

TIMELINE AND CHECKLIST FOR INTERNSHIP

During First Semester in the SC program

1. _____ Discuss initial ideas about internship with your Advisor in order to begin planning ahead for internship possibilities that match with student's career aspirations.

Between your First Semester of the SC program and before Practicum

1. _____ Continue to discuss ideas about internship with your Advisor, Practicum instructor and/or the Internship Coordinator, and begin to cultivate internship possibilities by reaching out to internship sites and supervisors.
2. _____ Our SC approved partnerships are updated annually, and can be found here under the Testimonials and Internship partners section: <https://nau.edu/ed-psych/wp-content/uploads/sites/50/NAU-Internship-Partner-List-May-2018.pdf>

During Practicum

1. _____ Meet with prospective internship sites and supervisors and aim for at least 2-3 interviews.
2. _____ Once you have an informal offer with internship site:
 - a. _____ Obtain the Site supervisor's CV/resume and review it with your Practicum Instructor for approval (*it must meet all five components of the CACREP 2016 standards as mentioned above in School Supervisor Qualifications section*). Be sure to have an electronic version of this before Internship begins - you will be uploading it into BBLearn.
 - b. _____ Obtain evidence of School Counselor's certification. Be sure to have an electronic version of this before Internship begins - you will be uploading it into BBLearn.
 - c. _____ Obtain evidence of supervision training – we can provide the school counseling supervisor a 1 hour training if needed.
 - d. _____ Once your Practicum Instructor approves the prospective School Counselor's credentials, set up a meeting (preferably in-person) to discuss the Internship Contract with the Site Supervisor. Be sure both you and the prospective School Counseling Supervisor both have hard copies of the "Internship Contract – First Draft" document found at the Internship website. Collaboratively sketch out all aspects of the contract. Be sure to discuss how the internship hours will be handled, and how crisis situations will be addressed as well. Let your Site Supervisor know immediately if there will be days you will be absent during the internship experience.
 - e. _____ Once both parties agree to the terms of the contract, complete the online Internship Contract found at the Internship website. The contract will be automatically sent to your NAU email address, the Site Supervisor's email address and the NAU Faculty Supervisor's email address.
 - f. _____ Once the Site Supervisor has approved the contract, be sure you receive an email approving the contract from the Site Supervisor. Save this email as a pdf – you will be uploading it into BBLearn.
3. _____ Submit a copy of your liability insurance through ASCA- you will be uploading it into BBLearn.

4. _____ Site Supervisor received orientation from NAU Faculty Supervisor – we handle this!
5. _____ Inform Vicki Stevenson to register for 3 or 6 Credit hours once you have a contract (3 credits for 20 hr/wk internship or 6 credits for 40 hr/wk internship)
6. _____ Complete graduation application (discuss with your Advisor)
7. _____ Find out from your NAU Internship Faculty instructor when Group supervision will take place (1.5 hours per week or 3 hours every other week)

Internship: Early Semester

1. _____ Immediately upload all required documents within BBLearn (e.g., contract, liability insurance)
2. _____ Attend and actively participate in your group supervision meetings at NAU (weekly or bi-weekly schedule arranged by faculty).
3. _____ Arrange and complete Contact #1 with Site Supervisor, NAU Faculty Supervisor and yourself.

Throughout Internship (Daily/Weekly)

1. _____ Behave professionally and ethically throughout entire internship
2. _____ Complete all aspects of your Contract, including participating in individual supervision on a weekly basis
3. _____ Keep track of hours in Weekly Hour Log (in excel)
4. _____ Attend and participate in all Group Supervision Meetings at NAU in-person or via Zoom.
5. _____ At the beginning of the month, upload your signed hourly log from the previous month into BBLearn. Be sure that both you and your site supervisor have signed before uploading

Mid-Point of Internship (Approximately 120 direct hours & 300 total hours)

1. _____ Remind your Site Supervisor to complete the Mid-point evaluation online. Evaluation results automatically sent to Intern and their Site Supervisor. Important to discuss the evaluation (strengths and areas of improvement during second half of internship)
2. _____ Intern completes all mid-term requirements found at Internship website:
 - i. _____ Mid-Term reflection paper (follow rubric carefully). This will be scored online by your NAU Faculty Supervisor. Check the grade and comments. Revise and resubmit this paper within one week IF required to do so.
 - ii. _____ Feedback for School Supervisor
 - iii. _____ Feedback for NAU Faculty Supervisor
 - iv. _____ Feedback for Site
 - v. _____ Mid-point Self-Evaluation and discuss with your Site Supervisor.
3. _____ Arrange and complete Contact #2 with Site Supervisor, NAU Faculty Supervisor and yourself. (be sure that all mid-point requirements/evaluations are completed *before* Contact #2 takes place)
 - i. The meeting will primarily review the Site Supervisor's mid-point evaluation. The mid-term reflection paper and mid-term Feedback results will also be discussed. A Professional Growth Plan (PGP) can be implemented at this point if the mid-point evaluation requires a PGP

End-Point of Internship (Approximately 240+ direct hours & 600 total hours)

1. _____ Remind your Site Supervisor to complete the Final evaluation online. Evaluation results automatically sent to Intern and their Site Supervisor. Important to discuss the evaluation
2. _____ Arrange and complete Contact #3 (be sure that all final requirements/evaluations are completed *before* Contact #3 takes place)
3. _____ Intern completes all final requirements found at Internship website:
 - ii. _____ Final reflection paper (follow rubric carefully). This will be scored online by your NAU Faculty Supervisor. Check the grade and comments. Revise and resubmit this paper within one week IF required to do so.
 - i. _____ Feedback for Site Supervisor (final)
 - ii. _____ Feedback for NAU faculty supervisor (final)
 - iii. _____ Feedback for Site (final)
 - iv. _____ Final Self-Evaluation and discuss with your site supervisor.
 - v. _____ Upload signed monthly logs, including the Summary log
4. _____ Contact #3 between Intern, Site Supervisor, and NAU Faculty Supervisor
 - i. The meeting will primarily review the Site Supervisor's Final evaluation, and identify strengths and areas of growth for the intern to address as they graduate and move into the field.
5. _____ School Supervisor completes Program Evaluation link online
6. _____ NAU Faculty Supervisor enters grade of Pass, In-Progress or Fail
7. _____ NAU Faculty Supervisor discusses graduation and post-graduation steps toward certification during final Group supervision meeting