

**DOCTORAL
INTERNSHIP
MANUAL**

**School of Applied Psychology &
Counselor Education**

**University of Northern Colorado
McKee, 248, Campus Box 131
Greeley, Colorado 80639**

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Counselor Education and Supervision Doctoral Internship Manual

INTRODUCTION:

The doctoral program in counselor education and supervision (CES) prepares individuals to demonstrate advanced skills in counseling, supervision, consultation, instruction, and research in order to work in a variety of higher education, school, and community settings. Although the CES program contains many opportunities for mentoring and informal learning activities, the purpose of the doctoral internship is to provide organized doctoral level experiences in the areas of counseling, supervision, instruction, consulting, and research. Professional experiences are to be completed, or relevant previous experience documented, in all five areas. Counseling and supervision hours must be documented in the intern’s emphasis area (e.g., family, school, child/adolescent, gerontology). Individualized internship plans are developed with the student’s advisor and approved by the CES faculty. Given that our doctoral students come from diverse training backgrounds, student internship plans will vary. Plans are individualized, so one should not assume that a plan that was approved for another student would be approved for him or her.

This internship manual provides a description of the internship course and explains the requirements and procedures to be followed by the graduate student counselor educator enrolled in the doctoral internship at the University of Northern Colorado. Additionally, procedures for on-site internship supervisors are provided. Internship activities and requirements are based on CACREP (Council for the Accreditation of Counseling and Related Educational Programs) guidelines, Colorado state licensing (DORA-Department of Regulatory Agencies www.dora.state.co.us) or certification requirements (CDE-Colorado Department of Education), and counselor education and supervision program faculty recommendations.

The faculty recognized that an internship site or experience might not provide students access to every listed activity because of the differences, which exist between individuals and institutions.

However, within those variations, it is assumed that each internship plan will provide the student with experience and supervision in areas relevant to their professional goals and training.

CACREP REQUIREMENTS FOR INTERNSHIP EXPERIENCES:

Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 600 clock hours. The 600 hours include supervised experiences in counselor education and supervision (e.g., clinical practice, research, teaching). The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours may be allocated at the discretion of the doctoral advisor and the student on the basis of experience and training (CACREP III.B). During internships, the student must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision is provided on a regular schedule with other students throughout the internship and is usually performed by a program faculty member (CACREP III.C).

COURSE PREFIX, NUMBER, AND TITLE:

APCE 792 – Internship (6-12 hours)

SEMESTER HOURS:

A student who holds a master's degree from a CACREP accredited program, that had a 600 hour internship, must register for a minimum of 6 semester hours of doctoral internship. A student who graduated from a non-CACREP accredited program must consult with their advisor to determine the type of experiences and number of additional internship credit hours (in addition to the of minimum of six) that will be required to meet graduation and accreditation standards. When registering for internship credits, the advisor and student are encouraged to plan that 1 credit hour roughly equals 100 hours or service or activity.

Because students are expected to have internship experiences throughout the course of study, the advisor and student must plan carefully. To receive credit a student must be registered for internship credit during the semester he or she is completing the internship hours.

ACTUAL HOURS:

A student who has completed a CACREP accredited master's degree with a 600 hour internship will be required to complete a 600 hour internship at the doctoral level. A student who graduated from non-CACREP accredited programs will be asked to complete additional actual clock hours of service, dependant on the internship plan and student need. This may include individual, couple, family or group counseling activities, school guidance activities, clinical supervision hours, teaching and class preparation hours, consultation activities, and research. A student who has completed master's internship from non-accredited programs may submit documentation of direct and indirect service hours and supervision hours. Up to 600 hours may be waived based on documentation provided by the student. The faculty in consultation with the student's advisor must approve all requests for waived hours.

GRADING:

S/U for each semester completed. Should a student fail a particular experience [e.g., teaching] he or she will be asked to repeat that part of the experience. A student must have successfully completed the number of credit hours for his or her plan.

COURSE DESCRIPTION:

The internship is viewed as a series of field-based experiences that occur in a developmental manner, over time. The emphasis is on gaining experience and supervision in all areas of the counselor education profession.

The faculty anticipates that a student may wish to begin some of his or her internship activities after the second semester in the program (e.g., research and teaching apprenticeships). Students are encouraged to devise a plan for these formal and informal experiences in consultation with their advisor. A student may begin the instruction and research internship activities provided that they have successfully completed a basic graduate research or pedagogy course (i.e., equivalent to SRM 600 and the APCE 710 course).

COURSE PREREQUISITES:

Prior to enrolling in the internship the student must have completed the following courses:

All CES students:

- APCE 702 Practicum in Counseling (4)
- APCE 703 Professional Development Seminar in Counselor Education (at least one semester)
- APCE 710 Seminar in Instruction, Pedagogy, & Evaluation in Counseling and Psychology (3)

For clinical or supervisory experiences:

- APCE 712 Advanced Practicum in Individual Counseling (4)
- APCE 657 Legal and Ethical Issues in Counseling (3)
- APCE 714 Practicum in Supervision of Counseling (3)
- APCE 715 Seminar in Counselor Supervision and Theory (2)

For the *marriage and family* emphasis area these courses are prerequisites for clinical or supervisory experiences:

