

**University of La Verne**

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LaFetra College of Education

**A GUIDE FOR INTERNSHIP  
CREDENTIALING**

**Master of Science in Educational Counseling  
Pupil Personnel Services Credential with a Specialization  
in School Counseling**

**FALL 2019**

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The Educational Counseling Fieldwork Director reserves the right to modify the handbook based on program requirements.

## INTERNSHIP CREDENTIAL PROCESS

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### STEP 1

- Candidate will read the *Internship Handbook* to understand the obligations of the candidate, university & school district participating in the Internship Program.  
<https://education.laverne.edu/counseling/internship-credential/>

### STEP 2

- Candidate completes an application -Part I- and sends requested documentation to the Internship Credential Program Director.

### STEP 3

- Internship Committee will determine eligibility within 30 days
- Candidate will receive an eligibility letter
- A copy will be placed in candidate file

### STEP 4

- When a job is offered
- Candidate will notify the the Internship Credential Program Director that a job has been offered.

### STEP 5

- Candidate will will complete an application -Part II- and send requested documentation to the Internship Credential Program Director.

### STEP 6

- Internship Program Director will confirm an MOU is in place.
- Credential analyst will guide candidate through credential recommendation process.

## ***INTERNSHIP CREDENTIAL PROGRAM OVERVIEW***

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The Education Counseling Program is authorized to offer a California Commission on Teacher Credentialing (CCTC) approved Internship Program. A benefit of this program is that candidates have the opportunity to garner employment while finishing the Master's degree and completing requirements for a California Pupil Personnel Service Credential (PPS) with a specialization in School Counseling. The Internship Program provides a process whereby selected, qualified individuals may be employed as full-time school counselors in participating public school districts/county offices while concurrently meeting program requirements. The internship credential is designed for the graduate student that has considerable education experience and has demonstrated the potential to function successfully as a school counselor in grades K-12, but has not completed all of the professional education courses required for the clear PPS credential. As a result, intern programs must adhere to additional program standards.

## ***INTERNSHIP PROGRAM RESPONSIBILITIES***

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### **Shared Governance and Leadership:**

For an internship to be initiated, the University of La Verne and the participating school district must have an up-to-date Memorandum of Understanding (MOU) in place. The agreement outlines the roles and responsibilities of the University and the school district to effectively implement the internship program. An administrative representative of the school district and the Provost of the University of La Verne must sign the MOU.

### **Supervision and Support:**

Supervision and support are the responsibility of both the employer and the University of La Verne's Educational Counseling Program. When an individual is working under an intern credential, the individual is NOT authorized to provide services independently without supervision. The intern credential assumes supervision and support from both the employer and the approved program are provided on a regular basis.

### **Appropriate Support to Assure Program Success:**

The participating school district agrees to provide a qualified and experienced Site Supervisor with a Pupil Personnel Services Credential in School Counseling to work with the intern on an on-going basis and to interact on a regular basis with the University Supervisor regarding program issues. The Site Supervisor assists the University Faculty Supervisor and intern in developing an individual plan outlining how professional development, including meeting PPS standards enumerated by the CCTC. The respective parties can amend the individual plan on an as needed basis during the internship experience. The Site Supervisor will evaluate the internship program at the conclusion of the intern's tenure.

## **INTERNSHIP PROGRAM RESOURCES**

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### **Sufficient Resources and Access to the Resources for Interns:**

Participating school districts agree to provide necessary resources (e.g., an orientation session to the school and school district, office space, adequate computer hardware and software) for the intern to adequately perform counselor trainee duties.

## **INTERNSHIP EVALUATION**

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### **Program Development and Evaluation:**

Participating school districts agree to have the Site Supervisor assist the University Faculty Supervisor in developing an individual plan outlining how professional development, including PPS program standards, enumerated by the CCTC, and supervision experiences to be addressed during the internship experience. In addition, the district agrees to interact with the University on an on-going basis regarding program issues, and have a Site Supervisor evaluate the internship program at the conclusion of the intern's tenure.

## **ADVICE AND ASSISTANCE**

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### **Incorporation of Advice, Assistance, and Supervision in the School Counselor Internship Program:**

The MOU specifically provides for the advice, assistance, and supervision of an intern, with the agreement by the district to provide a qualified and experienced Site Supervisor with a PPS in School Counseling to work with an intern on an on-going basis and to interact on a regular basis with the University Faculty Supervisor regarding program issues.

The University Faculty Supervisor will provide in-service to the Site Supervisor on an initial basis by utilizing the University's *Handbook for Site Supervisors*, and, thereafter, through regular interaction.

## **COLLABORATION**

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### **Collaboration and Cooperation with Local School Districts in Internship Programs:**

It would be impossible for the University of La Verne to have a successful Internship Program without the collaborative and cooperative efforts of the local school districts. In shaping the MOU with local school districts, collaboration and cooperation are paramount in determining the suitability of Site Supervisors and drafting the individual plan for the internship experience, as well as evaluating internship assignments. The University Faculty Supervisor collaborates on a regular basis with the participating district Site Supervisor.

In the event that the relationship between the University and the participating district is deemed as "unworkable," the internship can be terminated at the request of either the University or the participating district.

## ***DISTRICT FIELD SUPERVISORS***

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### **Role, Recognition, and Evaluation of Site Supervisors of Interns:**

The Site Supervisor for the school counseling intern plays an integral role in the School Counselor Internship Program. In recognition of the efforts of the Site Supervisor, the University can award him/her a certificate of appreciation and/or a University of La Verne memento at the conclusion of the intern's program.

