**APPENDIX III C Site Supervisor Qualifications**

From Page of the 11 Counseling Field Experience Manual

On selecting School Counseling Sites

It is possible to complete the internship in a non-public school (e.g., parochial, charter, or private school). Know that school districts maintain only public school sites and so candidates must work with the Internship Coordinator to secure a site at a non-public school. All School Counseling Internship sites must meet the following conditions:

 The school meets the state accreditation criteria;

 The FGCU counseling program Internship Coordinator approves;

 The school accepts the candidate and can provide the full range of counseling activities required of the internship experience;

 The school employs a full-time certified school counselor.

 The school site supervisor has completed the state approved Clinical Educator training or a course in supervision.

 The candidate be allowed to meet university requirements for recording, accessing student data, and conducting appropriate guidance and counseling activities.

Pages 16-17 of the Field Experience Manual – Role of Site Personnel

ON-SITE CONTACT PERSON

1. Interviews internship candidates after having been assigned by the Internship Coordinator and indicates preferences among those students for site placement, without discrimination in relation to race, religion, gender, age, national origin, disability, or sexual orientation.

2. Informs interviewed students regarding their internship placement. Note that the number and assignment of trainees will be mutually agreed upon between the site and the program internship coordinator.

3. Assigns accepted students to qualified on-site supervisors (a person who has a minimum of a master’s degree in counseling, psychology, or clinical social work and two years of relevant, postgraduate experience).

4. Helps ensure that the candidate will have adequate workspace, technology, access to telephone, and any necessary supplies and equipment for the student.

**ON-SITE SUPERVISOR**

Note: Sometimes, the on-site supervisor is also the on-site contact.

1. Is present and available while the intern is on site performing their duties intern. Arrangements may be made during special circumstances for the site supervisor to delegate this to an appropriate professional who will then be present and available on-site.

2. Site supervisors must meet minimum requirements for experience, training, and professional credentials to be eligible to work as a site supervisor. (Usually at least two years as a practicing professional in counseling or a closely related field, license or certification as appropriate, and for school counselors, having completed the required training in supervision or collegial coaching.)

3. Negotiates with students to establish their site specific internship schedule and responsibilities consistent with internship requirements.

4. Orients the student to the mission, goals, and objectives of the site, as well as to internal operation procedures.

5. Develops goals and objectives with the student for his/her experience early in the semester.

6. Has been trained by the university and familiar with the FGCU Graduate Candidate and Site Supervisor’s Manual, and has appropriate supervisor’s training (Clinical Educator training for school counseling candidates).

7. Ensures that the student has appropriate experience(s) during the placement based on student’s goals and objectives.

8. Meets an average of at least one-hour each week with the intern for individual supervision.

9. Provides a written evaluation of the student’s performance at mid-semester and at the end of the placement. Evaluations are to be submitted to the student’s university supervisor. These may be found in the Appendix.

10. Maintains contact with university supervisor for assistance and consultation relating to student’s progress.

11. Engages in ongoing assessment of the student’s performance and communicates with the university supervisor about any problems with the student’s performance. If problems continue, the site supervisor, in consultation with the student and university supervisor, will develop a remediation plan.

12. Is available to meet with the university supervisor at least once per semester.

13. Maintains appropriate confidentiality (with the exception of the university supervisor) regarding information obtained during supervision with the student.

Site Supervisors are invited to attend an orientation (live or online) and appreciation activity at least on an annual basis. Site Supervisors whose schedules preclude attendance at this event are provided with orientation materials including a PowerPoint presentation and handbook for their review on an individual basis. As follow-up, the Internship Coordinator (or faculty designee) meet with individual site supervisors at least once during active student internships. During these meetings, Site Supervisors are provided with orientation materials, handbooks, manuals, and program requirements are reviewed; especially as they pertain to internship requirements.