

**MICRO INTERN ACTIVITY RESPONSIBILITIES:  
ACADEMIC DEVELOPMENT & CONSULTATION INTERNSHIP (SCED 502)**

**To Site Supervisor:**

As we place school counselor interns at your school, we want them to observe the school counselor's role and become familiar with the regular on-going activities and meetings that support student success. We hope this list will provide a framework from which to mutually plan intern activities during the 15-week semester.

**To Intern:**

Students will write three brief paragraph descriptions of a total of 12 experiences (one page maximum). The first paragraph describes the experience/activity; second paragraph identifies how the activity supports student academic success; third paragraph describes what your role as a school counselor would be in this activity. One copy of each assignment is given to your class instructor and one to the L&C field supervisor (e-mail if possible).

1. OBSERVATION OF COUNSELOR ACADEMIC CONSULTATION/ACTIVITIES – do at least four of the following categories.
  - Classroom guidance
  - Academic counseling group
  - Individual counseling
  - Staff consultation (group or individual teacher)
  - Parent consultation
  - School district counselor meeting
2. UNDERSTAND THE ROLE OF STUDENT SUPPORT SERVICES IN THE FOLLOWING MEETINGS - choose three categories.
  - IEP
  - 504
  - Alternative school programs
  - Tutorial services
  - TAG program
  - Special Education program
3. OBSERVE ACADEMIC PLANNING ACTIVITIES - elementary choose one category, middle school choose two categories, and high school choose three categories.
  - School department/grade level meeting
  - Student Forecasting
  - Scheduling (master and student)
  - College Testing
  - Financial aid planning
  - College Fair
  - College visitations
4. UNDERSTAND THE ROLE OF OTHER SUPPORT SERVICES - INTERVIEW THESE PEOPLE - elementary choose three categories, middle school choose two categories, high school choose one category.
  - Community resources/Service Integration Team
  - School nurse
  - School psychologist
  - Social worker
  - Behavioral specialist
  - Interpreters
  - Other district support staff
5. OBSERVE SCHOOL SUPPORT MEETINGS – Choose one category.
  - School Board meeting
  - Site Council meeting
  - School staff meeting
  - Back to school night/open house

Students will meet bi-weekly with their L&C instructor to debrief site experiences.