

UNIVERSITY *of*
NORTHERN COLORADO



Internship Manual

for the Master's Degree in

Clinical Counseling (APCE 692)

and

Couples and Family Therapy (APCE 691)

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GRADUATE INTERNSHIP MANUAL

School of Applied Psychology and Counselor Education

Clinical Counseling

Couples and Family Counseling

This Internship Manual includes requirements and procedures to be followed by those involved in working with Internship students on location in community agencies. Its primary purpose is to formalize and enhance the arrangements among the professional counseling program faculty, internship on-site supervisors, and graduate student counselors enrolled in the internships at the University of Northern Colorado. The internship activities and requirements have been based on the American Counseling Association (ACA) and the guidelines of the Council for Accreditation of Counseling and Related Educational Programs (CACREP, a corporate affiliate of the American Counseling Association), Colorado licensure requirements, National Board for Certified Counselors standards, and professional counseling program faculty recommendations.

Included in the Manual is an Internship Agreement form. We realize that an internship site may not be able to provide opportunities for every activity. The agreement provides a mechanism for assuring a reasonable degree of uniformity among internship experiences, and for assuring that internship requirements can be completed at a site.

INTERNSHIP POLICIES

Sequence and Schedule Requirements

Internships are viewed as culminating field-based experiences that should be completed just prior to the completion of a graduate degree program, and upon successful completion of all prerequisites as outlined in the Internship Manual. The internship must be completed in a maximum of three consecutive semesters, or one full calendar year.

Permission of the internship instructor must be obtained 7 weeks prior to the date when the student plans to begin internship and enroll in the course. Internship contracts cannot be signed or approved until students successfully complete APCE 612.

Unsatisfactory Evaluations

In the event the on-site internship supervisor gives a student a negative written evaluation, the internship instructor will advise the Professional Counseling Program Faculty (PCPF) of the concern and request discussion during a faculty meeting. The Professional Counseling Program Faculty, along with the internship instructor, will arrange for a meeting with the student in order to review his or her specific situation. The PCPF, along with the internship instructor and the internship coordinator, will determine if the student may continue the internship, if the student should receive a grade of unsatisfactory, and if the student will be required to do additional internship hours. Appropriate courses of action will be established.

APCE students who receive a grade of unsatisfactory or who withdraw must have written permission from their internship instructor and the program academic coordinator to be permitted to enroll again for internship. The internship instructor and the program academic coordinator will determine when the student may retake the internship. When the coordinator and the instructor are the same individual, the Professional Counseling Program Faculty will appoint a second faculty member.

Qualifications

No internship will be approved for which the student has not been academically prepared.

Only individuals who have completed the family coursework may count family/couple hours.

Ethical Behavior

Students 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 be considered cause for dismissal at any time during the student's program.

Concurrent Employment

The Professional Counseling faculty has adopted a policy that prohibits the selection of an internship site in which the student is currently or has been previously employed.

Insurance

All students registered for internship must provide documentation of professional liability insurance. This insurance may be obtained privately. However, the American Counseling Association provides low cost student liability insurance. We recommend that you obtain your insurance from the ACA Insurance Trust, although you reserve the right to choose your insurance company. You may get further information from the ACA Insurance Trust by contacting ACA at www.counseling.org. (We recommend 1 million 3 million coverage.)

Out of State Internships

Students who wish to arrange an out of state internship placement must submit a formal request, including justification, to the faculty. Applicants are advised that (1) out of state internships are rarely authorized, (2) two-thirds of the faculty must approve requests, (3) enough notice must be given.

Continuous Registration Policy for Graduate Students (Graduate School Policy)

All graduate students must be enrolled for at least 1 credit hour each academic semester (fall and spring). Students register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Students must also register for at least 3 credit hours the semester in which they take written comprehensive exams and the semester in which they graduate.

Implications: You must register for a minimum of 3 course credits the semester you take your comps and the semester you plan to graduate. You may want to register for your internship hours accordingly. Note that summer registration is not mandated to maintain your active enrollment as a graduate student.

Prerequisites and Minimum Requirements

As previously explained, internship is culminating field-based experience to be completed at the end of a graduate degree program.

