

THE PRACTICUM & INTERNSHIP DIRECTORY



THE SCHOOL COUNSELING PROGRAM

AT

JOHN CARROLL UNIVERSITY

Revised: Spring 2010

Dear Student:

Welcome to the beginning of your Practicum and Internship, the field experience component of your counselor training. Now is your opportunity to put formal knowledge into practice within the field.

This directory is designed to provide information that will assist you in beginning the Practicum and Internship experience required for the completion of your degree program.

This is a time to consider and work with your professor as both a mentor and peer. During the Practicum and Internship experience, the mutual development and learning which occurs between faculty and student is intensified. We look forward to learning a great deal from you during this time and thank you in advance for allowing us to join you in this part of your educational journey.

You have worked hard to reach this point. Enjoy the process. Remember you are here to lead and to serve others. May this be a life-giving time for you and your students.

Sincerely,

Faculty members of the John Carroll University School Counseling Program

How to use this directory

This directory is set up with basic contact information for local school districts that are potential practicum/internship sites. While this directory contains most of the school districts in the area, this is not a comprehensive listing of all local school districts. If you are interested in obtaining information about a school district not listed in this directory, you may contact your John Carroll University School Counseling Practicum/Internship Coordinator, Dr. Nancy Taylor, for assistance. Please note that addresses generally reflect the address of the district home, however, many larger districts have multiple school buildings located throughout the district. It is recommended that you confirm addresses or locations before going for a face-to-face meeting.

The contact person listed for each district is a great starting point as you begin your research into potential practicum/internship sites. Generally, the contact person is a school counselor at a specific school within the district and may not be in the age range or interest area of your choice. However, you may still utilize this contact person as your link to other school counselors in that district or for any general questions you may have.

How to Set Up Your Practicum & Internship Experience

1. Request to meet with your faculty advisor to receive the Practicum & Internship Handbook.

This Handbook details the step-by-step process for the Practicum and Internship experience.

2. REMEMBER: Applications for the internship **must be submitted** no later than **November 15th** for the spring semester or **April 1st** for the fall semester.

The internship consists of 600 contact hours over a minimum of one calendar school year. At least 240 of the intern's 600-hour requirement shall be in direct counseling service to children under the supervision of a certified school counselor at the internship site as well as the supervision of the university's internship coordinator.

How to Conduct an Informational Interview

Adapted from CareerBuilder.com

“An informational interview can be a key component in your career toolbox, providing you with insight, guidance and professional connections that cannot be gained through other means.

The next time you are searching for a job, think about what you may gain from arranging a few of these short but valuable meetings.”

1. Choose school districts that most interest you as practicum/internship sites.
2. Set up the interview: Be courteous to each person you speak to along the way.
3. Be professional: Treat this process as you would a job interview. Arrive a few minutes early, dress professionally, bring an updated resume, and sell your skills.
3. Be knowledgeable: Arrive prepared for your interview with knowledge about the school district, the school counselor you are interviewing, and any other information you feel demonstrates your interest in the school.
4. Be prepared: Formulate questions you would like to ask, designing questions that show your knowledge of the school district.

- Examples:
- How did you get started in the field?
 - What do you like most/least about your job?
 - What is your typical day like?
 - What skill sets and abilities will I need to be successful in this field?

5. Keep it short and simple: Remember, most school counselors are extremely busy so be mindful of the time. Stick to the point and try not to ramble.

*Remember: Most informational interviews last between **15-20 minutes**.*

6. Concluding the interview: Thank the counselor for his time and assistance. You can also send a follow-up email or card to express your thanks. This may also prove helpful as a future networking resource for you.

Cuyahoga County Public Schools

Bay Village City School District

District Office Address:	377 Dover Center Road Bay Village, OH 44140
District Office Phone:	(440) 617-7300
Website:	www.bayvillageschools.com/
Contact:	Ken Schroeder: Director of Guidance (440) 617-7412 rschro@leeca.org

Beachwood City School District

District Office Address:	24601 Fairmount Blvd. Beachwood, OH 44122
District Office Phone:	(216) 464-2600
Website:	www.beachwoodschoools.org
Contact:	Carolyn Beeler: High School Guidance Counselor (216) 831-2080 x213 crb@beachwoodschoools.org

Bedford City School District

District Office Address:	475 Northfield Rd Bedford, OH 44146-2201
District Office Phone:	(440) 439-1500
Website:	www.bedford.k12.oh.us
Contact:	To Apply: Felice Willis, Director of Secondary Education (440) 439-1500 ext. 3516 fwillis@bedford.k12.oh.us For Info: Yvonne Sims, Guidance Counselor, High (440) 786-3564 ysims@bedford.k12.oh.us

