



From: 01//2020 To: 9/11/2020

**School of Education  
Secondary Education and School Leadership  
School Counseling Internship Time Log and Supervision Log**

Date	Description of School Counseling Activity	Direct Hours	Indirect Hours
01/22/21	University Internship Orientation with Dr. Whitaker		1.5
01/23/21	Preparation for Internship – ASCA Membership and review of website		2.0
01/24/21	Preparation for internship: reviewed website, VDOE data for school		3.0
01/25/21	Initial Site Supervisor Meeting and Orientation		2.0
	Made phone calls parents to verify information for site supervisor	3.0	
	Planning and Program Design – Worked on PowerPoint for Welcome		1.0
	Record Keeping – Set up system to identify call rotation		1.5
	Video conference with site supervisor and a student	0.5	
01/26/21	Classroom guidance – Introductory Lesson 4 <sup>th</sup> grade 4 classes	2.0	
	Program Design – Developed a PowerPoint to Post		1.5
	Contacted students – check up	2.0	
	Research and set up for Academic Career Planning Sessions with 5 <sup>th</sup> graders		2.0
	Reviewed school handbook and school counseling materials		2.5
01/27/21	Supervision – Preparation for introductory lesson		1.0
	Classroom guidance – Introductory Lesson 3 <sup>rd</sup> Grade 4 classes	2.0	2.0
	Created the classroom guidance for the 5 <sup>th</sup> grade ACP sessions		3.0
	Contacted students for check ups	1.0	
01/28/21	Program Planning and Design – ACP Sessions		2.0
	Zoom Conference with Parents	1.5	
	YouTube Research for Videos on Bullying		2.0
	504 Meetings (Site Supervisor with various parents and teachers)	3.0	3.0
	Program Planning and Design finalizing ACP Lesson Plans		2.0
	Individual University Supervision with Dr. Whitaker		1.0
01/29/21	Called students for morning exercise	2.0	
	Program Planning – Worked on Bullying Group Plan		3.0
	Zoom Classroom Guidance 5 <sup>th</sup> Grade ACP	1.5	
	Program Planning – Parent Conferences	1.0	
	Assisted with 504 Paperwork and creating a data base		2.0
01/30/21	Completed the Bullying Group Plan		5.0
01/31/21	Research Flipgrid		1.0
	Completed Internship Seminar Welcome PowerPoint and Time logs		3.0
<b>Weekly Subtotal Internship Hours</b>		<b>19.5</b>	<b>45.5</b>
<b>Total Weekly Internship Hours</b>		<b>65</b>	
<b>Date(s) of Supervision: 9/8/2020, 9/10/2020</b>			
<b>Total Supervision Hours: 1 hour</b>			

**Brief Description of Supervision:**

We discussed the plan for the week. My supervisor gave me some pointers on how to check in with students. We discussed the academic career plan lesson plan. I was given some examples and told to make the lesson my own. My supervisor gave me a few assignments and projects to accomplish when not working with students.

**Intern's Reflection/Response**

What did you learn from the supervision session? How will you use this information in your practice of school counseling? I learned the importance of letting students do the talking and using facilitative listening skill. I was told to make sure that I hold the students accountable. We discussed ways of keeping students engaged during Zoom sessions. My supervisor is so easy to talk to and values my opinion.

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

<u>Direct Services</u> face-to-face	<u>Direct Services</u> face-to-face	<u>Indirect Services</u>	<u>Indirect Services</u>
Individual Counseling	Assessment/Evaluation	Planning/Program Designing	Conferences and Workshops
Group Counseling	Consultation/Collaboration	Record Keeping	Observations
Classroom Guidance	Parent/Teacher Conferences	Test Coordination	Faculty/Staff Meeting
Assessment/Evaluation	Other	Supervision	Other

**Computing Time**

15 minutes = .25 hours      1 hour = 1.0 hours      2 hours 30 minutes = 2.5 hours  
 30 minutes = 0.5 hours      1 hour 30 minutes = 1.5 hours  
 45 minutes = 0.75 hours      2 hours = 2.0 hours