- APCE 603 Counseling Children and Adolescents (3)
- APCE 668 Sexuality Counseling (3)
- APCE 669 Seminar: Contemporary Issues (3)
- APCE 695 Advanced Methods (2)
- APCE 694 Practicum in Family Therapy (4)

Pre or Concurrent requisite:

- APCE 774 Practicum in Supervision of Family Therapy (3)

For the in the *school counseling* emphasis area these courses are prerequisites for clinical or supervisory experiences:

- APCE 602 Foundations of School Guidance (3)
- APCE 603 Counseling Children and Adolescents (3)
- APCE 608 Organization, Administration, and Consultation in Guidance Services (3)
- APCE 614 Internship in School Counseling and Guidance (6)—if not completed as part of the master’s degree

For the *child and adolescent counseling* emphasis area these courses are prerequisites for clinical or supervisory experiences:

- APCE 603 Counseling Children and Adolescents (3)
- APCE 617 Play Therapy (3)

Pre or Concurrent requisite:

- APCE 713 Practicum in Supervision of Play Therapy (3)

For the *gerontological* emphasis area these courses are prerequisites for clinical or supervisory experiences:

- GERO 560 Community Resources for the Elderly
- GERO 625 Psychosocial Aspects of Aging
- GERO 635 Social Policy and Aging
- GERO 640 Health and Biological Aspects of Aging

Pre or Concurrent requisite:

- APCE 668 Sexuality Counseling

CLINICAL EXPERIENCES AND INSURANCE:

The student must have professional liability insurance prior to seeing clients or supervising others. This insurance may be obtained privately or can be obtained from the Health Providers Service Organization (<http://www.hpso.com/pli/pliindex.php3>) or any professional organization (ASCA, NBCC, etc). The student must provide proof of insurance to the internship coordinator with the appropriate contracts.

ON UNIVERSITY CLINICAL OR SUPERVISORY EXPERIENCES:

From time to time, students may wish to engage in clinical or supervisory internship experiences with a faculty member at the University of Northern Colorado. We wish to support these experiences and also want to acknowledge that the student will be strongly encouraged to seek additional activities at sites other than UNC. Should a student wish to see a client or client(s) outside of a formal practicum or clinic experience (APCE 793/794), he or she will need to include it in the student’s internship plan, confirm an APCE faculty member’s consent to provide supervision, fill out a formal contract for the experience with faculty signatures, register for APCE 792, and provide proof of liability insurance. These types of experiences are valuable and should not comprise the total of the student’s clinical experience.

APPROVAL TO BEGIN EXPERIENCES:

The student must have signature approval on the Internship Agreement from the University Internship Professor **BEFORE** actually beginning the internship.

Signature Approval on the Internship Agreement by the University Internship Supervisor/Coordinator for the Ph.D. in Counselor Education must be obtained no later than 7 weeks prior to the date the graduate student counselor desires to begin his or her internship. When the Internship Agreement has been processed, an approved copy of the Agreement will be sent to the student. The official date after which the graduate student counselor may begin his/her internship will be noted on this copy of the Agreement. In addition, the student will mail an approved copy of the Agreement to the On Site Supervisor. **Internship hours completed by the student intern prior to the official date for the start of the internship will not be counted toward meeting the clock hour requirement.**

MINIMUM REQUIREMENTS:

The following is a list of the minimum requirements for all internships:

Student counselors are expected to demonstrate the highest level of ethical behavior, as set forth by the American Counseling Association (ACA). Unethical behavior will not be tolerated and will, at a minimum, be considered cause for dismissal from the internship site and possibly from the Ph.D. degree program at any time during the student's program (see the APCE Review and Retention Policy in your CES Doctoral Handbook

<http://www.unco.edu/cebs/counsed/pdf/CESDoctoralStudentHandbook.pdf> and the UNC Student Rights and Responsibilities document

http://www.unco.edu/dos/handbook/academic_expectations.html).

The on-site supervisor must have:

A doctoral degree in counselor education or a closely related field and appropriate licenses (i.e., Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Psychologist). For individuals in school placements, supervisors may not have a doctoral degree. If they do not, they are required to have a master's degree in school counseling, school counselor licensure, and 5 years of school counseling experience.

- Knowledge of the program's expectations, requirements and evaluation procedures for the student.
- The on-site supervisor must provide a minimum of one (1) hour per week of formal individual supervision for each intern.
- The internship site must provide the opportunity for the student to become familiar with a variety of professional activities other than direct service.
- Prior to the end of internship, the original copies of the Internship Logs, the Summary Log, the Student Evaluation of the internship experience and the Site Evaluation of the student's performance must be given to the University Internship Supervisor. The

student should keep a copy for his/her records and the on-site supervisor should retain a copy for his/her records.

SELECTION OF INTERNSHIP SITE:

The first consideration in arranging placement is the particular interests of the individual intern in concert with the University's requirements for the internship (experiences in all 5 counselor education areas, unless documentation of previous relevant is presented). The student must develop and complete an internship plan with his or her advisor prior to meeting with the internship instructor. The student will contact the internship site. Interviews with more than one site are recommended in order to select the best placement with optimum supervision and variety of counseling experiences.

The student makes the placement arrangements with the guidance and approval of the UNC Internship Supervisor. Students must advise internship sites if they will not be accepting an internship at that particular site in order to allow ample time for the declined site to fill vacant positions.

