

**The Department of Counselor Education
The School Counseling Program
Field Experience Guidelines for Direct Entry Candidates**

Instructions: After receiving confirmation of your field experience placement from Emporia State University, you should contact the on-site school counseling mentor to schedule your visit(s). Please make sure to plan your visit(s) well ahead of time in order to assure that the experience will be a positive one for you, your school, and your on-site mentor. Remember that along with fulfilling the requirements for the field experience component for your program you will also be representing ESU and the School Counseling Program. Conducting yourself in a professional manner is expected at all times during this process.

Dispositions expected for candidates in field experience:

1. keep scheduled appointments and notify the on-site mentor if an unexpected illness or emergency prevents your attendance;
2. be punctual and stay for the full time for which you are scheduled;
3. dress appropriately and follow the rules of the building;
4. act respectfully and demonstrate courtesy toward everyone with whom you have contact;
5. take confirmation form and your identification (if needed) to verify your identify and assignment;
6. check in at the office first in all cases;
7. exemplify attitudes and actions of a professional educator at all times;
8. be cooperative and helpful if requested;
9. use cell phones, other forms of personal communications, drinks and/food prior to or after your visit; and
10. be prepared and know your assignment ahead of time and what you plan to accomplish during the visit.

**The Department of Counselor Education
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Field Experience Verification Form**

Instructions for Candidate: Once you have completed the required number of hours for your field experience (for a given course), complete Section A and give this form to your on-site mentor (or the building administrator). Complete one form for each field experience placement.

Section A: (completed by candidate)

Name: _____ School: _____

On-site school counseling mentor: _____

Course title: _____ Semester: _____ Year: _____

Instructor's name: _____

Candidate is completing this field experience for (circle the experience)

SC 700= 30 hours

SC 705= 30 hours

SC 871= 10 hours

Section B: (completed by on-site school counseling mentor or administrator)

Date(s) of visit(s): _____ Total hours: _____

Please rate the candidate on the following dispositions:

Kept appointments and was punctual:	Yes	No
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Dressed and acted professionally:	Yes	No
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Came prepared and was knowledgeable about assignments:	Yes	No
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Was positive in communications and interactions with others:	Yes	No
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Additional comments: (please feel free to make comments regarding the candidate, the assignments, or the procedures on the back of this form.) Comments on the back? Yes No

On-site school counseling mentor signature: _____ Date: _____

Instructor's signature: _____ Course: _____

ON-SITE PROFESSIONAL COUNSELING MENTOR RESPONSIBILITIES

1. Orient the candidate to the school and school policies and acquaint the candidate with other professional counselors, staff members, administrators, and secretarial staff.
2. Arrange opportunities for the candidate to observe the on-site professional counseling mentor in counseling sessions and/or allow them the opportunity to observe a small group counseling or classroom guidance lesson and in other work such as consultation and conferences as appropriate.
3. Provide opportunities for the candidate to ask questions about the role of the school counselor and the status of the comprehensive guidance and counseling program within the district/building.
4. Assist the candidate in gaining a variety of experiences based upon the assignment and field experience in which he/she is completing. Among the activities that may be included in the on-site experience are the following:

- Administrative and teacher consultation
- Parent and parent-teacher conferences
- Career, academic, and personal-social planning/consultation
- Classroom guidance activities
- Individual and small group counseling
- Attendance at staffing and building intervention team meetings
- Attendance at professional meetings (local and state)
- Test administration and interpretation

5. Attest and confirm with signature that candidate has completed the required number of field experience hours for the assignment.