



# **Internship Manual**

**Master's Degree in**

**Clinical Mental Health Counseling  
&**

**Marriage, Couple, and Family  
Counseling/Therapy**

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# **GRADUATE INTERNSHIP MANUAL**

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## INTRODUCTION

This Internship Manual includes requirements and procedures to be followed by those involved in working with Graduate Student Interns 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 interns enrolled in internship courses 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 (NBCC) standards, and professional counseling program faculty recommendations.

Internship experiences at UNC are intentionally and carefully designed to provide opportunities for students to acquire greater understanding of concepts they learn through coursework and practicum, acquire new information, and integrate diverse learning and practical experiences. We realize that an internship site may not be able to provide access to all the activities desired by the student because of the differences that exist between individuals and institutions. The internship agreement for each internship experience (or site) will document the activities that can be provided at that site and supervised by the signatory. The purpose of the internship agreement is to provide a uniform internship experience for students, as well as guidance for supervisors entrusted with providing clinical and administrative supervision.

## TERMINOLOGY

This section provides the student and site supervisor a list of commonly used terms and phrases.

<b>Direct Hours</b>	According to 2016 CACREP standards, direct services are supervised uses of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families or groups). These activities must involve interactions with clients and may include: (a) assessment, (b) counseling (can include therapeutic phone calls), (c) psycho-educational activities, and (d) consultation (serving as a consultant to clients). These hours do not include any activity where the client is not present.
<b>Graduate Student Intern</b>	A student in good standing who is enrolled in an internship course, possesses professional liability insurance and has executed an internship agreement with a site(s).
<b>Group Supervision</b>	Students are required by 2016 CACREP standards to participate in group supervision with a University Internship Supervisor or student supervisor under the supervision of a University Internship Instructor, for an average of 1 ½ hours per week. This supervision may be done in more intense formats (3 hours every other week or 6 hours once a month) and needs to occur on a regular basis. <b>Attendance at group supervision is mandatory and must be made up if missed.</b> Group Supervision must include a University Internship Instructor and more than two counseling students.
<b>Indirect Hours</b>	Hours completed that <b>contribute</b> to the client's treatment (record keeping, case staffing, consultation with other providers, paperwork) and to Graduate Student Intern development (workshops, staff development, staff meetings, readings related to client needs). This cannot include travel time.
<b>Individual/Triadic Supervision</b>	Weekly individual or triadic supervision (supervision with two counseling students) with the Site Supervisor of record. According to 2016 CACREP standards, students must receive, on average, 1 hour per week of formal individual or triadic supervision with the Site Supervisor. Students may also

	engage in group supervision but that does not replace the individual or triadic supervision requirement.
<b>Internship Agreement</b>	A formal document that is executed between the University, the Graduate Student Intern and the internship site. This document enumerates the duties and expectations of all parties and institutions. This document is the formal agreement for the services to be provided by the Graduate Student Intern, the site and University Internship Supervisor(s).
<b>Internship Prerequisites</b>	Identified courses within the student's program that must be completed prior to engaging in the internship experience.
<b>Internship Program Coordinator</b>	A UNC faculty member who is responsible for oversight of the internship program. Among other administrative responsibilities, this person addresses remediation issues including but not limited to problematic Graduate Student Intern performance or problems that occur with the internship site.
<b>Site Placement Coordinator</b>	A UNC faculty member who coordinates the administrative and mentoring tasks related to internship site placement. This individual is also responsible for facilitating new site approvals and Exception Requests.
<b>Site Supervisor</b>	A site supervisor must be (a) a licensed mental health professional (LPC, LP, LCSW, LAC, LMFT, etc.); (b) have a minimum of 2 years of pertinent professional experience; (c) have knowledge of the programs expectations, requirements, and evaluation procedures for students; (d) have relevant training in supervision; (e) have signed the internship agreement; and (f) be able to provide formal weekly clinical supervision, oversight, evaluation and mentoring to the Graduate Student Intern.
<b>University Internship Supervisor</b>	A UNC Counselor Education program faculty member who is the primary contact for the Graduate Student Intern and Site Supervisor. This person conducts each student's site visits and provides 6 hours a month of group supervision to all students enrolled in the internship experience.

## INTERNSHIP POLICIES

### Student Qualifications

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

Only individuals who have completed the MCFC/T coursework may provide services for marriage/couples/family (beyond parent consultation when child is the client).

### Ethical Behavior

Students are expected to demonstrate the highest level of ethical behavior, as set forth by the American Counseling Association (ACA) and the American Association for Marriage and Family Therapy (AAMFT). 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 and/or volunteered.

## **Student Liability Insurance**

All students in Clinical Mental Health Counseling and Marriage, Couples, and Family Counseling/Therapy are required to hold and maintain membership in the American Counseling Association (ACA). Students in School Counseling are required to hold and maintain membership in the American School Counseling Association (ASCA). Application forms for professional organizations are available on line at <http://www.counseling.org/> and [www.schoolcounselor.org](http://www.schoolcounselor.org). Students who chose to double major must hold and maintain membership in both professional organizations. Additionally, the faculty highly recommends memberships in Colorado divisions of ACA and ASCA.

