

Sample Contract

Title of Experience/Contract: Counselor Aide

Description of Experience: The learning experience will involve working as a Counselor Aide in the Guidance Office of Diploma School in Sometown. The office provides educational, career, and social-personal counseling for tenth, eleventh, and twelfth-grade students on both an individual and group basis. The office also provides testing and placement services for pupils. It is staffed by a Director, Ms. Empathy, and six certified counselors.

My duties will consist of assisting the tenth-grade counselor with the career counseling program. I will counsel ten pupils on a one-to-one basis in the area of self-assessment in order to identify their interests, values, and abilities. The sessions will include the administering and interpreting of the Strong-Campbell Interest Inventory. I will also help these students with the exploration of various careers. Each pupil will be seen at least five times during the semester.

In addition to individual counseling, I will assist the tenth-grade counselor with the presentation of life planning workshops to be held for two, five week sessions attended by thirty pupils. My responsibility will be to lead small group discussions of the various stages of the life planning process.

Learning Objectives: Through this experience, I intend: (1) to apply the theory of counseling which is comfortable and effective, (2) to gain insight into the thinking of adolescents, (3) to learn how to communicate effectively with my counselees, (4) to gain skill as a group facilitator, (5) to obtain experience in interpreting test results, and (6) to motivate pupils to give careful consideration to career decision making.

Supervision: My supervisor will be Mr. Able Listener who has a Master's Degree in counseling. I will meet with him prior to each individual and group session to discuss content and process. Meetings will also be held after each session to discuss my performance. Approximately one hour per week will be devoted to these meetings. The school is located at 123 Education Lane in Sometown. The telephone number is 123-456-7890.

Evaluation and Final Paper: Professor Intellect will be my faculty sponsor. I will schedule three meetings with my supervisor and sponsor for the purpose of discussing my learning experience. At the final meeting at the end of the semester, the supervisor's written evaluation of my performance will be discussed. I will also submit a tape recording of one of my counseling sessions to Professor Intellect for his review. He will make the final determination as to whether the objectives listed above have been met. Evaluation of objectives 3, 4, 5, and 6 will be based upon my answers to questions posed at the final meeting and upon a review of a paper written by me outlining the meeting of these objectives.

Credit(s): The contract is for three credits and will be used as an elective within my major. I will work from Noon to 4:30 PM every Tuesday and Thursday, for a total of 135 hours throughout the semester.