Prerequisites:

Successful completion of:

APCE 612 Practicum in Individual Counseling

APCE 558 Abnormal Psychology

APCE 657 Legal and Ethical Aspects of Counseling and Psychology

APCE 605 Group Lab Experience

APCE 662 Group Dynamics and Facilitation

NOTE: if you are selecting a site with children and adolescents, you are strongly encouraged to also complete APCE 603 Counseling Children and Adolescents prior to enrolling in APCE 692.

Reminder: Permission of internship instructor is to be obtained by the end of the 7th week of the preceding semester in which the student plans to enroll for the course.

Minimum Requirements for All Internships

Internship sites must be able to accommodate the following minimum requirements:

- * Minimum of **300 direct client contact hours** (i.e., counseling).
- * Minimum of **600 on-site hours** (i.e., counseling + indirect client activities).
- * Minimum of **one (1) hour per week of individual supervision**, throughout the internship, performed by the on-site supervisor.
- * Opportunity for the student to become familiar with a variety of professional activities other than direct service.
- * Opportunity for the student to develop audio and/or videotapes of the student's interactions with clients, appropriate to the specialization, for use in supervision.
- * Opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

Site Supervisor Requirements

Internship students are Clinical Counseling majors engaged in counseling within specialty areas under the cooperative supervision of a licensed counselor or psychologist. The

supervisor must have: **(a)** at least a master's degree in counseling or a closely related field (e.g., licensed M.S.W.) and appropriate certifications and/or licenses; **(b)** a minimum of 2 years of pertinent professional experience; and **(c)** knowledge of the internship expectations, requirements, and evaluation procedures for students. Supervisors must agree to regularly review the intern's audio and or videotapes.

Group Supervision on Campus

Throughout the course of APCE 291 and 692, interns will meet on campus at least three hours every two weeks for group interaction and supervision, which is provided by a University faculty member supervisor. Expectations for group supervision will be provided at the beginning of each semester.

Documentation

Upon completion of internship, students must submit the following documents to the campus internship coordinator.

- One copy of the Internship Log
- Summary of experiences
- Student's evaluation of the site
- Student's evaluation of the supervisor. Site Evaluation

Additionally, one copy of the Internship Log should be given to the on-site supervisor.

Clinical Counseling with CFT Emphasis: APCE 691

Again, students must meet the prerequisites listed above as a well as successful completion of APCE 669 Advanced Methods and APCE 694 Practicum in Family Counseling/Therapy.

Of the required 300 direct client contact hours, the following requirements must be met:

A minimum of 125 direct client contact hours: systemic approaches to counseling with couples and families (more than 1 family member in the room as clients).

A minimum of 115 hours: systemic approaches with 1 or more clients in the room,

(The remaining hours may reflect any approach with direct client contact.)

Procedures

Permission of internship instructor is to be obtained 7 weeks prior to the time students plan to enroll and begin internship. Students must have signature approval on the Internship Agreement form (attachment A) from the Internship supervisor and the Academic Program Coordinator and a completed Eligibility Verification form (attachment B) before beginning internship.

When the internship contract has been processed, an approved copy of the agreement will be sent to the student and the UNC internship supervisor. The official date after which the graduate student counselor may begin his or her internship will be noted on this copy of the agreement. No internship hours will be counted prior to the date the University Internship supervisor signs the contract.

Semester Hours

Student counselors must register for eight (8) semester hours through the University of Northern Colorado. Students may register for up to 18 credits.

Actual Hours

Community Counseling – The student counselor must complete 600 actual clock hours, 300 hours must be in direct counseling service with a client. This must include individual and group counseling hours.

Selection of Internship Site

The first considerations in arranging placement are (a) the intern's interests and career goals and (b) the University's requirements for internship. Each potential internship student is asked to indicate the type of client population with which he or she would like to be involved. Lists of recommended and approved internship sites are then surveyed to identify potential sites that offer a match between the student's interests with the available agency.

Students arrange placement procedures with guidance from the University internship supervisor. Students should make professional contacts with possible sites and request an interview. Students are encouraged to interview with more than one agency in order to select the placement that provides desirable experiences and appropriate supervision.

When students determine that they will not accept or pursue a site, they must notify personnel at the site to allow ample time for them to fill vacant positions.

General Sequence of Procedures

Plan ahead.

