School Counseling Practicum and Internship Requirements DeKalb County School District

Thank you for your interest in completing your school counseling practicum or internship in DeKalb County School District (DCSD). DCSD is committed to providing outstanding training and support to future school counselors.

It is critical that school counseling students are provided experiential learning for skills development and the expansion of practice skills. Practicum and internship allow students to master the pedagogy of school counseling in preparation to effectively advocate and serve all students as future school counselors.

DCSD requirements for completing a practicum or internship with DCSD in no way supersedes the candidate’s university or college standards and requirements.

- The university/college field placement office must provide DCSD with their memorandum of understanding (MOU) or complete DCSD's MOU.
- DCSD will only consider applications from candidates who are pursuing a master’s degree in School Counseling and attending CACREP accredited programs.
- Candidates must be enrolled at a local Georgia University or College.
- Candidates must complete a background check at the DeKalb County Schools Department of Public Safety, 5861 Memorial Drive, Stone Mountain, GA 30083. Appointments are made on Tuesdays and Thursday and can be scheduled by calling 678-676-1810. The fee is $45 and is the candidate’s responsibility.
- Candidates must have acceptable professional liability insurance and show evidence of insurance which cannot expire prior to completion of the field placement. It is the student’s responsibility to obtain liability insurance.
- Candidates must supply documentation of the practicum or internship requirements of the school counseling program prior to placement in DCSD.
- Successful completion of a practicum in DCSD in no way guarantees internship placement in DCSD, candidates would still need to apply for internship during the application window.
- Candidates are unable to specific site location; however, consideration is given.
- Candidates must agree to follow all policies and procedures of DeKalb County Public Schools.
- Candidates must conduct themselves according to the American School Counselor Association’s Code of Ethics.
- **DeKalb Employees Applying for Practicum or Internship Placement:** Internship candidates that are employed by DCSD may not complete their internship at their school of employment and must take a leave of absence from their current job (see attached Human Capital Management Field Experiences and Student Teaching Guidelines)
- Practicum Candidates that are employed by DCSD may complete their practicum at their school of employment with approval from their building principal, in addition the counselor of that school must agree to supervise that term.
DeKalb employees completing their practicum at their job sites cannot work with their own class(es) if employed as a teacher.

- **The Department of Counseling and Mentoring will provide the following to candidates:**
  - Site placement with counselor supervisors with a minimum of three (3) years of experience at that placement level.
  - Site supervisors that are trained in supervision.
  - Site supervisors that provide a minimum of one (1) hour of direct supervision per week.
  - Site supervisors in middle and high school are the head counselors of their buildings experienced in building leadership.

- **DCSD Expectations of Field Placement:**
  - Practicum – minimum of 100 hours of field experience with 40 clock hours of direct services to students that supports the needs of the local school and contributes to the development of the candidate’s counseling skills.
  - Internship I - minimum of 300 hours of field experience with 120 hours of direct services to students that supports the needs of the local school and contributes to the development of the candidate’s counseling skills including leading group.
  - Internship II – minimum of 300 hours of field experience with 120 clock hours of direct services to students that supports the needs of the local school and contributes to the development of the candidate’s counseling skills including leading group.

- **Application deadlines:**
  - Fall Placement (Aug-Dec) - application deadline is April 1 – candidates accepted must start during Aug.
  - Spring Placement (Jan-May) - application deadline is Nov 1 – candidates accepted must start during January.
  - There is no field placement for school counseling at DCSD during the summer.

Please sign this document and email it to schoolcounselingfp@dekalbschoolsga.org

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Student’s Acknowledgement of Guidelines for Practicum and Internship in DCSD

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Student Signature                                      Date