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COLLEGE OF EDUCATION  
SCHOOL COUNSELING SITE (COUNSELOR) MENTOR AGREEMENT**

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**Site (COUNSELOR) Mentor**

**Phone**

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**Address**

**Email Address**

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**School Counseling Candidate**

**Semester (Fall or Spring/Year)**

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**School**

**Office/Classroom Phone**

I agree to guide and mentor a school counseling candidate for the semester designated above. I agree to follow the policies and procedures as outlined in the School Counseling Guidebook:

<http://www.msubillings.edu/coe/FieldExper/CounselingInternships.htm>

**Specific duties of the Site Mentor are inclusive of the following:**

Requirements include but are not limited to the following:

- Guiding and mentoring school counseling candidate in school counseling activities and duties.
- Assisting school counseling candidate in completing Diversity Report and Knowledge, Skills, and Abilities documents.
- Verifying and signing the school counseling candidate's Internship Time Log and the following:
  - Two (2) Progress Report: School Counseling Internship forms (MIDTERM and FINAL)
  - One (1) Dispositions Observation form
  - One (1) School Counseling Internship-Final Grade Report
- I understand that I will be compensated at the rate of \$250 (minus tax/retirement) per semester. If more than one School Counseling Site Mentor participates during the same semester for the same candidate, the stipend will be split equally. Said compensation will be issued under the following conditions:
  - Submission of this **School Counseling Site Mentor Agreement form**
  - Submission of **New Employee Info Forms, W-4 & I-9 forms**
  - Submission of the **Field Experience Diversity Report**

Please mail these forms to:

**MSUB – College of Education,  
1500 University Drive, Billings, MT 59101.  
Attn: School Counseling**

Once materials listed above have been received, a check for \$250 (minus tax/retirement) will be mailed to you at the end of the semester.

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**Site (Counselor) Mentor Signature - Date**