVERSITY INFORMATION

Requested: ☐ Practicum ☐ Internship ☐ Practicum and Internship ☐ Semester(s) & Year: ____________________________

Have You Met All University Mandates To Be Eligible for Placement? ☐ Yes ☐ No ☐ Not Sure

Full Name (Last, First, Middle Initial): __________________________________________ Gender: ______

Other Names You Have Used (Last, First): ______________________________________

Primary Home Address: ______________________________ City/State: ________ _________

E-Mail Address: ___________________________ City/Zip Code: ________________________

University Attending: ___________________________ GPA: ______ Degree Expected: ______

Expected Graduation Date: ____________________________ University Field Placement Contact Person Full Name: ____________________________

Placement Contact E-Mail Address: ___________________________ Phone #: ____________________________

SCHOOL PLACEMENT SITE INFORMATION

Placement Site Requested: ☐ Elementary School ☐ High School ☐ No preference

Do You Have a Placement Site Already Identified? ☐ Yes ☐ No ☐ Maybe

If Yes/Maybe, School: ___________________________ CPS Network: ____________________________

Principal Name: ___________________________ E-Mail Address: ____________________________

Supervisor Name: ___________________________ E-Mail Address: ____________________________

Location of School Placement Preferred: ☐ North ☐ Central ☐ South ☐ West ☐ No preference

School Level of Need Preferred: ☐ High Need ☐ Average Need ☐ Low Need ☐ No preference

Start Date Preferred: ___________________________ Anticipated End Date: ____________________________

Special Requests (Explain): __________________________________________________________

EMPLOYMENT, EXPERIENCE, SKILLS, & REFERENCES

(Note: You must attach a copy of your resume and two letters of recommendation. Please list and rate your level of proficiency in any other languages besides English that you communicate. Then list any computer skills that you possess.)

Three Words Best Describe You: ___________________________ ___________________________ ___________________________

Are You Currently Employed by CPS? ☐ Yes ☐ No ☐ If Yes, In What Capacity? ____________________________

Most Recent Employer: ___________________________ Position Title: ____________________________

Language: ___________________________________________ Proficiency: ☐ Beginning ☐ Intermediate ☐ Advanced/Fluent

Language: ___________________________________________ Proficiency: ☐ Beginning ☐ Intermediate ☐ Advanced/Fluent

Computer Skills: ____________________________________________

REFERENCES

(Note: By providing this information, you give CPS permission to contact these individuals.)

Name: ___________________________ Organization: ____________________________

Relationship: ____________________________ Primary Phone #: ____________________________

Primary Phone #: ____________________________ Secondary Phone #: ____________________________

E-Mail Address: ____________________________ E-Mail Address: ____________________________

AGREEMENT STATEMENTS

School Counselor Students should please read the statements carefully and initial each to indicate your understanding and agreement.

I understand that this application is part of a pre-screening tool for the K-12 Advising Department to identify eligible students that are committed to urban education and the counseling profession.

I understand there may be additional protocol to comply with as needed (i.e. observation, school visit, and submittal of other documentation).

I understand that by completing this application and/or obtaining CPS security clearance, I am not guaranteed a school assignment during the next school year.

I understand that this application and completion of the CPS security clearance process does not exempt me from needing to adhere to university mandated application requirements.

I understand that by completing this application, I am applying for acceptance into the K-12 Advising Practicum/Internship Program for placement during the semester(s) indicated in order to complete my master's degree requirements.

I understand the materials submitted to the K-12 Advising Department with this application will not be returned to me but will become the property of the Office of Pathways to College and Career.

I verify the information given in this application is true to the best of my knowledge.

SIGNATURE OF COMMITMENT

Signatures signify that you are interested and committed to being a practicum/intern student in Chicago Public Schools during the next school year.

SIGNATURE of SCHOOL COUNSELOR STUDENT ____________________________ DATE ____________________________

For copy use only. Do not write below this line.

Printed Office Use Only. Do not write below this line.