Choosing an Internship Site: PLAN AHEAD:

- Complete internship plan with advisor.
- The student must successfully complete all prerequisites before beginning an internship.
- Begin looking for potential internship sites several months before you plan to begin the application process.
- Discuss your internship plans with the University Internship Supervisor/Professor.
- Secure liability insurance for clinical or supervisory experiences.
- Contact the prospective internship site and arrange for an on-site interview. This interview provides an opportunity for both the student and the site to clearly delineate expectations for the internship experience. As a student, you should determine if a prospective internship site is capable of meeting your needs. You are encouraged to interview with at least two sites before making a decision.
- Plan to attend regularly scheduled internship meetings monthly.

You should take a complete resume or vita to the interview. Following the interview, if the site representative thinks you and the agency/school/university experiences or expectations are mismatched, then the internship placement may be refused and another placement sought. If the site accepts you for internship placement, a contract (i.e., the Internship Agreement) should be negotiated specifying the expectations and responsibilities of all parties involved. The Internship Agreement is included in this manual. **Please be sure that you are completely satisfied with the contract. This is binding document. You will not be allowed to break this contract unless the site is not providing the services delineated within the contract.**

For approval, you must review the Internship Agreement, expectations, and responsibilities with the University Internship Supervisor/Professor. Additionally, you must submit the completed and signed Internship Agreement to the University Internship Supervisor/Professor for his/her signature approval a minimum of seven (7) weeks prior to the date you wish to begin your internship.

During your internship, you are required to maintain and submit logs on a monthly basis (see example). After your on-site Supervisor has signed your monthly log, send the original log to the University Internship Supervisor. Maintain a copy in your file. Any student who has more than one internship placement is required to keep separate logs for each site.

Each student is required to attend the biweekly internship meetings scheduled by the University Internship Supervisor. If, for some reason, you are not able to complete your internship, contact the University Internship Supervisor immediately.

EVALUATION OF THE STUDENT:

Feedback from the on-site supervisor is essential for the purpose of evaluating student effectiveness. The CES faculty has adopted a standardized evaluation form. The student should provide a copy of the form to the on-site supervisor.

The rating form should be completed by the on-site supervisor and include any additional comments he or she may wish to make. The University Internship Supervisor/Professor will review this form with the student. The student should maintain copies of all documents for his/her own files.

In the event the student receives a negative written evaluation from the on-site supervisor, the University Internship Supervisor/Professor (Instructor of Record) will bring the evaluation to the CES faculty for discussion. The CES faculty, along with the University Internship Supervisor/Professor, will determine whether the student should receive a grade U or S whether the student will be required to do additional internship hours, or a subsequent appropriate course of action.

CES students who receive a grade of U, or who withdraw, must have written permission from the CES faculty to be permitted to enroll again for internship. The CES faculty will determine when the student may retake the internship.

INTERNSHIP LOG DIRECTIONS:

1. Fill in your name and your supervisor's name and degree at the bottom of each log sheet, below the signature line.
2. Keep one log for each calendar month. Record dates of each week in the appropriate column. NOTE: Complete a *separate internship log* for each internship activity, even if completed simultaneously.

3. Record the total number of hours per week in each activity in the appropriate cell. Total weekly columns for both counseling and non-counseling activities separately, then total the hours from both areas in the column labeled “Counseling Weekly Total” and “Non-Counseling Weekly Total.” Total the monthly columns.
4. Be sure that both you and your site supervisor have signed each log sheet.
5. Keep the original log sheet for your file. At the end of each month, or at each internship meeting, bring the original copy of the logs for that month to the University Internship Supervisor.
6. After completing your internship, summarize your monthly logs on one log sheet. Give your summary log to the University Internship Supervisor at the completion of your internship experience. Be sure to keep copies of all the documents for your files.

APPENDIX A: Internship Evaluation Forms

**INTERNSHIP STUDENT EVALUATION OF COUNSELING
TO BE COMPLETED BY THE ON-SITE SUPERVISOR OR FACULTY MEMBER
Counselor Education and Supervision Program**

Name of Student: _____ Date: _____

Degree: _____

Name of On-Site Supervisor: _____ Date: _____

Address: _____

_____ Phone: _____

Please describe your style of supervision with this student.

- _____ Observed the student directly
- _____ Listened to or watched tapes of student counseling
approximate number:
_____ audio tapes _____ videotapes
- _____ Read session notes
- _____ Discussed cases with student
- _____ Other (please describe)

What number of overall internship hours did the student spend in:

- _____ Direct client activities (counseling)
- _____ Indirect client activities (i.e., case conferences, staff meetings,
administrative duties, etc.)

Which of the following activities has the student performed:

- | | |
|------------------------------|--------------------------------------|
| _____ Individual Counseling | _____ Career Counseling |
| _____ Group Counseling | _____ Assessment |
| _____ Couples Counseling | _____ Consulting/Coordination |
| _____ Family Counseling | _____ Case/Staff Conference |
| _____ Intake Interviewing | _____ Report Writing |
| _____ Program Administration | _____ Psycho/Educational
Training |
| _____ Supervision | _____ Research |
| _____ Teaching | _____ Other (please list) |

In order to facilitate the development of the student's skills, please rate the student's performance according to the following scale:

Never True 1	Rarely True 2	Occasionally True 3	Mostly True 4	Always True 5	Not observed NA
--------------------	---------------------	---------------------------	---------------------	---------------------	-----------------------

Please write comments, when appropriate, in the space provided under each question. Your feedback is greatly appreciated.

