

Daily Log

FEBRUARY

2/8-2/12/10

This first week in my internship was not really a full week since school was cancelled because of the weather. On the first day, February 8, 2010, of the internship I was very nervous going back to high school and feeling a culture shock. However, I did get a chance to observe a full day in the life of a guidance counselor. Some of the events that occurred were case conferences, editing schedules for the next school year, and preparing students for college. The experience that was the most interesting of the week was the case conferences. The case conferences are conferences to discuss the future education of students at Manchester High School who are in special education. Because of the amount of students from each grade, the case conferences took up the entire day. Unfortunately, I was unable to shadow the counselors during this time because some the parents felt uncomfortable with an outsider in the room. During the first day there were a few times when I had to step out of the office because a student needed to speak with the counselor.

As the internship goes on I am planning on creating a handout for the incoming freshman that prepares them for high school, college, and a career. The handout will go step by step on how to reach goals in preparing themselves for each new chapter in their lives. I gather information from an Indiana career information service website. I was fascinated on the knowledge I could gain to prepare myself for graduate school and/or a future career. Another project I am going to be working on is a presentation for the juniors and seniors about college life. Some of the material I will discuss is the preparation to get into college and college life itself. I will explain the route I took that directed me to Manchester College and my college life experiences.

Since this is only the first week of the internship and I did not have a complete week because of snow days, I do hope that there will be a few things that can improve and I will plan better. The first improvement is to be better prepared with materials such as my personal laptop. I was unable to have it this week because my computer thought it would be funny to not work anymore. I hope by next week my computer will be fix and I will be able to drive into my projects I hope to have done for Mrs. Denney. After this short week because of snow days, I am hoping Mrs. Denney will use me more with anything she needs and allows me to learn and gain experience from her.

2/15-2/19/10

This week has improved from last week because both guidance counselor and I are getting into a routine and better understanding my role in this internship. Although things have improved there are some kinks that need to be adjusted for the internship to run smoother. In my last reflection I believed I explained that I was going to working on some projects that will help incoming freshman prepare for high school. The other project is for juniors and seniors who are preparing themselves for college. I have completed the

incoming freshman project and this project was a handout called "My Plan." The handout was a guideline giving a step-by-step idea of getting to know one's self, how to plan the next four years of high school, and how to prepare for the future after high school. I also made a handout for juniors and seniors who are thinking about going to college and what guidelines they should follow when preparing for their futures. My other project is a presentation for juniors and seniors interested in going to college, but I have not yet completed. In my presentation I will address the steps to applying for college by repeating the handout and adding a few things about SATs/ACTs, FAFSA, and scholarships. Then, I will explain some important tips once in college including staying organized, speaking with the professor and having a good relationship, and time managing. Next, I will show examples of student activities that one can join. Finally, I will have pictures of some student activities and events that have happened at Manchester College. Besides my little projects I have been listening in on some of the meetings Mrs. Denney had with students about attendance, grades, and class schedules. It was interesting to observe how she encourage the students to do and be better while enforcing them that if those who were seniors possibly will not graduate. From my last reflection I talked about case conferences that I will be observing while the guidance counselors discuss the education future of students with a learning disability or any disability. Like last week I was unable to get involved in the case conferences because this week case conferences happened to fall on days that I was not at the high school. I am hoping next week while I'm at the high school I will be able to participate or observe a case conference to gain that experience. Some exciting news that I hope you enjoy and have good experiences is on Saturday February 20, 2010, the high school and junior high school will be having a conjoin school dance at the junior high school that will be from eight to eleven at night. I am excited for this dance because I will be helping chaperoning the dance. Some of the duties are supervising the hallways, passing out drinks, and supervising the students dancing by making sure their dancing is appropriate.

Some improvements and accomplishments I hope to see next week are being able to observe a case conference and find out what exactly happens in these conferences, to complete my personal project of the college presentation for the juniors and seniors. Mrs. Denney told me during the first or second week of March ISTEP remediation or retaking will be happening and if I would like I could help out Mr. Hesting who is in charge. I hope that this experience will give an in depth understanding of all the tasks and jobs a guidance counselor has to take on.

