

WSU School Counseling Site Supervision 101

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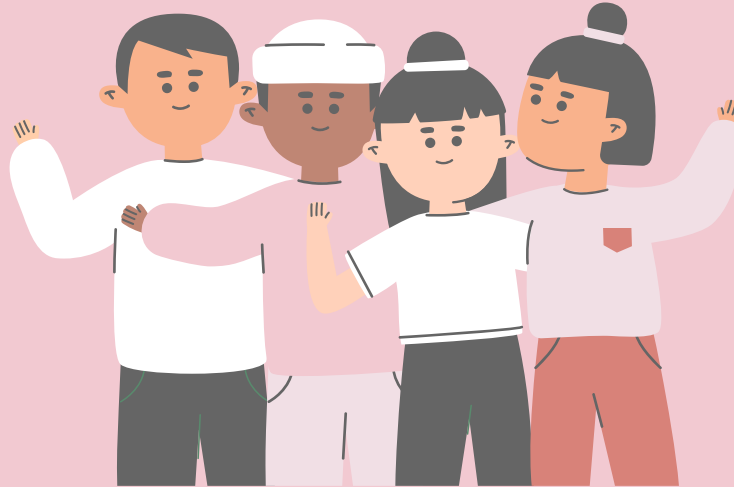
Meet the Faculty



Meet Our Faculty

Dr. Lyndsey Brown-Counseling Program
Coordinator

Dr. Christie Henderson-School Counseling
Coordinator



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Requirements



Practicum Requirement Overview

Case Study

**Advocacy
Project**

100 Hours

Supervision





Practicum

Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks (CACREP 3.F).

Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills (CACREP 3.G).

Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement (CACREP 3.H).

Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member (CACREP 3.I).



Internship Requirements

**Small
Group**

**Case
Study**

**Classroom
Unit**

**300 or
600 Hours**





Internship

After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.

Internship students complete at least 240 clock hours of direct service.

Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.

Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.

In addition to the development of individual counseling skills, during internship, students must lead or co-lead a counseling or psychoeducational group (CACREP 3.E).



Site Visits

At the beginning of the practicum/internship semester students will coordinate with Site Supervisors to schedule the in-person/virtual site visit to be conducted by program coordinator or core faculty.

Site check-in/visits may include but are not limited to the following:

- Update site and supervisor information

- Coordinate with and build working relationships with Sites and Supervisors

- Tour Facilities

- Reviewing services, practices, and site supervisor credentialing for the purpose of meeting practicum/internship requirements

- Discuss student skills and disposition

- Offer training and resources to sites and supervisors

Direct Entry Students

Additional 15 shadowing hours

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Tevera Basics



SCUTA

- Time tracking tool
- Students will use this to track direct and indirect hours
- You will receive an email each week asking you to confirm time and sign
- Feel free to add notes to their time log

| WICHITA STATE UNIVERSITY - INTERNSHIP | | | | WEEK | | | | | 08/21/25 |
|--|---|-------|------|---------------------------|------|------|------|------|----------|
| SITE: ██████████ | | | | | 1 | 2 | 3 | 4 | 5 |
| STUDENT ██████████ | HOURS | %TIME | Freq | | 7/21 | 7/28 | 8/4 | 8/11 | 8/21 |
| Direct Student Services | 5.01 | 40% | 13 | | 0.00 | 0.00 | 0.00 | 2.59 | 2.42 |
| Indirect Student Services | 0.00 | 0% | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Program Defining, Managing and Assessing | 7.52 | 60% | 9 | | 0.00 | 0.00 | 0.00 | 2.84 | 4.68 |
| Non-School-Counseling | 0.00 | 0% | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SITE SUPERVISOR <i>Liz Hohl</i> | 0.00 | | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FACULTY SUPERVISOR <i>Christie Henderson</i> | Click for Faculty approval or to add note | | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 12.53 | | 22 | | 0.00 | 0.00 | 0.00 | 5.43 | 7.10 |
| <div>NOTES & SUPERVISOR APPROVAL</div> <div>Click on the "X" to enter a note or approve.</div> | | | | SITE: | | | | | |
| | | | | <i>Liz Hohl</i> | | | | | |
| | | | | FACULTY: | | | | | |
| | | | | <i>Christie Henderson</i> | | | | | |
| | | | | STUDENT: | | | | | |



Tevera Basics

- After you are added to your Tevera course...
- Beginning of Semester | the following forms should be completed by the end of the first week of classes (e.g., Practicum, Internship)
 - Upload proof of liability Insurance
 - Site Agreement
 - Emergency & Crisis Management Agreement
 - Practicum/Internship Field Experience Plan



Midterm and Final

- **Semester Midterm (week 7-8)**
- **Submit Counselor Competencies Scale to your site supervisor**
 - First signature – Site supervisor
 - Second signature – Student
 - Third signature – Instructor

- **End of Semester**
- Practicum/Internship Final Summary
- Site Supervisor Evaluation
- Submit the Practicum/Internship Evaluation of Student to your site supervisor
- Submit the Site Supervisor Survey to your site supervisor
- Submit Counselor Competencies Scale to your site supervisor
 - First signature – Site supervisor
 - Second signature – Student
 - Third signature – Instructor

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Supervision Roles and Responsibilities



Supervisor Requirements

Site supervisors have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision (CACREP 3.P).





Supervisor's Role

- Teaches school policies and procedures
- Provides a one-hour weekly supervision session
- Is available to the student at other times for less formal assistance
- Discusses present and new cases
- Helps student to explore general reactions to the various roles a school counselor is asked to assume

Questions and Contact Information



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