



James Madison University
School Counseling
Practicum/Intern Orientation Tips

Here are some recommended ways to help a school counseling practicum or intern to orient to his/her new school. Enjoy the process!

- Provide and encourage students to read student and staff handbooks
- Provide and encourage students to read school crisis manual
- Take a walking tour of the building together on the first day
- Check and make sure school system has student background check information
- Share the check in procedures to the school each day
- Help make introductions to front office staff
- Help make introductions to the whole staff at first staff meeting or introduce self via email so the staff knows to be on the lookout for a new face
- Help student gain access to school email and school database systems
- Share any places to review school demographics, school performance – test scores, parent involvement, programs)
- Review relevant special education paperwork (IEP's and 504's and processes for the school division (child study)
- Help students meet administrators and special support personnel (specific special education support staff)
- Help students learn about the school's behavior management systems
- Help students learn about meeting schedules and which may be attended
- Help students understand school counselor during the day, in addition to the core job

YOUR
ATTITUDE
DETERMINES YOUR
DIRECTION