Berea City School District

District Office Address:	390 Fair Street Berea, Ohio 44017
District Office Phone:	(440) 243-6000
Website:	www.berea.k12.oh.us
Contact:	Susan Kelley: Dir. of Guidance Services High School (440) 234-5418 x5417 skelley@bera.k12.oh.us Susan Martin: Counselor/Testing Coordinator; Roehm Middle (440) 239-6573 smartin@bera.k12.oh.us

Brecksville-Broadview Heights School District

District Office Address: 6638 Mill Road
Brecksville, OH 44141

District Office Phone: (440) 740-4000

Website: www.bbhcsc.org

Contact: Kirstin D'Alessandro: 7th Grade Counselor
(440) 740-4423
dalessandrok@bbhcsc.org

Brooklyn City School District

District Office Address: 9200 Biddulph Rd.
Brooklyn, Ohio 44144

District Office Phone: (216) 485-8100

Website: www.brooklyn.k12.oh.us

Contact: Barb Slaine: Guidance, Brooklyn Middle & Brookridge Elem.
(216) 485-8128
barbara.slaine@brooklyn.k12.oh.us

Chagrin Falls Exempted Village School District

District Office Address: 400 E Washington St
Chagrin Falls, OH 44022

District Office Phone: (440) 247-5500

Website: www.chagrin-falls.k12.oh.us

Contact: Rick Bondy: Guidance Counselor, Middle School
(440) 893-7695 x4307
Richard.Bondy@ChagrinSchools.org

Cleveland Heights-University Heights City School District

District Office Address: 2155 Miramar Boulevard
University Heights, OH 44118

District Office Phone: (216) 371-7171

Website: www.chuh.org

Contact: See Dr. Nancy Taylor for contact information

The Cleveland Metropolitan School District

District Office Address: 1380 East 6th Street
Cleveland, OH 44114

District Office Phone: (216) 574-8000

Website: www.cmsdnet.net

Contact: Contact individual school with interest

Cuyahoga Heights School District

District Office Address: 4820 East 71st Street
Cuyahoga Heights, Ohio 44125

District Office Phone: (216) 429-5700

Website: www.cuyhts.k12.oh.us

Contact: Cindy Russell: Director of Guidance, High/Middle School
(216) 429-5770
russell@cuyhts.org

Melissa Gundic: Director of Guidance, Elementary
(216) 429-5880
mgundic@cuyhts.org

East Cleveland School District

District Office Address: 14305 Shaw Ave.
East Cleveland, OH 44112

District Office Phone: (216) 268-6600

Website: www.east-cleveland.k12.oh.us

Contact: Jacqueline Massengale: Guidance Counselor, Shaw High
(216) 268-6500
mmossman@east-cleveland.k12.oh.us

Euclid City Schools

District Office Address: 651 East 222nd Street
Euclid, Ohio 44123

District Office Phone: (216) 261-2900

Website: www.euclidschools.org

Contact: Paula DeMell: Counselor, Central Middle
(216) 797-5303
pdemell@euclid.k12.oh.us

Fairview Park City School District

** Only accepts interns with teaching credentials or experience

District Office Address: 20770 Lorain Rd
Fairview Park, OH 44126

District Office Phone: (440) 331-5500

Website: www.fairviewparkschools.org

Contact: Gabriella Bitz: Guidance Counselor, High School
(440) 356-3500 x4102
gbitz@fairview.k12.oh.us

Garfield Heights School District

District Office Address: 5640 Briarcliff Dr.
Garfield Heights, OH 44125

District Office Phone: (216) 475-8100

Website: www.garfieldheightscityschools.com

Contact: Carrie Martin: Guidance Counselor, High School
(216) 475-8308
cmartin@garfield-heights.k12.oh.us

Independence Local School District

District Office Address: 7733 Stone Road
Independence, OH 44131

District Office Phone: (216) 642-5850

Website: www.independence.k12.oh.us

Contact: Dr. Mel Termini: Counselor, High School
(216) 642-5860 x1207
mtermini@independence.k12.oh.us

Lakewood City Schools

District Office Address: 1470 Warren Road
Lakewood, OH 44107

District Office Phone: (216) 529-4000

Website: <http://lakewoodcityschools.org>

Contact: To Apply: Fran Hanrahan, HR Specialist
(216) 227-5141
Fran.Hanrahan@lakewood.k12.oh.us

For Info: Emma Lee Young, School Counselor, High
(216) 529-4040
emmy.young@lakewood.k12.oh.us