## **Distance Restrictions for Internship Sites**

Internship sites must be within 60 miles one-way, of the Greeley campus. Students who wish to arrange a placement more than 60 miles from campus must submit an Exception Request, which includes justification of their exception, to their advisor. Applicants are advised that (1) out of area internships are rarely authorized, (2) two-thirds of the faculty must approve requests, (3) 4 weeks must be given for thorough faculty consideration.

## **Continuous Registration Policy for Graduate Students (Graduate School Policy)**

All master's students must register for at least 1 semester hour during the semester when they graduate unless they have already completed all required credits for their degree prior to the semester when they graduate. Students who have already completed all required credits will be automatically assessed the \$150 continuous registration fee for the semester when they graduate.

Master's students holding an academic-year graduate assistantship must enroll in a minimum of 3 credit hour (Fall and Spring); those holding a fiscal-year assistantship must enroll in a minimum of 3 credit hour (Fall, Spring and Summer) to be in compliance with the terms of their assistantship agreements and this policy. Graduate assistants are not eligible for the \$150 continuous registration fee.

## **Response to Site Supervisor's Report of Unsatisfactory Performance**

In the event a Site Supervisor gives a Graduate Student Intern a negative written evaluation, the University Internship Supervisor will inform the Professional Counseling faculty who will discuss the concerns during a regularly scheduled faculty meeting. The Professional Counseling faculty, along with the University Internship Supervisor, will arrange for a meeting with the student in order to review his or her specific situation. The Professional Counseling faculty will determine whether the student (a) may continue the internship, (b) should receive a grade of unsatisfactory, (c) should engage in a remediation plan, or (d) should obtain additional internship hours. The Professional Counseling faculty may identify strategies for remediation up to and including referral to the Review and Retention Committee.

## **Unsatisfactory Grades**

Graduate Student Interns who receive a grade of unsatisfactory or who withdraw must have written permission from their University Internship Supervisor and the Internship Program Coordinator to be permitted to enroll again for internship. The Professional Counseling faculty will determine and communicate when the student may retake the internship.

## **Registering for Internship Hours**

*Clinical Mental Health Counseling students:* Students must register for six (6) semester hours of APCE 692 through the University of Northern Colorado. Student may register for up to 18 credits according to program and financial aid requirements.

*Marriage, Couples and Family Counseling/Therapy students:* Students must register for two (2) semester hours of APCE 691 through the University of Northern Colorado. Students may register for up to 18 credits according to program and financial aid requirements.

### **Intern Site Activity Between Terms**

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 (not counting winter/interim session), or one full calendar year. Although some internships 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.

Internship experiences start and stop with the academic terms defined by the University calendar. Students wishing to continue internship between fall and spring semesters must enroll in the winter/interim supervision class. Students may, however, continue their internship experience during breaks that are within the semester (e.g., spring break). The agreement with your site does not include activity during the brief (1-2 week) breaks between academic terms.

If your site is requesting that you continue to engage in activity as an intern during those breaks, there are important things to consider. First, you will be volunteering your time during this period, and as such, you are not able to accrue any hours toward Internship requirements with UNC. Any trainings, direct client contact, meetings, etc., will not count toward any of your indirect or direct hours for external placement. You are also not required to UNC to volunteer at your external site.

Secondly, and perhaps the most important thing for you to consider, is that during any break between semesters, you are not actively enrolled in an internship class, therefore, you are not covered under your current student liability insurance. This is critical to consider as it leaves you in a possible position of risk. If legal action was taken against you for something occurring at your site, there would be no liability coverage for you and any protection would have to be provided by your site and your site supervisor. The UNC Professional Counseling Program highly discourages students engaging in any activity between terms. We strongly recommend that you take the between-term time as a break for yourself to rejuvenate for the fall semester. Should you proceed despite program guidance, you and your site need to complete the Intern Site Activity Between Terms form (APPENDIX C) and submit it to the External Placement Coordinator.

Additionally, students cannot complete a contract that extends beyond one semester. If a student anticipates interning at a site for more than one semester, they will need to complete a contract for each semester of their internship experience.

All students must be registered for an internship course to count hours toward completion of the internship requirements, therefore, students who have not completed their hours by the end of an academic term (as defined by the University calendar) must register for the next semester to complete hours for this course and to maintain their insurance coverage. Once a student is enrolled in an internship class, they must remain at the site for their contracted dates and attend all required supervision (individual, triadic and/or group) for the full-semester, regardless of when the required hours toward graduation are met.

## On-Site Supervision and Providing In-home services

A UNC Graduate Student Intern cannot perform any direct client service without a licensed mental health provider present and on-site. This includes but is not limited to providing after-hours services and/or in-home services. A Graduate Student Intern is not permitted to do home visits as part of their internship experience unless a licensed mental health provider (LPC, LP, LCSW, LAC, LMFT, etc.) is present.

