



TAMILNADU COUNCIL FOR OPEN AND DISTANCE LEARNING

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POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING

INTERNSHIP REPORT

“An Observational Study of Guidance and Counselling Practices”

Submitted by:

Name of the Student: _____

Register Number: _____

Course: Post Graduate Diploma in Sports Psychology

Session: Academic/Calendar-20____

Date of Submission:

INTRODUCTION

Introduction to Guidance and Counselling

The student should write approximately **1 page** covering:

- Meaning of Guidance
- Meaning of Counselling
- Difference between guidance and counselling
- Importance of guidance in education and personal development
- Importance of career guidance
- Educational guidance
- Personal and social guidance
- Importance of decision-making
- Role of a guidance counsellor

Suggested opening:

Guidance and Counselling are important processes that help individuals understand their abilities, interests, needs and problems and make appropriate decisions in educational, career, personal and social areas. Guidance provides direction and support, while counselling provides an opportunity for individuals to explore their concerns and develop appropriate ways of dealing with them.

OBJECTIVES OF THE INTERNSHIP

The student may select **6–8 objectives**.

1. To understand the practical application of Guidance and Counselling.
2. To observe the role and responsibilities of a guidance counsellor.
3. To understand the importance of educational guidance.
4. To observe career guidance practices.
5. To understand the importance of personal and social guidance.
6. To observe communication and interpersonal skills used in guidance.
7. To understand the process of identifying individual needs.
8. To observe individual and group guidance activities.
9. To understand the importance of confidentiality and professional ethics.

10. To relate theoretical knowledge with practical situations.

PROFILE OF THE INTERNSHIP ORGANIZATION

About the Organization

Name of Organization:

Location:

Type of Organization:

- ☐ School
- ☐ College
- ☐ University
- ☐ Counselling Centre
- ☐ Career Guidance Centre
- ☐ NGO
- ☐ Community Centre
- ☐ Rehabilitation Centre
- ☐ Other: _____

Details

Major Services Provided:

Target Group:

Students / Adolescents / Adults / Parents / Job Seekers / Community / Others

Number of Counsellors/Guidance Personnel:

Working Hours:

Brief Profile

The student should describe:

- Background of the organization
- Main activities
- Guidance services
- Counselling services

- Target population
- Role of counsellors/guidance personnel
- General working environment

METHOD OF OBSERVATION

Observation and Supervised Learning

The student may observe:

- Individual guidance
- Career guidance
- Educational guidance
- Personal guidance
- Group guidance
- Counselling sessions
- Communication techniques
- Decision-making support
- Referral procedures
- Follow-up activities

Areas Observed

Area	Observation
Communication	
Active Listening	
Rapport Building	
Educational Guidance	
Career Guidance	
Personal Guidance	
Social Guidance	
Decision-Making	
Group Guidance	

Area**Observation**

Follow-up

DAILY INTERNSHIP OBSERVATION RECORD

The student should maintain a simple daily observation diary.

Date	Activity Observed	What I Observed	What I Learned
Day 1	Introduction	Guidance centre and activities were explained	Understood the role of guidance
Day 2	Educational Guidance	Students discussed educational choices	Learned about educational guidance
Day 3	Career Guidance	Different career options were discussed	Understood the importance of career information
Day 4	Individual Interaction	Counsellor listened to an individual's concerns	Learned the importance of active listening
Day 5	Group Guidance	Group discussion was conducted	Learned about group guidance

The student may include **5–10 daily observations**, depending on the duration of the internship.

OBSERVATION OF A GUIDANCE / COUNSELLING SESSION**5. Session Observation**

Date: _____

Session No.: _____

Duration: _____

Type of Session:

- ☐ Educational Guidance
- ☐ Career Guidance
- ☐ Personal Guidance
- ☐ Social Guidance
- ☐ Counselling

☐ Group Guidance

☐ Other: _____

Participant Code: _____

(Do not write the person's real name.)

Areas Observed

1. Introduction and Rapport Building

How was the individual/group welcomed?

2. Identification of Concern

How was the main concern identified?

3. Communication

How did the counsellor/guidance professional communicate?

4. Listening

How was active listening demonstrated?

5. Information Provided

What type of guidance or information was provided?

6. Decision-Making Support

How was the individual helped to consider available options?

7. Interaction

How did the individual respond?

8. Session Closure

How was the session concluded?

9. Student's Learning

What did the student learn from observing the session?

CASE OBSERVATION

Brief Case Observation

The student may prepare **one anonymized case observation** under supervision.

Basic Information

Case Code: _____

Age Group: _____

Gender: _____

General Background:**Presenting Concern**

Briefly describe the individual's general concern.

Examples:

- Educational choice
- Career decision
- Academic difficulties
- Adjustment issues
- Communication difficulties
- Relationship concerns
- Decision-making difficulties
- Personal development

Background

Write only relevant, non-identifying information.

Observed Behaviour

Describe the general behaviour and interaction observed.

Guidance/Counselling Process

Briefly describe:

- Rapport building
- Identification of concern
- Discussion of alternatives
- Information/support provided
- Decision-making process
- Follow-up, if applicable

Student's Learning

Explain what the student learned from observing the case.

Confidentiality: Do not include the individual's name, address, phone number, institution details or other identifying information.

GUIDANCE AND COUNSELLING SKILLS OBSERVED

Skills Observed

The student should briefly describe the following:

1. Active Listening

Listening attentively to understand the individual's concerns.

2. Communication

Using clear, respectful and appropriate communication.

3. Empathy

Understanding the individual's feelings and perspective.

4. Rapport Building

Creating a comfortable and supportive environment.

5. Questioning

Using appropriate questions to understand the concern.

6. Information Sharing

Providing relevant educational, career or personal information.

7. Decision-Making Support

Helping individuals consider alternatives and consequences.

8. Problem-Solving

Helping individuals explore possible solutions.

9. Referral

Recognizing situations where referral to another qualified professional may be appropriate.

10. Follow-Up

Reviewing progress or providing continuing guidance where applicable.

MAJOR OBSERVATIONS / FINDINGS

Findings

The student can write **8–10 simple findings**.

Sample Findings

1. Guidance helps individuals make informed educational and career decisions.

2. Active listening is an important part of effective guidance and counselling.
3. Individuals have different educational, career and personal needs.
4. Accurate information is important in career and educational guidance.
5. Empathy and respectful communication help establish rapport.
6. Group guidance can be useful when individuals have common concerns.
7. Decision-making support is an important function of guidance.
8. Follow-up helps understand whether the guidance provided has been useful.
9. Confidentiality is an important aspect of professional practice.
10. Guidance and counselling require patience, communication skills and professional responsibility.

Learning Experience

The student should write approximately $\frac{1}{2}$ –1 page covering:

- What did I learn from the internship?
- What did I learn about educational guidance?
- What did I learn about career guidance?
- What communication skills did I observe?
- What did I learn about decision-making support?
- What did I learn about professional ethics?
- How did the internship connect theory with practice?

Conclusion

The internship provided practical exposure to the principles and practices of Guidance and Counselling. Through observation and supervised learning, the student gained an understanding of educational guidance, career guidance, personal and social guidance, communication, active listening, decision-making support and professional conduct. The internship helped the student relate the theoretical concepts studied in the Post Graduate Diploma in Guidance and Counselling with practical situations.