Maple Heights City School District

District Office Address: 14605 Granger Rd
Maple Heights, OH 44137

District Office Phone: (216) 587-6100

Website: www.mapleschools.com/

Contact: Michael Wagner: Guidance Department Chair, High
(216) 587-3200 x1051
mike.wagner@mapleschools.com

Mayfield City Schools

District Office Address: 1101 SOM Center Road
Mayfield Heights, OH 44124

District Office Phone: (440) 995-6800

Website: www.mayfieldschools.org

Contact: Marc Kaminicki: Chairperson, School Counseling Dept.
(440) 995-6823
mkaminicki@mayfieldschools.org

North Olmsted City Schools

District Office Address: 27425 Butternut Ridge Rd.
North Olmsted, OH 44070

District Office Phone: (440) 779-3549

Website: www.northolmstedschools.org

Contact: Pat Maly: Department Chairperson, High School
(440) 779-3517
pmaly@leeca.org

North Royalton City School District

District Office Address: 6579 Royalton Rd
North Royalton, OH 44133

District Office Phone: (440) 237-8800

Website: www.northroyaltonsd.org

Contact: Diane Carlson: Dept. Chairperson, High School
(440) 582-7812
diane.carlson@northroyaltonsd.org

Olmsted Falls City Schools

**Not taking interns for the 2010-2011 school year

District Office Address: 26937 Bagley Road
Olmsted Falls, Ohio 44138

District Office Phone: (440) 427-6000

Website: www.ofcs.net

Contact: Lisa Meinhardt: School Counselor- High
(440) 427-6118
lmeinhardt@ofcs.net

Orange Schools

District Office Address: 32000 Chagrin Blvd
Pepper Pike, OH 44124

District Office Phone: (216) 831-8600

Website: www.orangeschools.org

Contact: Rosemary Fabrizio: Guidance, High School
(216) 831-8600 x2607
rfabrizio@orange.k12.oh.us

Parma City School District

District Office Address: 5311 Longwood Ave.
Parma, OH 44234

District Office Phone: (440) 842-5300

Website: www.parmacityschoools.org

Contact: Sharon Jones: Internship Coordinator
(440) 885-7083
joness@parmacityschoools.org

Richmond Heights Local School District

District Office Address: 447 Richmond Rd
Richmond Heights, OH 44143

District Office Phone: (216) 692-8485

Website: www.richmondheightsschoools.org

Contact: Dan Sadler: Counselor, District Contact
(216) 692-0097 x571241
dsadler@richmondheightsschoools.org

Rocky River City School District

District Office Address: 21600 Center Ridge Rd
Rocky River, OH 44116

District Office Phone: (440) 333-6000

Website: www.rrcs.org

Contact: Julie Morriss: Department Chairperson
(440) 356-6804
morriss.julie@rrcs.org

Shaker Heights City School District

District Office Address: 15600 Parkland Dr
Shaker Heights, OH 44120

District Office Phone: (216) 295-4000

Website: www.shaker.org/about/directory

Contact: Eileen Blattner: Chairperson, High School
(216) 295-4213
blattner_e@shaker.org

Solon City Schools

District Office Address: 33800 Inwood Road
Solon, OH 44139

District Office Phone: (440) 248-1600

Website: www.solonschools.org

Contact: Anne Johns: Director of Guidance
(440) 349-6241
annejohns@solonboe.org

South Euclid-Lyndhurst City Schools

District Office Address: 5044 Mayfield Rd
Lyndhurst, OH 44124

District Office Phone: (216) 691-2000

Website: www.sel.k12.oh.us/

Contact: Karen Valenza: Intern Coordinator
(216) 691-2000
valenza@sel.k12.oh.us

Strongsville City Schools

District Office Address: 13200 Pearl Road
Strongsville Ohio 44136

District Office Phone: (440) 572-7000

Website: <http://strongnet.org>

Contact: To Apply: Denise Abboud, Director of Pupil Services
(440) 572-7045
abboud@strongnet.org

For Information: Jeff Eby, School Counselor
(440) 572-7112
Eby@strongnest.org

Warrensville Heights City School District

District Office Address: 4500 Warrensville Center Rd
Warrensville Heights, OH 44128

District Office Phone: (216) 295-7710

Website: <http://www.warrensville.k12.oh.us/>

Contact: Debra Campbell, Director of School Improvement
(216) 295-7812
wa_campbell@lgca.org

