

Anne Arundel County Public Schools
School Counseling Placement Protocol

The Division of Professional Growth and Development (PGD) is accountable for the record-keeping for all interns in Anne Arundel County Public Schools. All practicum and internship placement requests must go through our office so that we will know where each intern is placed, when, and with whom. Every intern is required to complete the online *Background Investigations Form* used for chaperones, volunteers, and student teachers three weeks prior to his/her start date and view the required videos (Recognizing and Reporting Child Abuse; Preventing Sexual Harassment; Bloodborne Pathogens; and Cyber Safety). The background check process must be repeated every two years. **AACPS does not require interns to be fingerprinted at this time.**

All school counseling internships are for graduate students in an accredited school counseling master's degree program. Following is a brief outline of placement procedures:

1. The college/university must send all placement requests to PGD.
 - The application must include the student's name, address, phone number, type of placement (practicum or internship), dates and duration of placement, and stipend paid to the mentor by the college (if any).
 - Interns/Practicum students may request geographical areas and grade levels, but should not request specific schools or counselors.
 - Interns/practicum students who are teachers or other employees of AACPS **will not** be placed in the schools in which they work. Residents of Anne Arundel County will not be placed in schools to which students in their neighborhoods are assigned.
 - School Counseling interns/practicum students employed by AACPS will need to take a leave of absence in order to complete their experience unless previously arranged between the school and the Coordinator of School Counseling.
 - Fall placement applications must be received by May 1, prior to the placement.
 - Spring placement applications must be received by November 1, prior to the placement.
2. The placement application is forwarded to the Office of School Counseling who will contact principals/counselors in the area of preference and make arrangements for the intern to be placed.
 - Colleges/universities and individual students should not contact any school, principal, or counselor directly about placement requests.
 - Once the mentor has been assigned, the placement form is returned to the Office of College/University Partnerships where the information is recorded and copies of the form are sent to the principal, supervising counselor, and college supervisor.
3. The background form is submitted online through the two-step process provided to all colleges/universities placing interns in AACPS. The college supervisor will be notified when students are approved or if any student is not cleared.
4. For current and former employees of AACPS, names will be forwarded to the Office of Investigations to verify that there are no current, past or pending investigations involving them that would impact the placement.

It is recommended that the intern contact the supervising counselor prior to arrival to arrange a mutually agreeable schedule for performing the required hours.