1. OPENING/RAPPORT	Never True				Always True	
* Did intern establish good rapport with clients, students, and/or staff?	1	2	3	4	5	NA
2. INTERACTION/INTERVIEW SKILLS						
* Was intern in control of direction of counseling, supervision, or teaching, OR did clients, supervisees, or class discussions go off on meaningless tangents?	1	2	3	4	5	NA
* Was intern accepting, respectful, and encouraging of client's, supervisee's or students' emotions, feelings, and expressed thoughts?	1	2	3	4	5	NA
3. INTERN RESPONSES						
* Were intern's responses appropriate in view of what client, supervisee or student was expressing?	1	2	3	4	5	NA
* Did intern reflect and react to feelings?	1	2	3	4	5	NA
* Did the intern's values remain objective when working with the client, supervisee or class?	1	2	3	4	5	NA
* Was relationship conducive to productive counseling, supervision or learning?	1	2	3	4	5	NA
* Did intern talk at an appropriate language level?	1	2	3	4	5	NA
* Did intern use language, tone of voice and other behaviors to convey an interest in the client, supervisee or class?	1	2	3	4	5	NA

Never **Always**

	True				True		
* Did intern communicate his/her interests, feelings, and experiences when appropriate?	1	2	3	4	5	NA	
* Did intern understand/conceptualize client's/supervisee's concerns effectively ?	1	2	3	4	5	NA	
* Did interventions reflect a clear understanding of the client's, supervisee's or student's concerns?	1	2	3	4	5	NA	
* Was intern able to demonstrate knowledge of principles and processes of theoretical framework underlying interventions used?	1	2	3	4	5	NA	
4. SUPERVISION							
* Was intern able to present client, supervisee or class objectively and insightfully with supervisor?	1	2	3	4	5	NA	
* Was intern receptive to supervisor feedback?	1	2	3	4	5	NA	
* Was feedback reflected in future intern interactions?	1	2	3	4	5	NA	
* Was intern able to observe/understand his/her own personal influence on the counseling, supervision, or teaching relationship?	1	2	3	4	5	NA	
* Intern accepted feedback appropriately. NA		1	2	3	4	5	
* Intern incorporated feedback effectively.	1	2	3	4	5	NA	
* Intern interacted appropriately with consultants and other professionals.	1	2	3	4	5	NA	
* Intern followed school/agency or university policy and procedures.	1	2	3	4	5	NA	
* Intern demonstrated a knowledge of codes of ethical practice/legal regulations and behaved accordingly.	1	2	3	4	5	NA	

**INTERNSHIP SITE EVALUATION –COUNSELING
TO BE COMPLETED BY STUDENT
Counselor Education and Supervision Program**

Date Internship Began: _____ Date Evaluation Written: _____

Date Internship Completed: _____

Name of Student: _____

University Internship Supervisor: _____

Site: _____ On-Site Supervisor: _____

Address: _____

On-Site Internship Contact Person: _____

Briefly describe your overall experience at this internship site:

Following your experience, would you recommend this site to other students?

Why?

Description of Client Population: (i.e., students, chronic cases, families, children, etc.)

What type of supervision was provided?

_____ Supervisor observed intern directly

_____ Supervisor discussed cases with intern

_____ Supervisor watched videotapes

_____ Supervisor read case notes

_____ Supervisor listened to tapes

_____ Group Supervision

_____ number in group

_____ Other (please describe)

Describe the quality of therapeutic and diagnostic supervision, as well as the supervisor's style of supervision and theoretical orientation.

What are the responsibilities required of internship students at this site?

Check all opportunities available to interns at this site:

- | | |
|---|--|
| <input type="checkbox"/> Individual Counseling: | <input type="checkbox"/> Report Writing |
| <input type="checkbox"/> Men | <input type="checkbox"/> Intake Interviewing |
| <input type="checkbox"/> Women | <input type="checkbox"/> Psycho/Educational Training |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Case/Staff Conferencing |
| <input type="checkbox"/> Children | <input type="checkbox"/> Program Administration |
| <input type="checkbox"/> Career Counseling | <input type="checkbox"/> Assessment/Testing |
| <input type="checkbox"/> Couples Counseling | <input type="checkbox"/> Consulting |
| <input type="checkbox"/> Supervision of Counselors | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Family Counseling | <input type="checkbox"/> Special Populations (please describe) |
| <input type="checkbox"/> Group Counseling (please describe) | |

What number of overall internship hours did you spend in:

- Direct client activities
- Direct client contact with couples and/or families
- Indirect client activities (i.e. case conferences, staff meetings, administrative duties, etc.)

Please rate the following items according to this scale:

Very Little					Very Much
1	2	3	4	5	

-
- | | | | | | |
|---|---|---|---|---|---|
| 1. Degree to which your expectations for the internship were met | 1 | 2 | 3 | 4 | 5 |
| 2. Opportunity you were given to participate in decisions that affected you | 1 | 2 | 3 | 4 | 5 |
| 3. Degree to which your training needs were provided for | 1 | 2 | 3 | 4 | 5 |
| 4. Degree to which you were satisfied with your internship experience | 1 | 2 | 3 | 4 | 5 |

Please add any additional comments you believe would be helpful to students interested in this site

UNIVERSITY of
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School of Applied Psychology & Counselor Education
Counselor Education and Supervision, Ph.D.