1. All prerequisites must be completed prior to beginning internship experiences.
2. Although internship can be completed in one semester, most students take two or three semesters to complete the requirements. Because students often spend the first month becoming oriented to the internship site and building a client base, one semester is often not long enough, regardless of the number of hours spent on site each week.
3. You must contact the University internship supervisor to (a) review appropriate sites in an attempt to match your interests with an available agency and (b) review guidelines in approving an on-site supervisor and/or agency. The University internship supervisor maintains a list of approved internship sites. (Should you request a site that has not been approved, the University internship supervisor must approve the site before you can complete the selection and contracting process and register.)
4. Pre-approval for a supervised internship is to be obtained a minimum of 7 weeks prior to the desired start and enrollment date. This is done by contacting the designated University internship supervisor (Course Instructor of Record), completing the Internship Agreement (Attachment A), and the Eligibility Verification form (attachment B). Be sure to include your Bear Number, or the University internship supervisor will not be able to apply for registration release with the University.
5. You must then contact the prospective internship sites and arrange for an on-site interview. Generally, the director or administrator of the agency is consulted for assistance in internship placement. The assignment in an agency setting must also be approved by the director or administrator and the assigned counselor or psychologist to do the on-site supervision before internship placement is accepted. You are encouraged to interview with at least two sites before a selection is made.

Interviews provide opportunities for you and the agency personnel to clearly delineate expectations for the internship experience. Carefully consider the potential for you to have a satisfactory experience that meets all requirements.

Please regard the interview as a professional endeavor. Present yourself and your documentation accordingly. Support your oral presentation with a well-prepared resume. Be thoroughly prepared to talk about your preparation for your internship and the requirements you will need to complete during your internship.

6. If the agency representative thinks that you and the agency experiences or expectations are mismatched, then the internship placement may be refused and another placement sought. If you are accepted for internship placement, a contract should be negotiated specifying the expectations and responsibilities of all parties involved.

7. Once the agreement is prepared, obtain signatures from the supervisor and school principal. Submit all agreements to the internship instructor for his or her signature. Prepare copies for the site supervisor, internship instructor, and yourself.

Internship placement must be mutually approved by you, the student, the on-site internship supervisor, and the University internship supervisor before you can register for the course.

Responsibilities During Internship

1. You can expect to have an on site visit from the University supervisor each semester of his or her internship. Prior to the sixth week of your internship, you are responsible for contacting the Internship instructor to schedule an site visit between yourself, your on-site supervisor, and the internship instructor. At that time, you will review your progress thus far during internship.

2. During your internship you are required to maintain logs on a monthly basis (attachment C). After your on-site supervisor has signed the monthly log, provide the original of the log to your internship instructor. Maintain a copy in a file until prior to your final class when the original logs will be turned in to the internship instructor. Those students with more than one internship placement are required to keep separate logs for each site.

3. You are required to attend the internship meetings scheduled by the internship instructor. Missing more than one internship meeting per semester will require the intern to meet individually with the University Supervisor to complete the required contact hours. Prior to missing any class meetings, you must notify your instructor.

4. If you are unable to complete your internship, contact the internship instructor immediately.

5. Near the completion of the internship, you will have an exit interview with your class. As a group, you will discuss your experiences during the internship.

Evaluation of Interns

Feedback from the internship site supervisor is essential for the purpose of evaluating student effectiveness. A standardized evaluation form has been adopted by the University Professional Counseling faculty (attachment D). You should provide a copy to the on-site internship supervisor with your resume or vita and internship agreement. The rating form should be completed by the on-site internship supervisor, reviewed with the student in conference, and returned to the University internship instructor at the completion of the internship. Any additional comments the on-site internship supervisor might like to make should be included on the rating form.

Internship Agreement Instructions (Attachment A)

1. Read agreement thoroughly
2. Type or print legibly all required information (printing must be legible or it will be returned)
3. Complete signature page
4. Obtain necessary signatures 7 weeks prior to start of internship
5. Return agreement to university internship instructor for final signature approval

Eligibility Verification Form Instructions (Attachment B)

1. Read verification form thoroughly
2. Complete form – This form must be legible!
3. Turn in with Internship Agreement

You will be released to register for internship when:

1. Attachments A and B have been completed and submitted and signed by University Supervisor.
2. Proof of insurance has been submitted to your University Supervisor.

