



Pupil Personnel Services Intern Handbook

2023-2024

**School of Education
Point Loma Nazarene University**

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Introduction

By accepting a position as a university intern, the PPS School Counseling candidate acknowledges that 1) they will have the role of both a full-time counselor and a full-time graduate student, and 2) they are aware of the requirements and workload the position necessitates. Before a job offer may be accepted, the PPS School Counseling candidate must meet the following California Commission on Teacher Credentialing (CTC) and PLNU requirements.

Initial Intern Eligibility State Requirements

In accordance with the requirements set forth by the CTC and California Education Code, the school counseling candidate must meet the following requirements before being recommended for the university intern credential:

- Bachelor's degree from an accredited school of higher education
- Basic Skills Requirement (CBEST or CTC-approved alternative)
- Offer of employment in a local school district that does not displace a certificated employee.
- A recommendation from PLNU for intern service

PLNU Requirements

Before PLNU will recommend a school counseling candidate for a university intern credential, the candidate must meet the following additional requirements:

- Completion of an Intern Eligibility Application, including approval from the faculty advisor and the Associate Dean or Program Director
- Current enrollment at PLNU
- At least 12 units completed in residency
 - GED6051
 - GED6062
 - GED6053
 - GED6054
 - *If not all courses have been completed, candidates may appeal that sufficient coursework has been completed. The Program Director will determine if completed coursework is sufficient to replace a required course.*
- Completion and/or concurrent enrollment in Practicum
- A minimum GPA of 3.00 (No grade lower than a "B")
- Letter from the district with the following information included:
 - Official start date
 - Position
 - School Site
 - Name of the District support provider

- Statement indicating Intern placement is due to need and not displacing a certificated employee

Continuing Intern Eligibility

University intern credentials are issued for a maximum of two years and are dependent upon employment circumstances. Any changes in employment may result in the revocation of the credential.

University Interns must adhere to the following ongoing requirements:

- Adherence to an Intern Program Plan as developed with a Student Success Advisor
- Satisfactory academic progress throughout the duration of the internship (minimum 3.00 GPA)
- Adherence to all Fieldwork requirements for university interns
- While the candidate's school year with students is in session, enrollment in GED 6048 (1 unit) each quad except during Fieldwork, which provides the intern with a university supervisor, or Summer.

Failure to maintain these requirements may result in the revocation of the university intern credential.

Fieldwork Placement as an Intern

University Interns must meet the program standards. The PPS program requires the successful completion of 100 Practicum (non-counseling) hours and 800 hours of supervised fieldwork in two of three settings below.

- Elementary
- Intermediate/Middle/Junior High
- High School

Therefore, not all fieldwork courses can be completed in the intern's own employment setting. Point Loma cannot guarantee that a PPS Intern will be able to complete all 800 hours of credential required fieldwork as an Intern.

Fieldwork Prerequisites

- **Health Clearance:** PLNU requires that TB tests with doctor signature or district risk assessment forms signed by the district nurse to be dated within the last two years, regardless of district policies. TB tests must be valid through the end of the quad.
- **Certificate of Clearance or other CTC-issued permit:** The university intern credential satisfies this requirement. The credential must be valid through the end of the quad.
- **Professional Liability Insurance:** Insurance is obtained through membership in the California Teachers Association/National Education

- Association or the Association of American Educators. If the university intern is already a member of either of these associations, proof of current liability insurance through employment will satisfy this requirement.
- **FERPA Training:** All candidates completing fieldwork must complete a Federal Educational Rights and Privacy Act (FERPA) training prior to beginning fieldwork. All candidates will need to complete the FERPA 101: Local Agencies Training; registration is free and through the Department of Education. Candidates can find the link and instructions on the Field Experience website at www.plnusoe.com.

Credentialing Process

Once the following courses have been successfully completed, candidates must apply for the PPS Clear Credential with the Credential Analyst.