**FACULTY EVALUATION OF CES INTERN:
TEACHING/SUPERVISION ACTIVITIES**

Doctoral Intern: _____ Course: _____

Please use the scale below to rate the doctoral intern who has engaged in teaching and/or supervision activities under your supervision:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
1. Intern worked with instructor to plan curriculum and assessments.	1	2	3	4	5
2. Intern engaged fully with students in this class.	1	2	3	4	5
3. Intern was prepared to teach and/or supervise and was well organized.	1	2	3	4	5
4. Intern provided students feedback in a professional manner.	1	2	3	4	5
5. Intern demonstrated adequate knowledge of content area and/or supervision.	1	2	3	4	5
6. Intern managed classroom instruction and student behavior.	1	2	3	4	5
7. Intern had the opportunity to provide direct instruction and/or supervision.	1	2	3	4	5
8. Students in the class approached the intern for assistance.	1	2	3	4	5
9. Intern worked cooperatively with supervising faculty.	1	2	3	4	5
10. Intern demonstrates appropriate instructional and/or supervisory behavior.	1	2	3	4	5
11. Intern fielded student questions effectively.	1	2	3	4	5

Comments:

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School of Applied Psychology & Counselor Education
Counselor Education and Supervision, Ph.D.

**FACULTY EVALUATION OF CES INTERN:
RESEARCH, CONSULTING, & OTHER ACTIVITIES**

Doctoral Intern: _____ Activity: _____

Please use the scale below to rate the doctoral intern who has engaged in research, consultation, or other activities under your supervision:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
1. Intern completed assignments/activities in a timely manner.	1	2	3	4	5
2. Intern interacted with others in a professional manner.	1	2	3	4	5
3. Intern demonstrated adequate knowledge of content area.	1	2	3	4	5
4. Intern was well organized and prepared.	1	2	3	4	5
5. Intern demonstrated flexibility.	1	2	3	4	5
6. Intern was approachable.	1	2	3	4	5
7. Intern demonstrated an ability to accept and integrate feedback.	1	2	3	4	5
8. Intern had the opportunity to substantially contribute to the project.	1	2	3	4	5
9. The quality of the intern's contribution was developmentally appropriate.	1	2	3	4	5

Comments:



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Student Evaluation of CES Intern Teaching

This form is to be use to evaluate the intern’s experiences in supervision for his/her doctoral internship. Please complete this form and return it to the instructor of the practicum. In order to maintain the confidentiality of your responses, the administrative staff will type up the comments and return to the instructor for review with the intern.

Doctoral Student: _____ Course Number: _____

Please use the scale below to rate the intern:

	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5
1. Intern engaged fully with students in this class.					1 2 3 4 5
2. Intern was prepared to teach and well organized.					1 2 3 4 5
3. Intern provided students feedback in a professional manner.					1 2 3 4 5
4. Intern demonstrated adequate knowledge of content area.					1 2 3 4 5
5. Intern appropriately managed classroom instruction and student behavior.					1 2 3 4 5
6. Intern worked cooperatively with supervising faculty.					1 2 3 4 5
7. Intern demonstrates appropriate instructional behavior.					1 2 3 4 5
8. I feel comfortable approaching the intern for assistance.					1 2 3 4 5
9. I would recommend this intern as an instructor to other students.					1 2 3 4 5
10. Overall, I would rate this intern as effective.					1 2 3 4 5
11. Intern fielded student questions effectively.					1 2 3 4 5

Please respond to the following questions:

1. What are the strengths of this intern?

2. What are the areas of improvement for this intern?

On the following scale rate the overall performance of this intern. Circle one.

1=poor

2=fair

3= adequate

4=good

5=excellent



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Student Evaluation of CES Intern Supervision

This form is to be use to evaluate the intern’s experiences in supervision for his/her doctoral internship. Please complete this form and return it to the instructor of the practicum. In order to maintain the confidentiality of your responses, the administrative staff will type up the comments and return to the instructor for review with the intern.

Doctoral Student: _____ Course Number: _____

Please use the scale below to rate the intern:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
1. Intern engaged fully with students in this class.	1	2	3	4	5
2. Intern was prepared to teach/supervise and well organized.	1	2	3	4	5
3. Intern provided students feedback in a professional manner.	1	2	3	4	5
4. Intern demonstrated adequate knowledge in supervision.	1	2	3	4	5
5. Intern had the opportunity to provide direct instruction & supervision.	1	2	3	4	5
6. Intern worked cooperatively with supervising faculty.	1	2	3	4	5
7. Intern demonstrates appropriate supervision behavior.	1	2	3	4	5
8. I feel comfortable approaching the intern for assistance.	1	2	3	4	5
9. I would recommend this intern as a supervisor to other students.	1	2	3	4	5
10. Overall, I would rate this intern as effective.	1	2	3	4	5

Please respond to the following questions:

1. What are the strengths of this intern?

2. What are the areas of improvement for this intern?

On the following scale rate the overall performance of this intern. Circle one.