2-22-10

I have gotten farther on my presentation that I am hoping to be finished by the end of this week. While I was working on my presentation, a student came in the guidance office complaining about she had to time to work on homework. As the student was complained I pointed out that she can manage her time better and she would not be stressed out. I gave her tips on how to manage her time by working on homework when she has free time from work and at home she can start homework that was easy then work on the harder homework. The student discussed that she was struggling in her math class and if she does not pass she will not be able to attend a nursing program. To solve this problem I explained that her school had a tutoring program in the morning that she could attend to improve her grade. Being able to help this student felt rewarding and I anticipate

in the future of my internship that I can give more advice to students that will help their futures.

2-24-10

Today the juniors had a meeting with a lady from The National Center For College Costs come in and speak the students about college selection, admission, and financial aid processes. Some of the major points she discussed about college selection topics including finding the best college and taking college tours. Another important point was college admission and application issues including college entrance tests (SAT & ACT), essays and personal statements, interview tips, and helpful websites and scholarship search tips. The lady also explained that The National Center For College Costs has a program designed to show families that college can be affordable. The *College Costs Estimator* Program goes through analyzing each family's situation under the federal formula used to determine need-based financial aid, estimating a student's Expected Family Contribution, and consulting strategies and advice on how to make the numbers work. Right before fifth period one of the English teachers had an emergency and they asked me to fill in since it was the last class of the day. This sudden experience gave me some insight that I forgot. I have to remember that in high school a teacher cannot cancel a class and everyone can go home like we do in college. For the rest of the day I was in the Mac lab with Mrs. Denney while seniors and their parents came in for FAFSA Day. During FAFSA Day Mrs. Denney and the people from The National Center For College Costs assisted the parents of seniors with each step of the FAFSA and answered any and all questions the parents had concerns about the FAFSA.

2-26-10

To kick off the day the guidance counselors and I to try to have a conflict mediation meeting with students of the color guard because of issues that occurred during a performance last night and issues that have been unresolved the entire winter season. It was nice to get first hand observation of the guidance counselors trying to find the roots of all the problems and looking for solutions. Also, today the nurse had asked me to help raise money for the community pool. The reason she asked me was that it is suppose to be a community effort including the college. My job is to go to the elementary school every Friday from 1:30 to 2:00 and selling little snacks to the students for fifty cents. The nurse also stated that it would be nice for me to have another helper from the college and maybe in the future two more students to have a rotating schedule. Right now the plan is still up in the air because all the details are not final. During this past week I have seen some improvements in myself. Mrs. Denney has improved in cooperating with me in this new experience for both of us. In the next few week I am predicting that this gradual improvement will continue especially with a new trimester starting next week and schedule changes will be happening. An interesting observation I have made is that there are many students here at Manchester High School having sex and there are quite a few girls that are pregnant or have a child. I feel another project I would like to work on is taking a different approach to students about practicing safe sex or waiting till one is really ready. It is hard to tell students to believe in abstinence because students are curious and it's are to force students to wait.

MARCH

3-1-10

Today was the beginning of a new trimester at the high school, which meant there were many students coming to the guidance office asking for their schedules to be changed. Many of these schedule changes were for students who have a study hall and would prefer to be a teacher's aide. After Mrs. Denney received all the request forms to be teacher's, guidance, or office aides, I watched Mrs. Denney go into the scheduling system and change every single student. Sometime after lunch a new student was sent down to the guidance office because she was texting during class time. The process that Mr. Hesting took was calling her old school because she claimed she was allowed to text in class at her old school. When the school denied that statement, the student's parents were called and asked to take her phone home with them so this incident did not occur again.

3-3-10

Every Wednesday the teachers have department meetings from 7:45-8:30 discussion important topics. On Wednesdays all the guidance counselors in the Manchester Community School system gets together and report any information that is new or important. Today was my first time sitting in on the guidance counselors meeting because the first week was a snow day, the second week I learned that these meetings were every Wednesday and last week I forgot. Today in the meeting the other counselors and I were getting to know each other and discuss anything new happening or anything that has happen. I have been talking about working on a presentation to present to upperclassmen students about college. Well, I am ninety-five percent done will gathering as much information as possible. Mrs. Denney has set up with a senior class as my guinea pigs before I present to the entire junior class. With this set up I am hoping the seniors will appreciate my hard work and for me to receive some positive feedback that will be me improve the presentation. I will be talking to the senior class next Wednesday, March 10, 2010.

