

FIELD EXPERIENCE AGREEMENT FOR SCHOOL PERSONNEL

The employee named below has applied to be a master’s candidate in the IU Southeast School Counseling Program. The program is a 48-hour master's degree; the final 36 hours occur in a **two-year cohort** program. Candidates accepted into the Cohort will take two evening classes each summer, for two summers. Candidates will also take two evening classes each of the 4 semesters of the program. Courses during the semester will be Monday and Wednesday evenings.

Only 16 candidates are accepted into the program each year and the nature of the program requires these candidates to invest a great deal of time and effort. In addition to the expectation of class attendance, the candidate must complete three semesters of field experience in your school. This will require using their planning period, time before and after school, and even lunch times to complete these activities. Candidates will also utilize time in the summer to complete their field hours. As part of the field placement requirements the candidate must: conduct individual counseling sessions, group counseling sessions, classroom guidance curriculum, and complete a research project regarding achievement gaps within your school. The candidate will be supervisor by a university professor but must also be supervised by a school counselor in your building. If there is no counselor in your school, then an off-site supervisor will be assigned by IU Southeast.

As the candidate’s administrative supervisor, the IU Southeast program needs to be sure that you understand what is required and that you agree to allow the student to use their preparation time PLUS time before and after school to complete these field requirements for a minimum of three semesters. In addition, the student will need to use two personal or professional leave days each year to attend counseling conferences. If you have a certified school counselor in your building, that counselor will need to provide an hour of site supervision for the counseling candidate each week. Further details regarding program requirements can be found in the program handbook that is available on the IUS website.

It has been our experience that the school benefits greatly from having an employee who is doing counseling field experiences because this employee is able to assist the current school counselor and can even do some new projects and services. You also gain an employee who has highly developed skills for working with students and improving student achievement.

When you have discussed the IU Southeast Counseling Program with your employee, both of you should sign below to indicate you are aware of the program requirements and you agree to work together so that s/he can successfully complete the program requirements. If you have questions please call: Dr. Mary C. Bradley, 812 941 2346, or email her at mabradle@ius.edu

Counseling Applicant

Date

Principal

Date

School: _____