# Assigned: __________ Date of Receipt: __________ Database Entry: __________ Verification: __________ Status: __________ Placement: __________ Notifications: __________

Educate. Inspire. Transform.
PLACEMENT APPLICATION & SECURITY CLEARANCE PACKET

- Application
- Confidentiality Agreement
- TB Test Results
- Acknowledgement Form
- Fingerprinting Results
- Proof of Insurance

PACKETS DUE BY FEBRUARY 27, 2012
STEP TWO: NOTIFICATION OF ACCEPTANCE AND POTENTIAL SITES

- Each candidate will receive notification via e-mail regarding non-acceptance status or a Notice of School Counselor Practicum/Internship Program Acceptance (Form K12-S2A) including a Notice of Potential School Counselor Practicum/Internship Placement Sites (Form K12-S2B) and a School Counselor Practicum/Internship Placement Confirmation (Form K12-S3) attached.

- The student Intern is responsible for contacting the identified placement sites directly to discuss candidacy further and complete any screening process that the school requests, i.e. interview or submittal of documentation.

- Schools are required to notify intern candidates of the status of placement and supervision offer within 3 school days of the completion of school’s screening process. If a candidate refuses an offer, select a candidate from those that have been provided. Contact K-12 Advising in these situations.
If an offer of internship placement and supervision is extended by a school site, the student Intern must contact the school site directly to refuse or accept an offer within 3 school days of receipt.

Student Intern will submit the School Counselor Practicum/Internship Placement Confirmation (Form K12-S3) 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.

If a student Intern 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.
Once the Placement Confirmation form has been received and reviewed, the K-12 Counseling and Advising Department will email a Notice of School Counselor Practicum/Internship Placement Final Approval (Form K12-S4) email to the student, university liaison identified on application, and school placement Site Supervisor upon final CPS approval. It will also include information about any relevant professional development scheduled, if available.

The student Intern should also complete any required documentation from university regarding confirmed placements at this time.
Upon completion of field experience, both practicum/internship student and Site Supervisor will complete an evaluation of the placement experience and performance.

Goals:
- To assist in improving the K-12 Advising School Counselor Practicum/Internship Program
- To assist in identifying qualified candidates for future employment as school counselors in Chicago Public Schools
- To ensure exposure to quality evidence-based academic, personal-social, and college and career programming within CPS for student Interns
- To generate data and accountability measures
SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM PROCESS

**Form K12-S1**
Application and Security Clearance Packet

**Form K12-S2A**
Notice of Program Acceptance

**Form K12-S2B**
Notice of Potential Placement Sites

**Form K12-S3**
Placement Confirmation

**Form K12-S4**
Notice of Placement Final Approval
SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM
CPS Board Report 11-1116-ED3 requires legal protocols be abided by; all practicum/internship placements and Site Supervisor designations through K-12 Advising Department

For student Interns to be initially eligible for placement in CPS, their university must have a partnership agreement executed.

For Site Supervisors to be initially eligible, they must have a minimum of 2 years experience as Type 73 School Counselor.

One internship placement allowed per CPS school; additional consideration given to schools with special circumstances.

Submit applications in entirety: Site Supervisor Application and Practicum/Internship Placement Application require additional documentation.

No more than two Site Supervisor applications allowed per school for consideration.

Check out OPCC Choose Your Future and/or CPS Student Teaching websites for more information and applications.

Contact K-12 Counseling & Advising at counselorintern@cps.k12.il.us.

Applications and documents are for practicum/internship placements during 2012-2013 school year only—forms will be updated each year.

IMPORTANT TAKE-AWAYS
Site Supervisor Application due to K-12 Advising by February 17th, 2012
Placement Application and Security Clearance Packets due to K-12 Advising by February 27th, 2012
Schools required to notify Intern candidates of status of placement offer within 3 days of completion of screening

Student Intern is required to refuse or accept an offer within 3 days of receipt of offer
Student Intern is required to submit the Placement Confirmation Form to K-12 Advising within 5 days of officially accepting an offer for placement
SCHOOL COUNSELOR PRACTICUM/INTERNSHIP PROGRAM