## ***INTERNSHIP PROGRAM ADMISSION PROCESS***

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The Education Counseling Program offers a CCTC approved Internship Credential Program for candidates who are interested in seeking a PAID internship position. To be considered for admission into the PPS Internship Program candidates will submit an internship application packet with the required materials to the Director of the Internship Credential Program. Once all materials are received, the Internship Committee will make the final decision as to whether or not the candidate is qualified for internship eligibility. Qualified candidates will receive an eligibility letter within 30 days of submitting a completed application packet.

Internship Application ***PART I*** is initiated prior to the job search and includes the following:

1. Enrollment in fieldwork.
2. A completed Application for Internship Eligibility Part I – forms are located online: <https://education.laverne.edu/counseling/internship-credential/>
3. A copy of your professional liability insurance policy.
4. A copy of your professional organization membership.
5. A California Basic Educational Skills Test (CBEST) passing score.
6. A current Certificate of Clearance or Teaching Credential.
7. Successful completion of the following courses:
  - i. PPS 546 – Introduction to School Counseling
  - ii. PPS 549 – School Counseling Theories
  - iii. PPS 571 – Individual Counseling Skills
  - iv. PPS 572 – Group Counseling Skills

*And successful completion of/or concurrent enrollment in:*

  - v. EDUC 501 – Educational Assessment
  - vi. PPS 565 – Career Development
8. A cumulative grade point average of at least 3.0 (B) in the Educational Counseling Program.
9. Two letters of recommendation on official letterhead stationery attesting to the school counselor trainee's professional maturity, readiness, and preparation to take on the actual responsibilities of an intern in a school district from any of the following individuals:
  - a. University Faculty fieldwork instructor;

- b. Educational Counseling school Site Supervisor;
  - c. Instructor of PPS 571, or PPS 572,
  - d. A university professor who is familiar with your skills and abilities
10. A **detailed** justification from the educational counselor trainee discussing the following four areas:
- a. Your relevant prior professional experiences;
  - b. Why you are qualified for an internship;
  - c. Discuss your academic readiness, and
  - d. Discuss other factors which have prepared you to take on the actual responsibilities of a school counseling intern in a school district (APA format required)

Internship Application ***PART II*** is initiated after receiving a job offer and includes the following:

1. Enrollment in fieldwork.
2. A completed Application for Internship Eligibility Part II – forms are located online: <https://education.laverne.edu/counseling/internship-credential/>
3. A copy of the offer letter for employment from a school district indicating an intent to hire the intern, which includes the site where you will be working, position/title, and the requested issuance date of the internship credential.
4. The Internship Program Director will confirm that there is an active MOU for internships between the district and University.
5. The credential analyst will guide the candidate through the recommendation process.

**Submit all required documents to the Internship Program Director:**

Kathy Elderson. Ed. D.

[kelderson@laverne.edu](mailto:kelderson@laverne.edu)

## ***INTERNSHIP PROGRESS AND COMPLETION***

When working under a CCTC Internship Credential the employer and Educational Counseling Program have an expectation that the candidate is making adequate progress toward obtaining a PPS Credential. Therefore, candidates admitted to the Internship Program agree to the following:

1. Continued enrollment and participation in Supervised Fieldwork until a full credential is awarded by the state, or the counselor trainee withdraws from the internship program.
2. Notify the University Fieldwork Supervisor, and complete new fieldwork documents if there is a change to your school district and/or placement site.

3. Complete the School Counseling Credential program requirements within two (2) years. The CCTC Internship Credential is valid for two (2) years.
4. If either the employer or the Educational Counseling Program determines the candidate is not making adequate progress, the intern credential must be withdrawn.
5. If a candidate takes a break from participation in the Educational Counseling Program, the program must withdraw the intern credential.
6. Candidates that are withdrawn from the internship for any reason will be required to file a new application and pay a full processing fee to reactivate the intern credential if the individual is readmitted to the intern program at a later time, even if the individual is readmitted to the same program with the same employer.

## CREDENTIALING PROCESS

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Once the following courses have been successfully completed, candidates must apply for the PPS Clear Credential.

EDUC 501	Educational Assessment (3)
ASCD 503	Educational Psychology (3)
PPS 504	Methods of Research (3)
PPS 543	School Counseling Programs and Legal Mandates (3)
PPS 546	Introduction to School Counseling (3)
PPS 549	School Counseling Theories (3)
ASCD 550	Human Development (3)
PPS 565	Career Development (3)
PPS 567	School Safety and Crisis Prevention (2)
PPS 571	Individual Counseling Skills (3)
PPS 572	Group Counseling Skills (3)
PPS 573	Counseling Diverse Populations (3)
PPS 574	Facilitation, Consultation, and Collaboration Skills (3)
PPS 576	Organizational Management and School–Community Collaboration (2)
PPS 583a	Supervised Field Work –Level 1 (2) (200 Clock Hours)
PPS 583b	Supervised Field Work – Level II (2) (200 Clock Hours)
PPS 583c	Supervised Field Work – Level III (2) (200 Clock Hours)
PPS 597	Graduate Seminar in School Counseling (2)

Contact the Credential Analyst for assistance with your credentialing process:

Main Campus:	Main Campus:	Regional Campuses:
Larry Gaona lgaona@laverne.edu (909) 448- 4676	Shawna Moon smoon@laverne.edu (909) 448-4604	Amie Acuna aacuna@laverne.edu (909) 448-4969