Internship Log Instructions (Attachment C)

1. Type or legibly print your name and your supervisor's name and degree at the bottom of each log sheet (not on the signature line).
2. Keep one log for each calendar month. Record dates of each week in the appropriate column.
3. Record the total number of hours per week for each activity in the appropriate cell.
 - Total weekly columns for both counseling and non-counseling activities separately.
 - Total the hours from both areas in the column labeled "Weekly Totals - Direct" and "Weekly Totals - Indirect."
 - Total the monthly columns.
4. Obtain the signature of your site supervisor on each log sheet.
5. Keep the original log sheet for your file for now. At the end of each month, submit a copy of the logs for that month to the University Internship Instructor.
6. After completing your internship, summarize your monthly logs on one log sheet. Give your original log sheets and the summary log to the University Internship Instructor at your exit interview.
7. Keep copies of all the documents for your files.

ATTACHMENT A
University of Northern Colorado
Professional Counseling
McKee Hall 248; Box 131
Greeley, Colorado 80639

INTERNSHIP AGREEMENT

This agreement is made on _____ by and between _____
(date) (agency)
and the Professional Counseling Program at the University of Northern Colorado. The agreement
will be effective for a period from _____ to _____ for _____
date date (# hours)
per week for _____.
(Student Name)

Purpose: The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of counseling.

The School of Applied Psychology and Counselor Education agrees:

1. To assign a University faculty member to facilitate communication between the University and the internship site;
2. To notify the internship student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the internship site;
3. The university faculty member will provide a minimum of 6 hours per month of group supervision in the form of internship class meetings;
4. That the faculty member shall be available for consultation with both the on-site supervisor and student and shall be immediately contacted should any problem or change in relation to student, site, or University occur; and
5. That the University faculty member assigned as the internship supervisor, in consultation with the on-site supervisor, is responsible for the assignment of an internship final grade.

The Internship Site agrees:

1. To assign an internship on-site supervisor who is a licensed counselor or psychologist with appropriate credentials, has a minimum of two years experience in the current position, and has the 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 counseling activities under supervision and be involved in the evaluation of the student performance (suggested counseling experiences included in the Internship Activities);
3. To provide the student with adequate workspace, telephone, office supplies, and staff to conduct professional activities;
4. To provide supervisory contact which involves some examination of student work using audio/visual tapes, observation, and supervision;
5. To provide written evaluation of the student based on criteria established by the Professional Counseling Program; and

The Student agrees:

1. To act in a professional manner that is consistent with the ACA Code of Ethics and practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on the student's part will result in removal from the internship and 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 Instructor for conferences, i.e., consultation, staffings, etc., and to keep the University Internship Instructor informed regarding the internship experiences;
3. To comply with the rules, policies, and regulations of the site, i.e., staff development, working hours, schedules, etc; and
4. To complete all internship course requirements as required, and demonstrate the specified minimal level of counseling skill, knowledge, and competence in the various internship activities evaluated during the student's internship experience.

INTERNSHIP ACTIVITIES

The internship requires that the graduate student counselor complete 600 clock hours. At least 300 hours are to be spent in counseling activities (with a client), which include:

- _____ 1. Individual Counseling/Psychotherapy: Personal/Social/Occupational
- _____ 2. Group Counseling/Psychotherapy: Co-leading, Leading (Includes Psycho-educational)
- _____ 3. Intake Counseling
- _____ 4. Testing: Administration and Interpretation
- _____ 5. Consultation (as consultant)
- _____ 6. Couples and Family Counseling (CFT licensure students only!)

A maximum of 300 hours may be spent on non-counseling activities, which include:

- _____ 1. Supervision: Individual and Group
- _____ 2. Program Administration/Org. Dev./Implementation/Evaluation
- _____ 3. Case Conferences & Staff Meetings
- _____ 4. Report Writing: Record Keeping, Treatment Plans, Treatment Summaries
- _____ 5. Case management without the client present (DHS, school, probation contacts, etc.)
- _____ 6. Other: Specify _____

* * * * *

TO BE COMPLETED BY GRADUATE STUDENT COUNSELOR:

Name Student I.D./S.S.#

Address City State Zip

Email address

Home Telephone (inc. area code) Internship Site Telephone

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

Student Counselor Signature Date

TO BE COMPLETED BY INTERNSHIP SITE:

Within the specified time frame, _____ will be the primary
(Site Supervisor)
internship on-site supervisor. The **Internship Training Activities (checked)** 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
 (University Internship Instructor)
 student and internship 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
--	-----------	------

 Email address

Agency address	City	State	Zip
----------------	------	-------	-----

University Internship Instructor/Supervisor (signature)	Date
---	------

ATTACHMENT B

Eligibility Verification for APCE Community Counseling and CFT Licensure Internship

Name: _____

Date: _____

(Please print.)

