When CE Interns become Substitute or Permanent School Counselors

On occasion, school counseling practicum/internship students are asked by a site to also serve as a long-term substitute school counselor or permanent school counselor. Although this is a good opportunity for students and sites to find an employment match that may lead to long-term job status, sites and students must still meet the requirements set forth by the Counselor Education Department and CACREP Internship class (CE 690). Below are the minimal requirements for the Counselor Education Department to approve the position for practicum/internship credit with specific additional requirement on a case-by-case basis:

1. All requirements for CE 690 course internship must be met (weekly supervision, taped sessions for case management in class, updated insurance, etc.);
2. There must be a licensed school counselor available for supervision either on-site or near to student (in one of the other schools nearby) at all times during the work hours of the intern;
3. Students must have an educator license or obtain a substitute or provisional license;
4. Prior to beginning a sub or permanent position, an additional evaluation of the site may need to be completed to ensure preparedness for the position;
5. Student agrees to consult with on-site staff at school prior to, during, and after making decisions in crisis situations;
6. Upon accepting the position, students must understand that CED faculty cannot advocate for them in certain situations that are part of the position description (i.e. lunch, bus, or playground duty);
7. Students must be paid a comparable wage to other candidates for the position as if they were not students in a counseling program.

Contract with CED Regarding Taking a Sub or Permanent Position as an Intern

I, __________________________ (print name), agree to the above requirements and will communicate these requirements to my principal.

Student Signature: __________________________________________________________

Date: ___________  Semester as Sub or Permanent Position: _________________

Site supervisor signature: ____________________________________________________

WSU Internship Instructor: __________________________________________________

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