

Field Experience Summary (FES) School Counseling Program Cumulative Field Experience Log

Candidate: Annalise Shaffer				LU ID#: L33241881					
Field Experience Semesters (3): <i>The rows below are for hours earned in the practicum, internship 1 and internship 2 placements during enrollments in COSC 692/COUC 692 and COSC 693 Part 1 and COSC 694 Part 2. The COSC 692/COUC 692 practicum, COSC 693, and COSC 694 internships are supervised by a licensed practitioner with clinical or school counselor supervision credentials and training. Briefly describe activities that support the columns to the right (diversity, exceptionalities, collaboration, etc.)</i> Practicum: A minimum of 100 cumulative hours must be accrued during the semester: At least 40 hours must be “direct” service hours (see below.) Internship 1: A minimum of 300 cumulative hours must be accrued during the semester: At least 120 hours must be “direct” service hours (see below.) Internship 2: A minimum of 300 cumulative hours must be accrued during the semester: At least 120 hours must be “direct” service hours (see below.)									
List the Beginning & Ending Date of Practicum & Internship Placements:	Course prefix/number	Direct Hours	Indirect Hours	List Practicum and Internship Site(s) Name, City, and State for placement AND List Site Supervisor’s Name for placement:	Population Served (Grade Levels)	Christian, Public, Other	Diversity	Exceptionalities	Collaboration
Practicum	COSC 692 (A01, fall 2024)	41	103.75	Turner/Bartels K-8 School Tampa, FL 33647 Supervisor: Akshita Kaplay	K-3	Public	I worked with students and school staff of all races, ethnicities (African American, white, Hispanic/Latino, Indian, African, etc.), SES, and genders. This placement in particular has a large amount of diversity and showcased differences in culture, religion, and norms.	I was able to support students of different exceptionality levels. I observed and helped score gifted screenings, which yielded the cognitive abilities on both the high and low end. I worked directly with children in the schools gifted program, but also helped support students who were struggling academically through my group.	I collaborated through work with my supervisor, teachers, administration, and parents. I collaborated the most with my supervisor in helping with lesson planning, classroom guidance, and my LU assignments. School staff did become comfortable in asking me for help with specific students as well.

Internship Part 1	COSC 693 (A11, spring 2025)	126	183	Turner/Bartels K-8 School Tampa, FL 33647 Supervisor: Akshita Kaplay	K-3	Public	Because I was at the same site as practicum, I worked with the same group of students and staff. Because I was there Monday-Friday most weeks, though, I feel as though I was able to really learn more about each diverse culture. For example, I got to witness how school sites work with students are fasted for Ramadan during lunch time.	There definitely were some commonalities between semesters. As previously stated, this was the same placement site, so the student population and staff were the same. This semester though, I feel as though I worked with a lot more kids who have qualified for IEPs under DD, SLD, and OHI.	This semester, I feel as though collaboration was a key part of my experience. I worked with my supervisor, administration, teachers, ESE specialists, and even parents to develop classroom lessons and add to the overall comprehensive school counseling program.
Internship Part 2	COSC 694 (A04, fall 2025)	135.5	179.5	Paul R. Wharton High School Tampa, FL 33647 Supervisor: Franchesca Rivera	9-12	Public	Total Enrollment: 2,215 students <ul style="list-style-type: none"> • Asian: 5.51% • African American: 31.1% • Hispanic: 28.9% • Indian: 0.1% • Multi: 6.2% • White: 28.5% 	<ul style="list-style-type: none"> • Students With Disabilities: 38% • English Language Learners (ELL): 40% • Economically Disadvantaged Students: 44% • 58% of students are eligible for free or reduced-price lunch 	During my second and final internship placement, I collaborated with my site supervisor, the AVID classroom teacher, students, administration, the counseling department, and the student support services team. I collaborated most often with my supervisor and the AVID teacher in lesson planning for my classroom guidance unit and my personal assignments.
TOTAL: 768.75		302.5 (Direct)	466.25 (Indirect)						

Practicum 144.75 (at least 100 hours)
School Site X Clinical Site _____

TOTAL DIRECT: 41 hours (at least 40 hours)

TOTAL INDIRECT: 103.75 hours

TOTAL HOURS: 144.75 hours

TOTAL GROUP SUPERVISION HOURS: 31.5 hours

Practicum students accrue a minimum of 1.5 group supervision hours each week (WebEx with Liberty course professor.) Required: 21 hours *or more* synchronized group supervision with Liberty course professor.

TOTAL FACE-TO-FACE SITE SUPERVISION HOURS: 14.5 hours

In addition to group supervision hours, **practicum** students are required to participate in 1 hour of face-to-face supervision with their site supervisor during each week of the semester of practicum. Required: 10 *or more* face-to-face site supervision hours.

Internship 1 309 hours (at least 300 hours)

Elementary X Secondary _____

TOTAL DIRECT: 126 hours (at least 120 hours)

TOTAL INDIRECT: 183 hours

TOTAL HOURS: 309 hours

TOTAL GROUP SUPERVISION HOURS: 22 hours

Internship 1 students accrue a minimum of 1.5 group supervision hours each week (WebEx with Liberty course professor.) Required: 21 hours *or more* synchronized group supervision with Liberty course professor.

TOTAL FACE-TO-FACE SITE SUPERVISION HOURS: 15 hours

In addition to group supervision hours, **Internship 1** students are required to participate in 1 hour of face-to-face supervision with their site supervisor during each week of the semester of internship 1. Required: 14 *or more* face-to-face site supervision hours.