3-5-10

From 1:30-2:00 I went to the elementary school to help sell ice cream treats to the children to help Manchester raise money for the community pool. While at the elementary school we had great success with selling almost two hundred ice creams, supposedly. I am putting the finishing touches on the presentation by adding information for local scholarships, websites for colleges for students to apply online, and editing any spelling or grammar. I am really nervous and excited to present my presentation. I trust the seniors will take my presentation to their advantage to be better prepared for college. At the end of the day a student brought is a project that she did for her online class that Mrs. Denney had to grade. This student is not the only one doing the online class. The online class program is called APEX and this is the first year the school is using this program. It is fascinating how both Mrs. Denney and Mr. Hesting have to take on so much responsibility even though it is suppose to be the teacher's of the area the online class, however, with the program is still new and the details are being flatten out. Next week the high school has GQE testing. It would be nice to be there during most of the testing to get the experience to help handle the testing. Also Mrs. Denney thought that is might be a good idea if I gain experience from the other counselors that the elementary and middle school. Maybe with this jump from school to school I might be able compare and contrast the difference from each school.

3-8-10

Since students are now settled into their classes, the guidance office was pretty quiet. I have my presentation finally finished and ready to present to a class of students on Wednesday. I have all my handouts printed out and ready to go. While I was in the faculty lunch lounge, I was listening to some of the conversations of the teachers and the guidance counselors. I was shocked and surprised by many of the issues some of these students have because of problems at home. Many of these stories were of students that have graduated but it was still surprising. I prefer not to go into details because of confidentiality.

3-10-10

Today has been a very busy with practice run presentation, ISTEP (GQE testing), and it is not even close to lunch time. The school was having a staff meeting so Mrs. Denney said I did not have to come. By 8:35 I was up in a senior economic class giving my practice run presentation about the different steps thing important facts the students should know about college. I started off by going through the handout I created and used in the power point. Next I stopped the presentation to have students work on worksheets I created to see if college is really for them and what are their future goals and plans. Then I went back into the presentation discussing the appropriate steps to prepare for college. After going through the preparation for college, I explained some of the college life activities that occur at Manchester College and also at other colleges. I tried to encourage the students to participate in college because college life will be more enjoyable. Finally I left them with a question on whether they were ready for the next steps in their life or not. Once I finished my presentation and gather all materials I headed down to the large group instructional classroom to observe and help Mr. Hesting in watching the students from cheating on the ISTEP/GQE tests. As I was sitting in the back of the classroom watching the students, I remembered the times I took the Graduation Qualifying Exams and hating taking them because I am not good at standardized tests such as SATs, ACTs, and ISTEP. At the end of the school day Mrs. Denney had a case conference to discuss the plan for next year's school classes for a student with a learning disability. Although I did not get to observe, I am hoping soon I will be able to sit in and watch the process first hand.

3-12-10

This morning has been going very slow that is probably because it is Friday. This afternoon from 1:30-2:00 I went over to the elementary school to help collect money from selling ice cream bars. I do not remember if I explained the purpose of me going to the elementary school, but I go to the elementary school to help raise money to rebuild the pool. Although just selling ice cream bars is not going to reach the goal but it is start. Today we sold more ice cream bars than last week with 360 bars sold. If the elementary school students buying so much ice cream they could possible reach the goal to rebuild the pool.

3-15-10

This morning started off a little crazy because some students forgot that we had to set our clocks ahead an hour for daylight savings time. Also, one of the gym teachers was running late so I had to fill in for their first period class. I just learned today that Mrs. Denney will be giving the AP exams to the students Tuesday, May 4 to Wednesday, May 12. During the days I am at the high school I will be helping Mrs. Denney observing the students and making sure they do not cheat. At lunch Mrs. Denney brought up the idea that I could monitor student lunchtimes. Starting soon I will be keeping track of students who attend morning or after school tutoring every week. I am trying to find small jobs or tasks that will help keep me busy and help out Mrs. Denney or Mr. Hesting.

