



Guidelines for Counselor Intern Placement

Thank you for your interest in a counseling internship in the Poudre School District. To be considered for an internship placement in one of our schools you must:

- be entering your final year of a school counselor education preparation program
- complete the PSD Counselor Intern Application
- pass a criminal background check, including submitting a complete set of fingerprints with PSD (detailed instructions will be emailed to the intern once their application is completed and a successful counselor intern placement has been confirmed)
- be enrolled in a college/university that has a signed counselor internship agreement with PSD

Placements will be done based on the following criteria:

- availability of qualified counselors
- willingness of schools to take a counselor intern
- outcome of interview between principal, cooperating counselor, and prospective intern

Every effort will be made to place interns at their requested location or with the requested cooperating counselor who will provide proper mentoring and supervision. However, if the request cannot be met, Human Resources will forward the request to all remaining schools that are accepting counselor interns, unless requested otherwise.

College/university program coordinators and supervisors are encouraged to make contact with individual principals and counselors once intern placements have been confirmed to answer any specific program questions or to schedule cooperating counselor training sessions.

Counselor interns or representatives of the requesting programs should NOT contact counselors or principals directly.

Poudre School District does not place counselor interns in paid internships.

Contact Information: Please direct counselor intern inquiries to:

**Laura Stamper
Human Resources Department**