1=poor

2=fair

3= adequate

4=good

5=excellent

UNIVERSITY of
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School of Applied Psychology and Counselor Education
Counselor Education and Supervision PhD

CES INTERNSHIP SELF-ASSESSMENT FORM

Doctoral Intern: _____ Course: _____

Please use the scale below to rate yourself in the teaching and/or supervision activities you completed for your doctoral internship experience (APCE 792):

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
1.	I was able to work with the instructor to plan curriculum and assessments.				1 2 3 4 5
2.	I was able to engage fully with students in this class.				1 2 3 4 5
3.	I was prepared to teach and/or supervise and was well organized.				1 2 3 4 5
4.	I was able to provide students feedback in a professional manner.				1 2 3 4 5
5.	I believe I had adequate knowledge of content area and/or supervision.				1 2 3 4 5
6.	I was able to manage classroom instruction and student behavior.				1 2 3 4 5
7.	I had the opportunity to provide direct instruction and/or supervision.				1 2 3 4 5
8.	Students in the class approached me for assistance.				1 2 3 4 5
9.	I was able to demonstrate appropriate instructional or supervisory behavior.				1 2 3 4 5
10.	I believe this experience aided in my personal and professional development.				1 2 3 4 5

Please identify 3 ways you developed personally & professionally during this experience:

- 1.
- 2.
- 3.

Please identify 3 goals for continued personal & professional development in this area:

- 1.
- 2.
- 3.

APPENDIX B:

Internship Agreement Forms

Instructions for completing internship agreement forms:

NOTE: Internship Agreement must be completed *prior* to acquiring hours for the internship experiences.

1. Select the appropriate Internship Agreement form
2. *Legibly* complete information
3. Obtain necessary signatures
4. Return internship agreement to the University Internship Supervisor/Professor.



School of Applied Psychology and Counselor Education
Counselor Education and Supervision Program

INTERNSHIP AGREEMENT
All information must be legible.

This agreement is made on _____ by and between _____
(date) (site)

and the University of Northern Colorado. The agreement for _____
(name of student)

will be effective for a period from _____ to _____ for _____
(date) (date) (number)

semester hours and _____ clock hours per week.
(number)

Purpose

The purpose of this agreement is to provide a qualified graduate student with a doctoral level internship experience in the field of counselor education.

The Counselor Education and Supervision Program agrees:

1. To assign a University Internship Supervisor to facilitate communication between the University and internship site.
2. That the University Internship Supervisor shall be available for consultation with both the on-site supervisor and the student and shall be immediately contacted by the student and the on-site supervisor should any problem or change in relation to student, site, or University occur.
3. The University Internship Supervisor will provide regular group supervision bi-weekly (CACREP Doctoral Standards III C) for the purpose of group interaction and supervision throughout the internship.
4. That the University Internship Supervisor, in consultation with the on-site supervisor, will be responsible for assigning a final grade.
5. To notify the internship student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the internship site.

The Internship Site agrees:

1. The director or administrator of the school/agency/university will assign an on-site supervisor who is a qualified licensed counselor or psychologist at the doctoral level and who has time and interest in the supervision and training of the internship student.
2. To provide opportunities for the student to engage in a variety of counselor education activities under supervision. To be involved in the evaluation of the student's performance.
3. To provide the student with adequate workspace, telephone, office supplies, and staff to conduct professional activities.
4. To provide supervisory contact, which involves examination of student work using live observation and/or audio/visual tape observation.
5. To provide written evaluation of the student based on criteria established by the Counselor Education and Supervision program.

The Student agrees:

1. To act in a professional manner that is consistent with the ACA Code of Ethics or ASCA Code of Ethics and to provide services in accordance with these standards. Any breach of these ethics or any unethical or illegal behavior on the student's part may result in removal from the internship, review and retention, and or a failing grade. Documentation of such behavior will become part of the student's permanent record.
2. To be responsible for being available to the on-site supervisor and the University Internship Supervisor for conferences, i.e., consultation, staffing, etc., and to keep the University Internship Supervisor informed regarding the internship experiences.
3. To comply with the rules, policies, and regulations of the internship site, i.e., staff development, working hours, schedules, etc.
4. To complete all internship course requirements as required and demonstrate the specified minimal level of skill, knowledge, and competence in the various internship activities evaluated during the student's internship experience.

INTERNSHIP ACTIVITIES

Please check those activities that will be offered to the counselor educator intern

- _____ 1. Individual Counseling/Psychotherapy
- _____ 2. Group Counseling/Psychotherapy: Co-leading, Leading
- _____ 3. Career Counseling
- _____ 4. Marriage and Family Counseling
- _____ 5. School Counseling Activities
- _____ 6. Teaching
- _____ 7. Clinical Supervision of Counselors
- _____ 8. Research
- _____ 9. Intake Interviewing
- _____ 10. Testing: Administration, Analysis, and Interpretation
- _____ 11. Case Conferences and Staff Meetings
- _____ 12. Report Writing
- _____ 13. Consultation/Coordination
- _____ 14. Program Administration and Evaluation
- _____ 15. Other (please list):

SIGNATURE PAGE

TO BE COMPLETED BY GRADUATE INTERN:

Name _____
Student Bear Number

E-mail

Address City State Zip

Home Telephone (inc. area code) _____
Internship Site * Telephone (inc. area code)

If you are also employed elsewhere, please state place and telephone number

I have completed all prerequisite coursework and am qualified to begin my internship experience.

Student Counselor Signature _____
Date

TO BE COMPLETED BY INTERNSHIP SITE:

Within the specified time frame, _____ will be the
(on-site Supervisor)
primary on-site Supervisor. The Internship Training Activities (see previous page) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student level of competence in each activity.