3-17-10 (St. Patrick's Day)

Today was the weekly meeting with all counselors in the Manchester Community Schools. This meeting was a little bit different because we sorted out the ISTEP tests of third to eighth grade. All this sorting took the entire time because of some confusion with certain grades have too many tests used and leftover. Today has been interesting because of St. Patrick's Day trivia, a freshman student dropping out of school and having to be escorted around school by me, and asking guidance office aides to bring students down.

3-19-10 (TGIF)

This morning Mrs. Denney gave me the log sheets for tutoring from this week and my task was to keep an excel sheet of all the names of the students that attended and the dates. After I finished the excel sheet I began working on a presentation about sex education and educating students about facts of sex and the consequences of having unprotected sex. I still haven't discussed with Mrs. Denney when I will present my first presentation to the juniors or when I can present this second presentation. I am hoping to present my college presentation sometimes after the high school's spring break. This afternoon I went to the elementary school from 1:30 to 2:00 for the Friday snack. This week we sold 300 snacks which is really good but not as much as last week. Maybe next week the elementary students will buy more next week when they have ice cream again.

3-22-10

Today has been a slow day because it is Monday and it just has been a gloomy day with the dark clouds and rain. I was unable to stay the entire school day because I had this massive headache that was causing me not to focus. I am hoping this headache will go away before Wednesday.

3-24-10

I am just having a really bad week or bad luck. Tuesday evening some constructors were working outside my apartment building and happened to hit a main gas line. Since the workers and the North Manchester emergency service did not know when the building was stable to return, I had to crash on someone's futon and did not return to my apartment until 8:00 am Wednesday.

3-26-10 (TGIF)

Today has a slow day at the high school since it is Friday. There have been some students coming in wanting to change their schedules for next year. After lunch the high school had a preview performance of their spring musical Blood Brothers. I attended to watch and to help watch the students to make sure they stayed on good behavior. During the performance I had to leave for the Friday snack which was a bomb pop. The elementary school students have been doing well with selling and eating almost 300 snacks. The college break starts today and then the high school has their spring break after ours. I am hoping this two week break from the internship will allow me to reorganize myself and to catch up on any work that I am behind in. Since I missed a day and a half of the internship this week, I will have a short reflection. This first half of the internship has been going really well. I am learning important tasks Mrs. Denney and Mr. Hesting have as guidance counselors.

APRIL

4-12-10

Today is the first day back to the internship after being on spring break for two weeks and things at the high school have already been crazy. Since the high school was on spring break last week as well many of the students are getting back in routine. In one of my previous reflections I was keeping track of all the students who attend after school student, well I was a little behind because of being on spring break. With being behind it was nice to have some work to keep me busy while I try to get back into routine.

4-14-10

During the morning announcements the principal announced that the high school will be merging with the middle school next year because of budget cuts and the school will be going back to semester scheduling. With the new changes students will have to come see the counselors to add a class or two. Mrs. Denney also informed me that all the guidance counselors were terminated and will have to reapply for the positions because instead of have four counselors in the community schools, there will only be three. When hearing information like this, it scares me because the hope of finding a career after graduating gets slimmer and slimmer.

4-16-10 (TGIF)

Today is Friday but it is also mid-semester for the high school. There are some of the aides in the guidance office who need to raise their grade today to keep their job as a guidance office aide. During third and fourth period I was with a study hall teacher helping her by helping the students in her class with any homework. In the afternoon, at 1:30, I went to the elementary school for the Friday snack.

4-19-10

Since today is Monday and it is the beginning of a new week, it was pretty slow and quiet in the guidance office. I was informed that there is be some case conferences this Wednesday or next Wednesday that I will be able to sit on. It will be nice to finally see what occurs during one of these conferences. At the end of the day with about ten minutes left before school was let out, I was asked to supervise a class while the teacher went to the office to fill out some paper work.