Direct Hours

Leading/Co-leading Small group Counseling/Individual Counseling
Individual Student Planning (career planning, personal planning, scheduling)

Leading/Co-leading Classroom Guidance Lessons

Assessment (when practicum student is directly interacting with the client/student to engage in the assessment.)

Large group activities that support Core School Counseling Curriculum (*examples:* Red Ribbon week activities whereby you are interacting directly with students on projects, Drug Awareness assembly given to students, other programs such as peer mediation/peer mentoring whereby you train and meet with students to facilitate mediation/mentoring sessions).

Indirect Hours

Maintaining case notes

Consultation/collaboration with stakeholders for the benefit of the client/student who is not present.

Observations of site supervisor implementing classroom guidance lessons, individual counseling, group counseling, etc.

Large group activities whereby you do not interact directly with students/clients, but only coordinate the activities. This includes planning and marketing the activity.

Other professional activities in which counselors engage on a daily basis in the practicum setting.

1 hour per week on-site supervision

1.5 hour per week Liberty Professor Supervision

Internship 2 315 (at least 300 hours)

Elementary _____ Secondary X

TOTAL DIRECT: 135.5 hours (at least 120 hours)

TOTAL INDIRECT: 179.5 hours

TOTAL HOURS: 315 hours

TOTAL GROUP SUPERVISION HOURS: 28 hours

Internship 2 students accrue a minimum of 1.5 group supervision hours each week (WebEx with Liberty course professor.) Required: 21 hours *or more* synchronized group supervision with Liberty course professor.

TOTAL FACE-TO-FACE SITE SUPERVISION HOURS: 20.5 hours

In addition to group supervision hours, **Internship 2** students are required to participate in 1 hour of face-to-face supervision with their site supervisor during each week of the semester of internship 2. Required: 14 *or more* face-to-face site supervision hours.

Field Experience Cumulative (Practicum + Internships) Total:

TOTAL HOURS 768.75 hours (minimum 700 hours)

TOTAL Elementary 453.75 hours (minimum 100 hours out of 700 hours)

TOTAL Secondary 315 hours (minimum 100 hours out of 700 hours)

TOTAL DIRECT 302.5 hours (minimum 280 hours out of 700 hours)

I certify the above information is accurate to ensure I have both elementary and secondary school experience to be eligible for K-12 license/certification.

Student Signature Amalise Shaffer

LU ID# L33241881

Date 12/9/2025

Field Experience Rubric: School Counseling

Throughout the program, you need to select field experience settings, professional memberships, internship, and practicum experiences that allow you to complete the requirements on the *Field Experience Rubric* below. This rubric is **completed by you**. All rubric areas must have a minimum rating of "Required" for licensure.

SCHOOL COUNSELING (K-12) ENDORSEMENT

CAEP	ASCA / CACREP	Setting	Recommended	Required
A1.1d,f	ASCA 3,5,6 CACREP 1,3	Christian School	Two or more field experiences in Christian school setting. The virtual field experience included in COSC 660 may count toward one experience.	Minimum of one field experience in Christian school setting. The virtual field experience included in COSC 660 may count toward one experience.
A1.1c,d,f	ASCA 3,4 CACREP 3	Public School	Two or more field experiences in public school setting.	Minimum of one field experience in public school setting.
A1.1c,d,f	ASCA 3,5 CACREP 3,8	Other settings (alternative, private, charter)	Field experiences with K-12 students in more than two different school settings (alternative, private, charter).	Field experiences with K-12 students in one different school settings (alternative, private, charter). The virtual field experience included in COSC660 may count toward one experience.
A1.1d,f	ASCA 6 CACREP 3	Cultural Diversity (ethnicity, SES, gender, language, urban, rural, etc.)	Field experiences with K-12 students who represent more than two different aspects of cultural diversity (ethnicity, race, SES, gender, language, urban, rural).	Field experiences with K-12 students who represent a minimum of two different aspects of cultural diversity (ethnicity, race, SES, gender, language, urban, rural).
A1.1c,d,f	ASCA 4 CACREP 3,7,8	Exceptionalities (learning disability, autism, emotional disturbance, intellectual disability, other health impairment, developmental delay, multiple disabilities, traumatic brain injury, etc.)	Field experiences with K-12 students who represent more than two different categories of exceptionality.	Field experiences with K-12 students who represent two different categories of exceptionality.
A1.1c,d	ASCA 3,5,6 CACREP 3,8	Grades PreK- 5/6	Field experiences include more than 100 hours in grades preK-6.	Field experiences include 100 hours in grades preK-6.
A1.1c,d	ASCA 3,5,6 CACREP 3,8	Grades 6/7-12	Field experiences include more than 100 hours in grades 7-12 setting.	Field experiences 100 hours in grades 7-12 setting.
A1.1d,f	ASCA 1,6 CACREP 2,3	Professional organizations/Professional Liability Insurance	Membership and active participation in more than one professional organization for school counselors. Active memberships ASCA is required for practicum and internships. (example memberships include ACA, state counseling/school counseling organizations, AACC, etc.)	Membership and active participation in one professional organization for school counselors. Active memberships in ASCA is required is required for practicum and internships.
A1.1c,d,f	ASCA 1,5 CACREP 3,8	Total hours for placement	Completed more than 700 hours total, including leading groups.	Completed 700 hours total, including leading groups.
A1.1c,d,f	ASCA 1,5 CACREP 3,8	Total direct hours for placement	Completed more than 280 direct hours total.	Completed 280 direct hours total.