To be eligible for enrollment in the Community Counseling (APCE 692) and or CFT emphasis Internship (APCE 691) the following criteria must be met and verified. Check each of the following requirements that have been met, provide the requested information, and attach the appropriate documentation. Present all documentation and information to the Faculty Internship Instructor.

1. Pre-requisites include the successful completion of:

_____ APCE 607 Theories of Counseling; semester taken _____

_____ APCE 612 Practicum in Individual Counseling; semester taken _____

_____ APCE 558 Abnormal Psychology; semester taken _____

_____ APCE 657 Legal and Ethical Aspects of Counseling and Psych; semester taken _____

_____ APCE 605 Group Lab Experience; semester taken _____

_____ APCE 662 Group Dynamics and Facilitation; semester taken _____

_____ APCE 603 Counseling Children and Adolescents (if working with children or adolescents); semester taken _____

*Students completing Couples and Family Counseling/Therapy emphasis must have completed:

_____ APCE 665 Family Systems; semester taken _____

_____ APCE 669 Advanced Methods: Couples and Family Therapy; semester taken _____

_____ APCE 694 Practicum in Family Therapy; semester completed _____

2. _____ Proof of holding professional liability insurance (attach photocopy of policy).

3. _____ Copy of completed Internship Agreement/Contract (attach).

4. _____ Community Counseling Internship site must agree to or meet the following:

- The site must be a community or agency setting, or settings, which provides individual, group and or family counseling experiences for the intern;
- The site supervisor, a licensed professional counselor, licensed Couples and Family counselor, or psychologist or a related discipline and must be willing to provide one hour per week of individual;
- The site provides the opportunity for the student to become familiar with a variety of counseling activities in addition to direct service (e.g., case management, treatment planning, discharge planning, community linkages, use of appropriate assessment materials.);
- The site provides the opportunity for the student to gain supervised experience in the use of a variety of counseling resources such as assessment instruments, technologies, print and non-print media, professional literature, and research;

- The student is provided with opportunities, under supervision, for a variety of counseling activities that a Community counselor is expected to perform;
- The student will have the opportunity to complete 700 clock hours in the community setting as an intern, which will include: (a) 350 hours of direct service with clients and (b) 350 hours of indirect service (includes supervision);
- If Couples and Family licensure, site must provide co-therapy opportunities for the first 15 hours of couple/family counseling; and
- The willingness of the site supervisor to provide a written evaluation of the student intern's work effectiveness.

I have met the eligibility requirements for taking APCE 692.

Signed: _____ Date: _____

Received: _____ Date: _____
(APCE Internship Instructor)

ATTACHMENT C

INTERNSHIP LOG

Directions:

1. Record the dates of each week at the site and the total number of hours per week in each activity under the appropriate column.
2. At the end of the month, total the hours spent in each activity by adding the hours across each activity and indicate the total in the monthly totals column.
3. Get the on-site supervisor's signature. Keep this in your file to be submitted to the University Internship supervisor at the completion of the Internship.