Westlake City Schools

District Office Address: 27200 Hilliard Blvd.
Westlake, OH 44145

District Office Phone: (440) 871-7300

Website: <http://westlake.k12.oh.us/>

Contact: Deb Voss: Head Counselor, High School
(440) 250-1009
Voss@westlake.k12.oh.us

Geauga County Public Schools

Berkshire Local Schools

District Office Address: 14259 Claridon Troy Road
Burton, OH 44021

District Office Phone: (440) 834-3380

Website: www.berkshireschools.org

Contact: To Apply:
Stephen Reedy, High School Principal
(440) 834-3380
be_reedy@lgca.org

Cardinal Local School District

District Office Address: 15982 High St.
Middlefield, OH 44062

District Office Phone: (440) 632-0261

Website: www.cardinal.k12.oh.us

Contact: Lori Gill: Director of Guidance, Cardinal High School
(440) 632-0264
ca_gill@lgca.org

Chardon Schools

District Office Address: 151 Chardon Avenue
Chardon, OH 44024-1089

District Office Phone: (440) 285-4057

Website: www.chardon.k12.oh.us

Contact: Donna Weir: Counselor, High School
(440) 285-4060
ch_weir@lgca.org

West Geauga Local Schools

District Office Address: 8615 Cedar Road
Chesterland, OH 44026

District Office Phone: (440) 729-5900

Website: www.westgeauga.k12.oh.us

Contact: Kimberly Zannetti: School Counselor, High;
Guidance Department Liason
(440) 729-5964
Kim.Zannetti@westg.org

Lake County Public Schools

Mentor Public Schools

District Office Address: 6451 Center St.
Mentor, OH 44060

District Office Phone: (440) 255-4444

Website: www.mentorschools.net

Contact: Daniel Litzinger, Coordinator of Guidance & Counseling
(440) 947-5350
Litzinger@mentorschools.org

Painesville City Local Schools

District Office Address: 58 Jefferson Street
Painesville, Ohio 44077

District Office Phone: (440) 392-5060

Website: www.painesville-city.k12.oh.us

Contact: Dionna LaGarde: School Counselor, Harvey High
(440) 392-5142
pc_lagarde@lgca.org

Perry Local Schools

District Office Address: 4325 Manchester Avenue
Perry, Ohio 44081

District Office Phone: (440) 259-3881

Website: www.perry-lake.k12.oh.us

Contact: Lori Reigert, Guidance Counselor- High
(440) 259-3881
reigertl@perry-lake.k12.oh.us

Wickliffe City School District

District Office Address: 2221 Rockefeller Road
Wickliffe, Ohio 44092

District Office Phone: (440) 943-6900

Website: www.wickliffe-city.k12.oh.us

Contact: Leah Porcello, High School Counselor
440-943-7712
wc_lporcello@lgca.org

Willoughby-Eastlake City Schools

District Office Address: 37047 Ridge Road
Willoughby, Ohio 44094

District Office Phone: (440) 946-5000

Website: www.weschools.org

Contact: Marybeth Adams: Guidance Dept. Head
(440) 975-3670
Marybeth.Adams@weschools.org

Private Schools

Beaumont School

District Office Address: 3301 North Park Boulevard
Cleveland Heights, OH 44118

District Office Phone: (216) 321-2954

Website: www.beaumontschool.org

Contact: Nancy Waina: Director of Guidance
(216) 321-2954
nwaina@beaumontschool.org

Mary Grimaldi: Director of College Counseling
(216) 321-2954 x322
mgrimald@beaumontschool.org

Benedictine High School

District Office Address: 2900 Martin Luther King Junior Drive
Cleveland, OH 44104

District Office Phone: (216) 421-2080

Website: www.cbhs.net

Contact: Fr. Anselm: Guidance Dept. Head
(216) 421-2080 x337
anselm@cbhs.net

Gilmore Academy

District Office Address: 34001 Cedar Road
Gates Mills, OH 44040

District Office Phone: (440) 442-1104

Website: www.gilmour.org

Contact: Patricia Brubaker: Dean of Student Development & Guidance
(440) 684-4563
brubakerp@gilmour.org

St. Edward High School

District Office Address: 13500 Detroit Avenue
Cleveland, OH 44107

District Office Phone: (216) 221-3777

Website: www.alumni.sehs.net

Contact: To Apply: Eugene Boyer: Principal
(216) 221-3776
eboyer@sehs.net

For Information: Tom Carey
(216) 221-3776 x260
tcarey@sehs.net

St. Ignatius High School

District Office Address: 1911 West 30th St.
Cleveland, Ohio 44113

District Office Phone: (216) 651-0222

Website: www.ignatius.edu

Contact: Contact the guidance department
