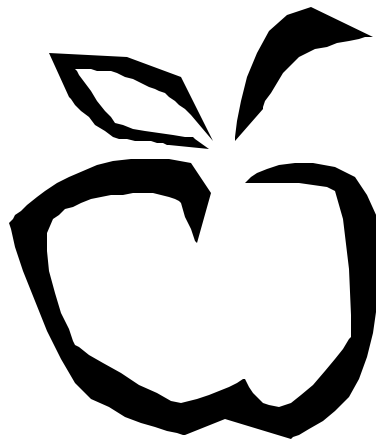


# **Documentation of School Counselor Fieldwork Experiences**



**The College of Education,  
Health and Human Sciences  
University of Tennessee**

Revised January 2005

## **GUIDELINES FOR USING DOCUMENTATION OF FIELDWORK EXPERIENCES**

As a student in the School Counseling Program, you are to have a variety of experiences which will enable you to have a greater understanding of the school setting.

The “Documentation of Fieldwork Experiences” booklet serves three purposes: 1) it lists possible experiences (indicating those required) to be used in planning your schedule; 2) it provides a documentation of completed experiences to be used in evaluating your completion of the program; and 3) as part of your portfolio, it provides a valuable summary of experiences that you can use when seeking employment as a school counselor.

Experiences to be completed during your fieldwork will be planned by you, principal, faculty associate, mentoring teacher, and UT mentoring professor. You are responsible for writing up completed activities and obtaining authorized signatures.

The following questions may help you as you move through this booklet:

### **How do I know what experiences I need to have?**

Each major section (those are indicated by Roman numerals) has guidelines to explain which experiences you are to have. Some are mandatory; others allow for choice of experiences.

### **How long should I stay for each experience?**

Since experiences vary in length according to grade level, the amount of time you spend in a site should be determined by you and your team of advisors (principal, faculty associates, mentoring teachers, and UT mentoring professor).

### **How do I document my experiences?**

For each experience, provide the specific site and date you were there. Give a brief description of what you did or what you observed during that particular experience.

### **What is an authorized signature?**

For each entry, you should obtain the signature of the teacher or other supervising individual who has observed you in the experience. For example, if you observe in a special education class, you would have the special education teacher sign your documentation form. If you are unable to obtain the signature of the person directly involved in an activity, you may have your mentoring teacher or principal sign your documentation.

### **What do I do with the booklet when I’ve completed the requirements?**

Your 589 instructor will collect your *Documentation of School Counselor Fieldwork Experiences* booklet and evaluate its contents. He or she will provide feedback and will return the booklet to you for your files. In the past, we have found that interns have used this booklet in interviews during their job searches.

## Documentation of Fieldwork Experiences

Intern \_\_\_\_\_

School(s) \_\_\_\_\_

Academic Year \_\_\_\_\_

Licensure Area(s) \_\_\_\_\_

### I. School Organization Patterns

- Elementary trainees should complete experiences at one other level at least, in addition to that assigned (if assigned to a primary grade, have an experience at the intermediate or middle grades).
- Secondary trainees should have experience at both middle and secondary levels.

#### A. Primary (K-2 or other primary designation)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

#### B. Intermediate (3-5 or other intermediate designation)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Middle (5-8, 6-8, 6-9, 7-9 or other designation of middle)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. High School (9-12 or 10-12)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

II. Various Programs of the School

Complete experiences in at least three (3) different programs below:

A. Special Education

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Gifted

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Art

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. Music

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

E. Physical Education

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

F. Computer Lab

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

III. Social/Cultural Dimensions of Students

Students with a school in which there is a large population of minority students must complete Minority and Low SES. In addition, the student is to visit a school from one of the following settings: Rural, Urban, Suburban

A. Minority

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Low SES

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Rural

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. Urban (Inner-City)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

E. Suburban

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

IV. Teaching and Teaching Related Experiences

**Interns must complete the following:**

A. Whole Class Instruction

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

B. Small Group Instruction

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

C. Tutorial

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

D. Staff Development (In-Service)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

E. Out-of-Classroom Duties (Lunchroom, study hall, bus monitor, etc.)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

F. School Library

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)

G. Resource Center

Site and Date \_\_\_\_\_

Description of your experience \_\_\_\_\_

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Documentation \_\_\_\_\_

(Authorized Signature)