4-21-10

Today is Wednesday which means that it was the day for a weekly meeting with all the counselors in the Manchester Community Schools. During the meeting I had an eye opener on how many issues a counselor has to handle with students and their home problems while trying to make sure the other students are on the right track. During second period Mrs. Denney and I went down to a senior AP environmental science class to fill out registration information for the AP exams coming up in the first two weeks of May. We went step-by-step with the students on bubbling in their names, school codes (high school and colleges), and then they had to fill out student packets. This experience gives me an idea of what certain processes like the AP exams will be like for me when I become a guidance counselor. During fourth period I was in the library watching a study hall while the librarian went to lunch.

4-23-10 (TGIF)

In the morning Mrs. Denney had a meeting of a group of students who were getting Fs in a class or two and I observed the meeting. She explained to the students that they only had a few more weeks left of school and if they didn't raise their grade it could mean they will have to retake the class next year or not graduate if they were a senior. After this morning, it got very busy for me. I had to watch a teacher's class for SRT, fourth and fifth periods.

Plus in the middle of the classes I had to run over to the elementary school to help sell the Friday snack. After selling the snacks I had to rush back to finish supervisor the class.

4-26-10

It's the start of a brand new week and I already feel busy. I started my day by waking up late and going to the union to pick up my sack lunch to find out they did not even make one for me. When I arrived to school I forgot that there was a case conference this morning and I missed the chance to observe. Also I am suppose to keep track of the students after school tutoring log and left my flash drive that has the tutor log on back in my room. Since it is only 9:25 am I am hoping this gloomy day will get better. As I was going through the tutoring log, I have noticed that not many students take advantage of tutoring when I heard how many students are not doing well in their classes from the counselors. During the beginning of each lunch the guidance counselors had to help supervised the lunch lines because the school was doing a new set up to help for next year's merge with the junior high. After lunch it was pretty quiet in the office that people were able to get some work done.

4-28-10

On Wednesday's the guidance counselors usually have collaboration, however, today started off a little different because case conference starts at 8:00 am. I was unable to sit in on the first case conference because of the sensitivity of the case. Fortunately at 9:00am there was another case conference that I was able to attend. I really appreciated being able to experience a case conference and to observe the role a guidance counselor plays in these case conferences. Before going into a case conference I did not know what to expect because I figured every case was different. After the conference Mrs. Denney informed me that not all case conferences were as simple as the one I sat in on because most are more in depth and this case conference was an exit interview for a senior. Also, I did not know that many of these case conferences were to discuss a student's IEP and what measures or acts to take to accommodate the student's disability. With this experience I feel I will be more prepared when I become a guidance counselor.

4-30-10 (TGIF)

Today has been one of those days. My morning started off on a bad note with me waking up late and having to walk to the union to get my lunch because the union parking lot was closed for the cook-off. Because my position at the high school is only an internship I have some freedom to decide when I would like to arrive at school. However, this experience has taught me that this tardiness will not fly well when I become a guidance counselor. At 1:30 I went to the elementary school for its weekly snack. As I sell these snacks to the children every week, I have come to the conclusion that although I like children and think they are very sweet, I do not think I could every work in an elementary school as counselor because they have so much energy that they drain me very quickly. After this week I have two more weeks of selling snacks and I hope I can survive those two weeks. When I returned to the high school I had to watch a class because the teacher went on a field trip. I really appreciate when the students listen because it lets me know that there are still students who are respectful to authority people. I am glad that this week is over but I know the next two weeks will be very busy with selling snacks to the elementary students, helping Mrs. Denney with AP tests, and anything else that they ask me to do.

5-3-10

It seems that Mondays are always a quiet day in the guidance office because we are just coming back from the weekend. Mrs. Denney and Mr. Hesting did have some students come into their offices to discuss their grades and whether they will be able to graduate this school year. Being a guidance counselor is a hard career to choose because a guidance counselor has to be the school parent to make sure the students are doing their homework to pass the classes and to make sure they graduate. The guidance counselor has a very emotion job as well because one has to sympathize for the students and show empathy without getting too attracted and not very personal.