Student Name: _____

Month: _____

Activities	Week 1	Week 2	Week 3	Week 4-5	Monthly Totals
Direct Client Hours					
Individual Counseling					
Group Counseling					
CFT Student Only: 125 hours needed Marriage/Family Counseling - 1+ person					
CFT Student Only: 115 hours need Marriage/Family Counseling – systemic					
CFT Student Only: Hours any approach 60 hours needed					
Phone Contact with client(s)					
Intake Interviewing					
Testing with client					
Indirect Hours					
Supervision					
Case Conferences					
Paper Work, Progress Notes, Report Writing					
Consultation					
In-services, workshops, training, team meetings					
Case Management: DHS/DSS, Phone Calls					
Other:					
Weekly Totals – Direct					
Weekly Totals – Indirect					

Total Direct Hours this Month: _____

Total Indirect Hours this Month: _____

Total Direct Internship Hours: _____

Total Indirect Internship Hours: _____

Student's Signature

On-Site Supervisor's Signature

ATTACHMENT D
INTERNSHIP STUDENT EVALUATION
APCE 692 COMMUNITY COUNSELING
School of Applied Psychology and Counselor Education

Name of Student: _____ Date: _____

Name of Supervisor: _____ Site: _____

Address: _____

Please describe your style of supervision with this student.

- _____ Observed student directly
- _____ Listened to or watched tapes of student counseling (minimum of 3)
 Dates: _____
- _____ Read session notes
- _____ Discussed cases with student
- _____ Other (please describe)

What number of overall Internship hours did the student spend with:

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

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

Low				High	
1	2	3	4	5	N/A (if behavior was not observed)

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

1) OPENING / RAPPORT

* Did counselor establish good rapport with client? 1 2 3 4 5 N/A

2) INTERACTION / INTERVIEW SKILLS

* Was counselor in control of direction of interview or did clients go off on meaningless tangents?	1	2	3	4	5	N/A
* Was counselor accepting and encouraging of client's emotions, feelings, and expressed thoughts?	1	2	3	4	5	N/A

3) COUNSELOR RESPONSES

* Were counselor's responses appropriate in view of what counselee was expressing?	1	2	3	4	5	N/A
* Did counselor reflect and react to feelings?	1	2	3	4	5	N/A
* Did the counselor's values remain objective when working with the client?	1	2	3	4	5	N/A
* Were interventions used appropriately?	1	2	3	4	5	N/A

4) COUNSELING RELATIONSHIP

* Was relationship conducive to productive counseling?	1	2	3	4	5	N/A
* Did counselor talk at appropriate language level with clients?	1	2	3	4	5	N/A
* Did the counselor use language, tone of voice, and other behavior to convey an interest in the client?	1	2	3	4	5	N/A
* Did counselor communicate his/her interests, feelings and experiences to the client when appropriate?	1	2	3	4	5	N/A

5) CLIENT CONCEPTUALIZATION

* Did counselor understand/conceptualize client's problem in its full perspective (i.e. systems)?	1	2	3	4	5	N/A
* Can counselor report client behavior accurately and support observations with specific behavioral observations?	1	2	3	4	5	N/A
* Did interventions reflect a clear understanding of the client's problem?	1	2	3	4	5	N/A
* Was counselor able to demonstrate knowledge of principles and processes of theoretical framework underlying mode of treatment used?	1	2	3	4	5	N/A
* Were treatment goals and plans reflective of good case conceptualization?	1	2	3	4	5	N/A

6) TERMINATION

* Was termination initiated properly (was it a smooth transition from the counseling process)?	1	2	3	4	5	N/A
* Was follow up or termination discussed?	1	2	3	4	5	N/A

7) CASE CONCEPTUALIZATION / SUPERVISION

* Was counselor able to observe and discuss case objectively and insightfully with supervisor?	1	2	3	4	5	N/A
* Was counselor receptive to supervisor feedback?	1	2	3	4	5	N/A
* Was feedback reflected in future counseling sessions?	1	2	3	4	5	N/A
* Was counselor able to observe/understand his/her own personal influence on the counseling relationship?	1	2	3	4	5	N/A

INTERNSHIP STUDENT EVALUATION
APCE 691 Community Counseling
Couples and Family Emphasis
School of Applied Psychology and Counselor Education

Name of Student: _____ Date: _____

Name of Supervisor: _____ Site: _____

Address: _____

Please describe your style of supervision with this student.

- _____ Observed student directly or in cotherapy
- _____ Listened to or watched tapes of student counseling (minimum of 3)
Dates: _____
- _____ Read session notes
- _____ Discussed cases with student
- _____ Other (please describe)

What number of overall Internship hours did the student spend with:

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

What models of Couples and Family therapy were used by the student?