_____ will be the faculty member with whom the student and the
(University Internship Supervisor)
on-site Supervisor will communicate regarding progress, problems, and performance evaluations.

Agency Director or Administrator (name/title) _____
Signature Date

On-Site Supervisor (name/degree/license) _____
Signature Date

Agency Address City State Zip

TO BE COMPLETED BY UNIVERSITY ACADEMIC/PROGRAM COORDINATOR:

(Signature indicates approval of internship site)

Signature: University Internship Supervisor _____
Date

Insurance has been documented with: _____ Date intern may begin _____

UNIVERSITY of
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School of Applied Psychology and Counselor Education
Counselor Education and Supervision Program

CES ON-SITE INTERNSHIP AGREEMENT

This form serves as an internship agreement for doctoral students enrolled in the Counselor Education and Supervision who wish to complete an internship experience in collaboration with faculty at the University of Northern Colorado.

This agreement is made on _____ by and between _____
(date) (name of student)

_____. This agreement will be effective from
(name of UNC supervising faculty)

_____ to _____ for _____ semester hours and _____
(date) (date) (number) (number)

clock hours per week.

INTERNSHIP ACTIVITIES

Please check those activities that will be offered to the counselor educator intern

- _____ 16. School Counseling Activities
- _____ 17. Teaching (Course Number: _____)
- _____ 18. Clinical Supervision of Counselors (Course Number: _____)
- _____ 19. Research & Writing
- _____ 20. Testing: Administration, Analysis, and Interpretation
- _____ 21. Consultation/Coordination
- _____ 22. Program Administration and Evaluation
- _____ 23. Other (please list):

Additionally, please identify the following information

1. Tasks agreed upon for successful completion of internship:

2. Responsibilities of Intern:

3. Responsibilities of Faculty:

Signature of Student

Date

Signature of Supervising Faculty

Date

Signature of CES Internship Supervisor

Date

CES Teaching Internship Guidelines

Intern Name: _____ Semester of Experience: _____

Supervising Faculty: _____ Course: _____

Internship Coordinator: _____ First Experience: Yes No

Rationale:

This experience provides the student the opportunity to further develop an understanding of the tasks and process of instruction and evaluation in a counselor education setting.

General Guidelines:

1. The student will obtain training in the planning and updating of the selected course and syllabi.
2. Faculty will facilitate a discussion regarding the selection and order of curriculum topics, texts utilized and alternative teaching methods/strategies.
3. The student will be exposed to the purpose, process and procedures of evaluation for that particular course and will not be responsible for the assignment of grades.
4. The student will provide class instruction under direct faculty supervision for a minimum of three class periods.
5. The student and faculty will complete the appropriate internship contract and submit it to the internship coordinator prior to beginning the internship experience.

Faculty Guidelines:

1. Meet with students regarding the nature of the course and how it is delivered and evaluated.
2. Determine if the student is appropriate for the particular course.
3. Develop an internship plan that includes the duties of the student and expectations of success.
4. Document the plan below.
5. Observe the student during classroom instruction and provide written feedback to the student regarding his or her performance.
6. Provide opportunities for the student to teach during the course of the class (i.e. minimum of two teaching episodes/units for the first experience and three teaching episodes/units for subsequent experiences).
7. Sign internship logs.
8. The supervising faculty's evaluation of the intern's teaching will be turned in to the internship coordinator at least one week prior to finals week.

Student Guidelines:

1. Meet with his/her advisor to discuss appropriate courses in which to co-teach for internship.
2. Make contact with the potential instructor one semester prior to the anticipated teaching internship.
3. Discuss the duties, expectations and requirements of the internship from both the student and faculty perspectives.
4. Behave in a professional and appropriate manner toward students being cognizant of dual relationships.
5. Attend all class sessions.
6. Complete all requirements in a timely manner.

Additional items:

Faculty Signature

Student Signature

CES Supervision Internship Guidelines

Intern Name: _____ Semester of Experience: _____

Supervising Faculty: _____ Course: _____

Internship Coordinator: _____

Rationale:

This experience provides the student the opportunity to further develop an understanding of the tasks and process of instruction, evaluation, and supervision in a counselor education setting.

General Guidelines:

6. Students will obtain training in the planning and updating of the selected course and syllabi.
7. Faculty will facilitate a discussion regarding the selection and order of curriculum topics, texts utilized and alternative teaching methods/strategies.
8. The student will be exposed to the purpose, process and procedures of evaluation for that particular course and will not be responsible for the assignment of grades.
9. The student will provide class instruction and supervision under direct faculty supervision throughout the practicum experience.
10. The student and faculty will complete the appropriate internship contract and submit it to the internship coordinator prior to beginning the internship experience.

Faculty Guidelines:

9. Meet with students regarding the nature of the course and how it is delivered and evaluated.
10. Determine if the student is appropriate for the particular course.
11. Develop a supervision plan that includes the duties of the student and expectations of success.
12. Document the plan below.
13. Observe the student during classroom instruction and supervision (group and individual with students) and provide written feedback to the student regarding his or her performance.
14. Sign internship logs
15. The supervising faculty's evaluation of the intern's supervision and instruction will be turned in to the internship coordinator at least one week prior to finals week.

