Dear Traverse Site Supervisor,

Thank you for participating in the Traverse Outreach Program (Traverse) by serving as either a school or clinical mental health site supervisor. The student volunteering at your school or agency is fulfilling the service-learning component of the School or Clinical Mental Health Counseling class.

Students in these areas are at an intermediate level of counselor education and training. While they cannot provide counseling, they can shadow you or observe another staff member, give presentations, assist with certain administrative tasks and perform other duties that you feel are appropriate.

**Learning objectives for Traverse students:**

- Increased knowledge of the roles and functions of professional school or clinical mental health counselors
- Increased awareness of the professional relationships between school or clinical mental health counselors and other helping professionals

**Requirements of Traverse students:**

- 30 volunteer hours shadowing either a school or clinical mental health counselor
- A satisfactory evaluation from the school or clinical mental health site supervisor

When the 30 hours are finished, the Traverse student will give you a completed time sheet to sign and an evaluation form to fill out and sign. Having a discussion about the evaluation will help the student recognize his or her strengths as well as areas for improvement. The student is responsible for returning both the evaluation and time sheet to his or her professor. Reference copies of both items are included in this packet.

During the semester, a member of the Traverse team will contact you to see how the student is doing. Please feel free to contact me at any time if you have any concerns, questions, or suggestions.

Thank you again for your participation in the Traverse program and for providing our future counseling professionals with a most valuable learning experience.

Sincerely,

Jean Keim, Ph.D.
Counselor Education Program Coordinator
Traverse Program Director
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