



## Counseling Department

### COUNSELING FACULTY INTERNSHIP PROGRAM – Fall 2019

**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, Accessibility Support Center (ASC), Extended Opportunity Programs and Services / C.A.R.E., Guardian Scholars, Student Resources Support Network (SRSN), Puente, International Student Program, Financial Aid, Veterans, Health Services, Transfer and Career Center, Tutorial Center (HUB), STEM/MESA, Learning Communities, Office of Equity, Placement Center, New Student Orientation, Athletics, Honors Transfer Program
- Delivery of presentations and workshops, potentially including new student orientation / Education Plan workshop sessions, probation / dismissal workshops, career workshops, transfer workshops, TAG workshops, UC/CSU application workshops, essay 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 Counseling and Guidance 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, state and college initiatives such as Guided Pathways and Student Equity and Achievement (SEA) Program.

**ETHICAL STANDARDS** Professional ethical practice forms the cornerstone of high quality counseling services. As a representative of Cabrillo 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:

- Commit to a one year internship
- Become familiar with the Cabrillo College Catalog and Schedule of Classes
- Attend weekly Counseling Faculty Meetings
- Become familiar with the following:

- College admission and registration requirements and processes
- SEA components (application, orientation, placement, abbreviated and comprehensive Student Educational Plans)
- Course prerequisites, corequisites, and advisories
- English, ESL, and Math course sequences, including appropriate course placement
- Cabrillo College Certificates and Associate degrees
- Transfer curriculum for California State University (CSU), University of California (UC), local private colleges, and select out-of-state universities
- Articulation, including ASSIST.org
- Student Education Plan (SEP) development
- Transfer Agreement Guarantee (TAG) procedures
- Incoming transcript evaluation procedures
- Probation and dismissal, including follow-up services, petition for readmission, and academic progress
- Learn to use student information system and scheduling / counselor notes program
- Become familiar with campus resources and services
- 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 1/2 of the coursework completed before the start of the internship.**

• To apply, please enclose an application packet that includes: a letter of interest, current resume, undergraduate and graduate transcripts, and two letters of reference to the address below.

In your letter of interest, please include the following:

- Your reasons for pursuing a community college internship
- What you hope to gain from this internship
- Your proposed starting and ending dates (approximate)
- Number of hours per week requested (a range is acceptable)
- 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 CESS (Counseling & Educational Support Services), at the invitation of the department.

• 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 Cabrillo Community College District or any other district. The internship is for one academic year.

**Application materials must be received by May 7, 2019. Interviews will be held the week of May 20, 2019 at Cabrillo.**

**Materials may be sent to:**

Counseling Faculty Internship Program  
 Salvetoria Larter, Director of Counseling  
 Cabrillo College  
 6500 Soquel Dr.  
 Aptos, CA 95003