



## School Counseling Site Supervisor Form

**\*If you have a different Supervisor for your Practicum and your Internship, then you may need to submit separate forms for each.\***

### Qualifications

- Site supervisors have a minimum of a master's degree, preferably in counseling or a related profession.
- A school counseling license and/or certification.
- A minimum of two years as a professional school counselor.
- Relevant training in counseling supervision.
- An understanding of Arkansas State University's practicum and internship requirements for school counseling students.

### Responsibilities

- Supervise and evaluate students during 100 hour practicum and/or 600 hour internship experience.
- Maintain communication with university personnel and candidate throughout the program as needed.

### What's Next:

Complete and submit the form to the right. Please forward specific questions regarding program internship and practicum requirements to the School Counseling Program Director - recole@astate.edu .

**\*Site Supervisor Form must be hand signed before returning\***

Signature: \_\_\_\_\_

Student Name:

Student ID Number:

### Supervisor Information

Supervisor's Name:

Supervisor's Current Position:

Number of Years in Current Position:

Supervisor's School & District:

Number of Years School Counseling Experience:

Highest Degree of the Supervisor:

### Are You Licensed or Certified in the Following Areas?

As a Professional School Counselor:

Any Other Licenses or Certifications?:

Supervisor's Email Address:

Supervisor's Mailing Address:

*By submitting this form, I am agreeing that I meet all the qualifications and agree to the responsibilities described by the Site Supervisor Form.*

*Thank you,  
Office of A-State Online Services*

**Please complete this form, then print and fax to: 870-972-3548**