

COUNSELING FACULTY INTERNSHIP PROGRAM – Fall 2015

OBJECTIVE

It is the intent of the Counseling Faculty Internship Program to support and enhance the education of counselors by providing the intern the opportunity to observe and participate in the community college counseling environment and activities delineated in the role of counseling faculty. The Counseling Faculty Internship program includes training and close supervision in the following areas:

- Academic counseling, in which students are assisted in assessing, planning and implementing immediate and long-range academic goals;
- Career counseling, in which students are assisted in assessing aptitudes, abilities, and interests, and are advised concerning current and future employment trends;
- Personal counseling, in which students are assisted with personal, family or other social concerns, when that assistance is related to the student's education;
- Coordination with other campus services and resources including Admissions and Records, Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), C.A.R.E., CalWORKs, Puente, Financial Aid/Veterans, Health Services, Career/Transfer Center, Tutorial Center, International Student Center, Assessment Center;
- Delivery of presentations and workshops, potentially including new student orientation / program planning sessions, probation workshops, career workshops, transfer workshops, and other workshops that enhance student success.

In addition, the Counseling Faculty Intern will have opportunities to observe and/or participate in the instruction of Psychology-Counseling courses taught by counseling faculty; to learn about the participatory governance process; to participate in outreach activities; and to engage in campus and community events.

ETHICAL STANDARDS

Professional ethical practice forms the cornerstone of high quality counseling services. As a representative of Las Positas College, the Counseling Faculty Intern is advised to become familiar with the laws relevant to counseling and adhere to the ethical code of the American Counseling Association (ACA). Particular applicability to community college counseling practice are found in the areas of the counseling relationship, confidentiality, professional responsibility, relationship with other professionals, evaluation, assessment, and interpretation, training and supervision, research and publication and resolving ethical issues. Regular communication between the lead mentor and Counseling Faculty Intern regarding ethical matters is crucial to the professional development of the Counseling Faculty Intern.

EXPECTATIONS

The Mentor Counselor agrees to:

- Facilitate the selection process and supervise the Counseling Faculty Intern;
- Be available, inclusive and mentor the Counseling Faculty Intern;
- Be accessible for questions and problem solving;
- Facilitate the training of the Counseling Faculty Intern by organizing intra- and inter-departmental experiences for the intern;
- Meet with the Counseling Faculty Intern on a biweekly basis (or as otherwise required by the graduate program);
- Conduct periodic evaluations, including an exit evaluation, and provide feedback in a timely manner.

The Counseling Faculty Intern is expected to:

- Become familiar with the Las Positas College Catalog and Schedule of Classes;
- Become familiar with the following:
 - College admission and registration requirements and processes,

- o SSSP components (application, orientation, assessment, abbreviated and comprehensive Student Educational Plans)
- o Course prerequisites, corequisites, and advisories
- o English, ESL, and Math course sequences, including appropriate course placement based on assessment
- o Las Positas College Certificates of Achievement, Associate in Arts (AA), Associate in Science (AS), and Associate Degree for Transfer (ADT) requirements
- o Transfer curriculum for California State University (CSU), University of California (UC), local private colleges, and select out-of-state universities
- o Articulation, including ASSIST.org
- o Student Education Plan (SEP) development
- o Transfer Agreement Guarantee (TAG) procedures
- o Incoming transcript evaluation procedures
- o Probation and dismissal, including follow-up services, petition for readmission, and academic progress
- Learn to use BANNER (student information system) and SARS (scheduling / counselor notes program);
- Become familiar with services provided by Admissions and Records, Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), CalWORKs, Financial Aid/Veterans, Health Services, Puente Program, Transfer Center, Tutorial Center, International Student Center, Assessment Center;
- Attend UC/CSU and private university conferences as schedule and funding permit;
- Participate in campus-sponsored events as schedule permits, including high school outreach events and visits;
- Know the identity and the roles of the campus emergency response team and the notification process;
- Take initiative to identify and confer needs, be responsible for learning the role of counselor, and assume appropriate risk;
- Be punctual and maintain a consistent schedule, and provide advanced notice of absence or schedule change;
- Submit any necessary paperwork in a timely manner;
- Be available for periodic evaluations and an exit evaluation with the mentor.

SELECTION PROCESS

- **To be eligible to apply, prospective interns must be enrolled in an accredited counseling graduate program, with at least ½ of the coursework completed before the start of the internship (August 2015).**
- To apply, please submit a **letter of interest and a current resume** to the address below. In your letter, please include the following:
 - o Your reasons for pursuing this internship;
 - o What you hope to gain from this internship;
 - o Your proposed starting and ending dates (approximate);
 - o Number of hours per week requested (a range is acceptable);
 - o Any other relevant information (special graduate program requirements, etc.).
- Prospective interns will meet with member(s) of the Counseling Department and/or the Dean of Student Services, at the invitation of the department. **Interviews will take place on Wednesday, March 25 and Thursday, March 26.**
- The Counseling Faculty Intern will complete institutional documents with the mentor and participate in an internship orientation.

Please note: **The Counseling Faculty Internship is a volunteer position (unpaid).** Participation in the Counseling Faculty Internship Program does not guarantee future employment by the Chabot-Las Positas Community College District or any other district. All selected interns must be approved by the district Board of Trustees. The internship may be for one semester or for one academic year. Community college alumni and students from disadvantaged backgrounds are encouraged to apply.

Application materials must be received by Friday, March 20, 2015. Materials may be e-mailed to **Michael Schwarz**, mschwarz@laspositascollege.edu. If submitting by mail, please send your resume and cover letter to the following address:

Counseling Faculty Internship Program
 Attention: Michael Schwarz
 Las Positas College
 3000 Campus Hill Drive
 Livermore, CA 94551

Questions? Please contact Michael Schwarz, Counseling Department, at mschwarz@laspositascollege.edu (preferred) or at 925-424-1428. Thank you for your interest in the Counseling Faculty Internship Program at Las Positas College.