Student Guidelines:

7. Meet with his/her advisor to discuss appropriate practica to supervise for internship.
8. Make contact with the potential instructor/supervisor one semester prior to the anticipated supervision internship.
9. Discuss the duties, expectations and requirements of the internship from both the student and faculty perspectives.
10. Behave in a professional and appropriate manner toward students being cognizant of dual relationships.
11. Attend all class sessions.
12. Complete all requirements in a timely manner.

Additional items:

Faculty Signature

Student Signature

CES Research and Writing Guidelines

This form is to be use to guide the intern’s experiences in area of research and writing for internship credit. It must be completed by the intern and the faculty member or professional of record and submitted as part of the internship plan.

Intern: _____ Dates of Project: _____
(initiation and completion)

Semester _____ Number of Credits registered for this activity _____

List the research or writing activities to be completed including timelines, dates, and outcomes of IRB, manuscript, or project submissions.

APCE faculty member supervising/directing project or research: _____

Title of Project: _____:

Tasks agreed upon for successful completion of internship:

Responsibilities of Intern:

Responsibilities of Faculty:

APPENDIX C: Internship Log

INTERNSHIP LOG

Total Hours as of the end of this month (Total to Date) Counseling Activities _____ Non-Counseling Activities _____

Month _____ Year _____

Counseling Activities	Week 1 From: To:	Week 2 From: To:	Week 3 From: To:	Week 4 From: To:	Week 5 From: To:	Weekly Totals
Individual Counseling						
Group Counseling						
Career Counseling						
Couple/Family Counseling						
Counseling Weekly Total						
Teaching List Class #						
Individual Supervision						
Group Supervision						
Intern Supervision						
Training						
Intake						
Case Conferences						
Case Management						
Report Writing						
Psycho-Education						
Consultation Program						
Admin. Etc.						
Research/writing						
Other (Specify)						
Non-Counseling Weekly Total						
Weekly Total of all activities						

Signature: Graduate Intern
Name:
Telephone #:
e-mail:

Signature: On-Site Supervisor
Name:
Telephone #:
e-mail:

APPENDIX D: Internship Plan

INTERNSHIP PLAN

Name : _____ **Advisor :** _____

Date : _____

This plan describes the activities and timeline of your internship experiences. The student needs to have document planned activities in the areas of counseling (related to emphasis area), supervision, instruction, consultation, and research or scholarly activities. A student who has substantial, relevant experience an area may negotiate with his or her advisor to waive additional experiences in that area. The request for the wavier will be initiated by the student’s advisor and approved by the CES faculty.

Counseling Experience (in emphasis area):	Time Frame	Location(s)
---	-------------------	--------------------

Supervision Experience (in emphasis area):	Time Frame	Location(s)
--	-------------------	--------------------

Teaching Experience in Counselor Education:	Time Frame	Location(s)
---	-------------------	--------------------

Consulting Experience:	Time Frame	Location(s)
------------------------	-------------------	--------------------

Research Experience:	Time Frame	Location(s)
----------------------	-------------------	--------------------

Waiver: Yes _____ No: _____

The student requests a waiver in the area of: _____
and the documentation is attached.

Upon review of the above experiences, the intern and the faculty advisor agree that the following areas will be included in the internship:

_____ Counseling with
_____ Schools
_____ Families
_____ Children and Adolescents
_____ Gerontology

_____ Supervision with
_____ Schools
_____ Families
_____ Children and Adolescents
_____ Gerontology

_____ Teaching

Recommended course(s):
APCE 607 Semester:

Additional Courses:

_____ Consultation

_____ Research

Recommended project:

Advisor's approval: _____ Date: _____

APPENDIX E: Licensure & Internship Hours



School of Applied Psychology & Counselor Education
Counselor Education and Supervision, Ph.D.

Hours Awarded Toward Licensure and Internship

The following list reflects the number of hours the faculty have suggested as a guideline for each experience in order to standardize the accounting for hours toward licensure and internship experiences. If you intend to earn hours towards licensure you must ensure you have a licensed supervisor/faculty to sign off on your hours *prior* to accruing any hours.

NOTE: Students are responsible for providing faculty with the forms for licensure supervision and maintaining appropriate logs.

Courses that Count Toward State Licensure	Approximate Hours
APCE 617: Play Therapy: Theory and Practicum	90
APCE 694: Practicum in Couples and Family Therapy	120
APCE 702: Practicum in Counseling	135
APCE 712: Advanced Practicum in Individual Counseling	135
APCE 713: Practicum in Supervision of Play Therapy	120
APCE 714: Practicum in Supervision of Counseling	
612 Supervision (first experience – on campus)	200
612 Supervision (subsequent experience – off campus)	80
612 Supervision (subsequent experience – on campus)	150 – 180*
618 Supervision (any experience)	150
APCE 762: Practicum in Group Facilitation	120
APCE 774: Practicum in Supervision of Family Therapy	120
APCE 792: Internship	Clock Hours for Teaching (Max 300), Counseling, & Supervision ONLY

Hours for Internship to be Recorded on Logs	Total Hours
Teaching Hours (Semester-long Course)	45 – 100*
	* exact number determined by course instructor
Counseling Hours	Clock Hours Logged
Supervision Hours	
Off Campus	80
On Campus	150 – 180*
	* exact number determined by practicum instructor
Consultation Hours	Clock Hours Logged
Research Hours	Determined by Advisor & Internship Coordinator