5-5-10 (Cinco De Mayo)

I am starting my morning with helping with Mrs. Denney give AP exams to students. Yesterday was the first day of AP exams and will continue until next Friday. I am excited to give or help give these exams because I get free breakfast which is a bonus for me. The process to prepare for these exams has taken some time to order the exams (and make sure there is enough funds or students who just want to take an AP exam to try and get college credit), have the students fill out information, and being responsible for every exam that is taken and that is not taken. Today's AP exam was pretty simple procedure with the instructor giving the students instructions on how to take the exam, what to do with the exams after completion, and when will the students receive their scores. At the end of the day the guidance counselors received the scores of the students who took the GQE test in early March. It was hard for the guidance counselors to give the news to students because some did well and passed but the hard part was to tell the students that did pass and some were seniors. When I become a guidance counselor I feel that task to tell the students would be extremely hard because it just hurts them to know they will have to retake it again or they will not graduate this year.

5-7-10 (TGIF)

This morning is a gloomy day to end the week. However, after today there is only one more week left of my internship. Today is another day of AP exams and today's exams are over U.S. History. As I watch these juniors and seniors take these exams it reminds me of the times when I was in high school having to take all these AP exams for college credit. I understand how many of these students are feeling because I remember going into the testing room and being very nervous. Some of the reasons for the nerves were that I wanted to get a high enough school to get college credit and I just did not like taking tests.

5-10-10 (LAST WEEK OF INTERNSHIP)

Wow! Today is the start of my last week of my internship. I cannot believe this last semester of my college career has gone by so fast. To start off my last week of the internship, I have a full day in the library helping Mrs. Denney give AP exams to students who wanted to take the Biology and Physics AP exams. It is interesting to observe the different environments upon which the exams are given. When the exam is given to students taking that class such as environmental science, U.S. history, calculus, and statistics, the exam is taken in a classroom with more distractions than those that take it in the library, in a room by one's self. However, an issue for me or someone giving the exams has to be a problem of trying to keep the people around the test taker quiet and the other noises kept to a minimum. During these last weeks of my internship and the AP exams, I feel I have given more responsibility by being allowed to give directions to the students taking the

AP exams. By having this responsible, it makes me feel more like a guidance counselor than just an intern.

5-12-10

Today is the last day of collaborations and giving AP exams for me. I am starting another day with very gloomy weather. As this week comes to an end, I am excited to leave and start my journey to being a guidance counselor, but at the same time I feel I need more time to prepare myself. I am glad that I was able to experience helping Mrs. Denney with the AP exams for the past two weeks. I appreciated being the exam given instead of the exam taker. I was nice to get the other side of the perspective. During the exam Mrs. Denney allowed to give instructions to the student again. Being able to give instructions is fun because it allows me to have some power even though I am only an intern. Throughout the day Mrs. Denney was talked with students about grades and schedules for this school year and next school year. After lunch the rest of the day began to quiet down and people were able to get work done.

5-14-10 (TGIF)

This day has finally come. Today is my last day of my internship, which mean graduation is just around the corner. With today being Friday, the office was pretty quiet. After lunch the seniors went to the PAC to fill out student exit interview forms before they could graduate, just like us graduating seniors. I am going to miss the people I have worked with this semester, Mrs. Denney, Mr. Hesting, the staff, and faculty. I am grateful to have had this internship with very experienced counselors and showing to what the life of a guidance counselor looks like. It was a pleasure working with them and getting to experience the life of a guidance counselor. Mrs. Denney was wonderful to work with even if there were many slow days in the office. My experience was enjoyable because there was never a dull more and everyday kept me on my toes. If I had a job that was routine and very repetitive, I may get bored and not love my job. I am really sad that I did not get to present my presentation on college life to the junior class. I tried scheduling a day but with the end of the year being so crazy there was just no time. Although, I did not get to show it, I plan on using it when I become a guidance counselor. With today being my last day of my internship, it is also my last day helping out at the elementary school for Friday snacks. I am going to miss all the little children and their energized little selves. Working at both the elementary and high school I have been able to experience the different personalities, attitudes, and behaviors of students. It is crazy to see huge changes between the schools and how the students view education, the teachers, and school. If I could blend students I would prefer the attitudes and behaviors of elementary school students but it the high school students' bodies. This semester has been an enormous learning experience. I have learned so much from this internship that it has opened my eyes and mind on what I want to do with my future and where I would like to work.