

CLINICAL EXPERIENCE AGREEMENT FOR SCHOOL PERSONNEL

The employee named below has applied to be a master’s candidate in the IU Southeast School Counseling Program. The program is a minimum 39 credit-hour master's degree; the final 36 hours occur in a **two-year cohort** program. Candidates accepted into the Cohort will take two evening classes each summer, for two summers. Candidates will also take two evening classes each of the 4 semesters of the program. Courses during the semester will be Monday and Wednesday evenings.

Only a small number of candidates are accepted into the program each year and this program requires a great deal of their time and effort. In addition to the expectation of class attendance, the candidate must complete three semesters of clinical experience in your school. Candidates will need to utilize their planning period, time before and after school, and even lunch times to complete the required clinical activities. Candidates will also utilize time in the summer to complete their clinical experience hours. As part of the field placement requirements the candidate must: conduct individual counseling sessions, group counseling sessions, classroom guidance curriculum, and complete a research project regarding achievement gaps within your school. The candidate will be supervised by a university professor but must also be supervised by a school counselor in your building. If there is no counselor in your school, another education professional will be asked to supervise this candidate.

As the candidate’s administrative supervisor, the IU Southeast school counseling faculty wants to be sure you understand what is required of this candidate and that you will allow the candidate to use their preparation time and time before and after school to complete these clinical requirements for a minimum of three semesters. In addition, the student will need to use two personal or professional leave days each year to attend counseling conferences. If you have a certified school counselor in your building, that counselor will be asked to provide an hour of site supervision for the counseling candidate each week.

It has been our experience that the school benefits greatly from having an employee who is doing counseling field experiences because this employee is able to assist the current school counselor and can even do some new projects and services. You also gain an employee who has highly developed skills for working with students and improving student achievement.

When you have discussed the IU Southeast Counseling Program with your employee, both of you should sign below to indicate you are aware of the program requirements and you agree to work together so that s/he can successfully complete the program requirements. If you have questions please call: Dr. Mary C. Bradley, 812 941 2346, or email her at mabradle@ius.edu

Counseling Applicant

Date

Principal

Date

School: _____