

Professionalism, Ethics and Legal Mandates

- Locate and identify key pieces of Ed Code, as it relates to school counseling issues
- Locate and identify aspects of the local school board policy that impacts school counseling
- Shadow/interview/observe special education personnel (e.g., school psychologist, teacher, case manager, language therapist); learn how SPED students are served and the impacting laws.
- Shadow/interview/observe personnel who address biologically based issues (e.g., nurse, occupational therapist, adaptive PE teacher)
- Shadow/interview/observe teachers who address needs of English language learners (e.g., bilingual, English, ELD teachers)
- Meet with ELD Teacher/Coordinator to understand the unique laws/policies pertaining to the population.
- Practice the school's protocol for students presenting suicidal ideation
- Develop a professional disclosure statement to use with both students and parents to inform them of the parameters of confidentiality in the school setting.
- With support of site supervisor, practice filling out a CPS form if a real observation/situation does not occur. If a real situation does occur, please write about that experience.
- Work through an ethical decision making process with your supervisor regarding a student on one of your caseloads.

Student Academic Development

- Learn what role the school counselor has in the tiered systems of support
- Understand the academic interventions available at each step of the tiered intervention
- Assist in the creation of a four-year plan
- Interview a counselor/administrator in an alternative program available in the district
- Support with the transition activities between school levels
- Create a presentation on student academic skills, such as time management, problem solving, motivation, etc.
- Work individually with a student struggling academically

Student College and Career Development

- Create/support a career exploration experience at your site
- Visit a school-based career counseling center
- Identify what supports are available to students and how school counselors can integrate with those services.
- Administer a career assessment tool with a group of students, helping them review the results
- Create individual 6-year postsecondary plans
- Work with students in applications for high school and/or summer experiences that relate to postsecondary options
- Assist with the financial aid process
- Conduct presentations on the Community College/CSU/UC/Private and Out of State Public College Options
- Interview a ROP Teacher (or the department chair) to learn more about the offerings and goals
- If your school/district participates in a regional program, visit that site
- Attend the local community college's counselor conference
- Attend and/or review the online information for the CSU and UC workshops

Social/Emotional Development

- Discuss how you build rapport with a student so the student can trust you with their social/emotional issues
- Counsel caseload of 7-10 students who are experiencing a conflict related to interpersonal relationships.
- Create a group counseling curriculum and conduct a short-term or ongoing counseling group with culturally diverse students in the school setting.
- Observe and/or facilitate conflict mediations
- Identify the developmental issue involved in a student's misbehavior and identify potential solutions that are possible to implement in the student's current developmental challenge.

Educational Foundations: Growth and Development, Learning Theory and Academic Achievement

- Set goals with each student on your caseload and identify theoretical based interventions you are using.
- Apprentice to a teacher, becoming familiar with curriculum, expectations, instruction
- Observe in classroom(s) at grade level different from your master-teacher, examine curriculum & instruction, discuss comparisons
- Assist parents and teachers in understanding the developmental challenges of children
- Prepare a parent presentation regarding growth and development and academic achievement

Leadership and Advocacy in Social Justice, Equity and Access

- Attend an SST, 504 or IEP meeting
- Attend a School Board Meeting
- Attend a School Site Council Meeting
- Understand how to support undocumented youth
- Understand how to support foster youth
- Develop and/or support a prevention program that does not focus on reactive work
- Collaborate with community-based resources in linking students to prevention activities in the community or in bringing services to the school site.
- Participate in facilitating/supporting a student organization on campus that focuses on a background different than your own.
- Play a leadership role in developing a school project or in collaborating with school staff and community partners in identifying and organizing a student service.
- Observe school governance meetings (e.g., site council, faculty meetings, committee meetings)
- Consult with culturally diverse (culture different than your own) parents and identify ways in which you can support them in navigating the school system.
- Attend and/or participate in parent conferences, workshops, or meetings.

Program Development

- Shadow/interview/observe administrative personnel (e.g., principal, VP/AP, attendance workers)
- Review school site plans and/or counseling department goals and determine your role in helping to meet their mission and objectives for the school year.
- Evaluate counseling program services at your fieldwork assignment. (i.e. interventions provided, how they reach students, etc.)
- Discuss time, resource, priority management for balanced service delivery

Research, Program Evaluation and Technology

- Collect, evaluate and report on data regarding school counseling program activities.
- Use the School Information System to research data on a specific student and to pull reports on a group of students
- Use other relevant software/websites to help students/parents make informed decisions (i.e. Naviance, College Board, etc.)
- Research data available through the California DataQuest pertaining to the school site and/or district.