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

Low				High	
1	2	3	4	5	N/A (if behavior was not observed)

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

1) INTERACTION / INTERVIEW SKILLS

* Did counselor establish good rapport with family members?	1	2	3	4	5	N/A
* Was counselor in control of direction of interview ?	1	2	3	4	5	N/A
* Was counselor accepting and encouraging of family members' emotions, feelings, and expressed thoughts?	1	2	3	4	5	N/A
* Was counselor accepting of family's cultural, religious, social, ethnic, and family life-cycle issues?	1	2	3	4	5	N/A

2) COUNSELOR RESPONSES

* Were counselor's responses appropriate in view of what family members were expressing?	1	2	3	4	5	N/A
* Was counselor able to establish appropriate boundaries between therapist and family? (i.e., counselor avoided being "caught" by family)	1	2	3	4	5	N/A
* Did the counselor's values remain objective when working with the family?	1	2	3	4	5	N/A
* Were interventions presented appropriately to the family?	1	2	3	4	5	N/A

3) COUNSELING RELATIONSHIP

* Was relationship conducive to productive counseling?	1	2	3	4	5	N/A
* Did counselor talk at appropriate language level with family?	1	2	3	4	5	N/A

* Did the counselor use language, tone of voice, and other behavior to convey an interest in all family members?	1	2	3	4	5	N/A
* Did counselor communicate his/her interests, feelings and experiences to family members when appropriate?	1	2	3	4	5	N/A

4) CLIENT CONCEPTUALIZATION

* Did counselor understand/conceptualize family's problem in its full perspective (i.e. systems)?	1	2	3	4	5	N/A
* Can counselor report family's behavior patterns accurately and support observations with specific behavioral observations?	1	2	3	4	5	N/A
* Did interventions reflect a clear understanding of the family's problem?	1	2	3	4	5	N/A
* Were interventions consistent with the systemic model being used to conceptualize the family?	1	2	3	4	5	N/A
* Was counselor able to establish a shift to systems thinking with the family?	1	2	3	4	5	N/A
* Was counselor able to demonstrate knowledge of principles and processes of theoretical framework underlying mode of treatment used?	1	2	3	4	5	N/A
* Were treatment goals and plans reflective of good case conceptualization and consistent with the systemic model being used?	1	2	3	4	5	N/A

5) TERMINATION

* Was termination initiated properly (was it a smooth transition from the counseling process)?	1	2	3	4	5	N/A
* Was follow up or termination discussed?	1	2	3	4	5	N/A

6) CASE CONCEPTUALIZATION / SUPERVISION

* Was counselor able to observe and discuss case objectively and insightfully with supervisor?	1	2	3	4	5	N/A
* Was counselor receptive to supervisor feedback?	1	2	3	4	5	N/A
* Was feedback reflected in future counseling sessions?	1	2	3	4	5	N/A
* Was counselor able to observe/understand his/her own personal influence on the counseling relationship?	1	2	3	4	5	N/A

ATTACHMENT E

INTERNSHIP SITE EVALUATION

School of Applied Psychology and Counselor Education

Academic Semester: _____ Date: _____

Spring ____ Fall ____ Academic Year: ____
Summer _____

Name of Student: _____

UNC Internship Supervisor _____

Site: _____ On-Site Supervisor: _____

Address: _____

_____ Phone: _____

On-Site Internship Contact Person: _____

Email Address: _____

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 is provided (list number of supervision hours you received in the spaces provided)?

- | | |
|---|------------------------------------|
| _____ Supervisor observed student directly | _____ Supervisor read case notes |
| _____ Supervisor discussed cases with student | _____ Supervisor listened to tapes |
| _____ Supervisor watched videotapes | _____ Group Supervision |
| _____ Individual Supervision | _____ number of students |
| _____ 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 counseling opportunities available to students at this site:

Individual Counseling:

- | | |
|--------------------------|-----------------------------------|
| Men _____ | _____ Report Writing |
| Women _____ | _____ Intake Interviewing |
| Adolescents _____ | _____ Psycho/Educational Training |
| Children _____ | _____ Case/Staff Conferencing |
| Career Counseling _____ | _____ Program Administration |
| Couples Counseling _____ | _____ Assessment/Testing |
| Family Counseling _____ | _____ Consulting |
| Group Counseling _____ | _____ Special Populations |
| (please describe) | (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:

	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 feel would be helpful to students interested in this site.