Master of Arts in School Counseling: Pupil Personnel Services Credential

| Course | Title | Units |
|------------|---|-------|
| GED 6051 | Foundations of School Counseling: Professionalism, Ethics, and Legal Mandates | 3 |
| GED 6052 | School Counseling and Academic Development | 3 |
| GED 6053 | The School Counselor's Role in Social and Emotional Development | 3 |
| GED 6054 | The School Counselor's Role in Social and Emotional Development | 3 |
| GED 6055 | Growth, Development and Learning Support | 3 |
| GED 6057 | Leadership and Advocacy in Social Justice, Equity and Access | 3 |
| GED 6058 | Program Development: Research, Program Evaluation and Technology | 3 |
| GED 6062 | Counseling Theory and Techniques | 3 |
| GED 6072 | Philosophy of Education | 3 |
| GED 6075 | Family Systems | 3 |
| GED 6081 | Educational Measurement and Evaluation | 3 |
| | Eleven (11) units of fieldwork, practica and seminar in Counseling and Guidance are required. The initial hours must be completed and a grade entered prior to registering for additional segments. | |
| GED 6187P | School Counseling Practica (100 non-counseling hours) | 1 |
| GED 6187S1 | School Counseling Seminar | 1 |
| GED 6187S2 | School Counseling Seminar | 1 |

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| GED 6188F1 | School Counseling Fieldwork (400 counseling hours) | 4 |
| GED 6188F2 | School Counseling Fieldwork (400 counseling hours) | 4 |
| GED 6094 | Action Research | 3 |
| GED 6095 | Action Research Project and Presentation | 3 |
| | Total Units | 50 |

Master of Science in School Counseling: Pupil Personnel Services Credential

| Course | Title | Units |
|------------|---|-------|
| GED 6051 | Foundations of School Counseling: Professionalism, Ethics, and Legal Mandates | 3 |
| GED 6052 | School Counseling and Academic Development | 3 |
| GED 6053 | The School Counselor's Role in Social and Emotional Development | 3 |
| GED 6054 | The School Counselor's Role in Social and Emotional Development | 3 |
| GED 6055 | Growth, Development and Learning Support | 3 |
| GED 6057 | Leadership and Advocacy in Social Justice, Equity and Access | 3 |
| GED 6058 | Program Development: Research, Program Evaluation and Technology | 3 |
| GED 6062 | Counseling Theory and Techniques | 3 |
| GED 6072 | Philosophy of Education | 3 |
| GED 6075 | Family Systems | 3 |
| GED 6081 | Educational Measurement and Evaluation | 3 |
| | Eleven (11) units of fieldwork, practica and seminar in Counseling and Guidance are required. The initial hours must be completed and a grade entered prior to registering for additional segments. | |
| GED 6187P | School Counseling Practica (100 non-counseling hours) | 1 |
| GED 6187S1 | School Counseling Seminar | 1 |
| GED 6187S2 | School Counseling Seminar | 1 |
| GED 6188F1 | School Counseling Fieldwork (400 counseling hours) | 4 |
| GED 6188F2 | School Counseling Fieldwork (400 counseling hours) | 4 |
| GED 6098 | Master's Thesis Design | 3 |

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|----------|--------------------|-----------|
| GED 6099 | Master's Thesis | 3 |
| | Total Units | 50 |



School of Education

Intern Pupil Personnel Services (PPS) Candidate Handbook

Acknowledgement of Receipt

I have reviewed the Candidate Handbook and accept and understand the mission of Point Loma Nazarene University and the Master of Arts in Education with Pupil Personnel Services Intern Credential program in the School of Education.

I agree to adhere to the School of Education's policies and procedures and will refer to them throughout the entire period that I am a candidate in the PPS Intern program in the School of Education at Point Loma Nazarene University.

I acknowledge that I must confer with my advisor prior to making any changes to my original advising plan.

Yes, I give Point Loma Nazarene University permission to share my Point Loma email address with school districts who wish to contact me regarding potential job opportunities. _____ (*Please initial*)

Signature of the Candidate

Print Candidate Name

Date

* This form will be retained in the candidate's file.