## Exception Requests

Any internship placement or activities falling outside of program policy must receive formal approval by means of an Exception Request. Exception Requests can be made by sending an email detailing the request to the Site Placement Coordinator who will then facilitate the approval process. Exception Requests are considered on an as-needed, irregular basis, so it is recommended that students requesting an exception turn in the request as soon as possible and expect, at minimum, a two-week waiting period.

## PREREQUISITES FOR INTERNSHIP

To be eligible for enrollment in the Clinical Mental Health Counseling Internship (APCE 692) and/or the MCFC/T emphasis Internship (APCE 691) the following criteria must be met.

APCE 607	Theories of Counseling
APCE 612	Practicum in Individual Counseling
	APCE 619 Practicum II in Individual Counseling (Clinical Mental Health Counseling only)
APCE 558	Diagnosis and Treatment Planning
APCE 657	Legal and Ethical Aspects of Counseling and Psychology
APCE 605	Group Lab Experience
APCE 662	Group Dynamics and Facilitation
APCE 661	Psychological Trauma and Intervention for Individuals, Families and Communities (NOTE: May be taken concurrently with first semester of Internship, but must be successfully completed by the end of the first semester).
APCE 603	Understanding Children, Adolescents and Their Systems (if working with children or adolescents)
APCE 673	Appraisal & Assessment in Counseling

Students completing Marriage, Couples and Family Counseling/Therapy emphasis must have also completed:

- APCE 665 Family Systems
- APCE 669 Advanced Methods: Couples and Family Therapy
- APCE 694 Practicum in Couples and Family Therapy

## MINIMUM REQUIREMENTS FOR INTERNSHIP

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

- *For MCFC/T:* Minimum of **240 direct client contact hours**.
- *For Clinical Mental Health:* Minimum of **240 direct client contact hours**.



- Minimum of **600 on-site hours** (i.e., counseling + indirect client activities).
- Minimum of **one (1) hour per week of individual or triadic supervision**, throughout the internship, performed by the Site Supervisor.
- Opportunity for students to **lead or co-lead a counseling or psychoeducational group**.
- Opportunity for the student to become familiar with a variety of professional activities other than direct service.
- Opportunity for the student to obtain audio and/or video recordings of their 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.

### **MCFC/T Emphasis: APCE 691**

Students must meet the prerequisites listed above as a well as successfully complete APCE 665 Family Systems, APCE 669 Advanced Methods and APCE 694 Practicum in Family Counseling/Therapy.

Of the required 240 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.)

### **Site Supervisor Requirements**

A site supervisor must be a licensed mental health professional (LPC, LP, LCSW, LAC, LMFT, etc.); have a minimum of 2 years of pertinent professional experience; have knowledge of the program expectations, requirements, and evaluation procedures for students; and have relevant training in supervision. Supervisors must agree to regularly review the students' audio and/or videotapes and provide a minimum of 1 hour per week of individual or triadic supervision throughout the internship experience.

### **Group Supervision on Campus**

Throughout the course of APCE 691 and 692, interns will meet on campus at least three hours every two weeks for group interaction and supervision, which is provided by the University Internship Supervisor. Expectations for group supervision will be provided at the beginning of each semester.

### **Internship Attendance Policy**

Students are required to attend every class schedule for sections of APCE 614, 619, 691, and 692. Group supervision is a requirement of internship and necessary for ethical training practices. If a student experiences an emergency causing them to miss a class session, they must communicate their absence to the instructor of the courses in a timely manner, preferable prior to missing the class. Following an absence from group supervision, the student will be required to make up the missed class by attending another section of group supervision at any program location (Greeley, Denver, or Loveland). The student must inform the instructor of the section they plan to attend for the make-up class prior to attending. The student can attend any section of APCE 619, 614, 692, or 691 to make up the missed class, regardless of which course they are enrolled. To verify attendance, the student is required to obtain written or e-mail verification of attendance and attendance to the whole class is

required. If students are unable to make up the group supervision course time during the same semester they missed the class, they will be required to register for and attend another semester of the course.

## Documentation

Upon completion of internship, students must submit the following documents to the University Internship Supervisor.

- One copy of the Internship Log (located on UNC's Professional Counseling website under *Current Students*)
- Site evaluation of the graduate student interns (APPENDIX A)
- Student's evaluation of the internship site (APPENDIX B)

Additionally, one copy of the Internship Log should be given to the Site Supervisor.

We cannot accept signatures that are font-based. The types of signatures that we require on the above documents include:

- Time-stamped digital signature like a certificate-based signature or signature through a digital signature service (DocuSign or AdobePro).
- A signature that is drawn with your hand using a pointing device (like a mouse or a trackpad) or a finger (like on a smartphone).
- Printing the contract out, hand signing the contract, scanning it and emailing it back to the Site Placement Coordinator.

## PREPARING FOR YOUR INTERNSHIP EXPERIENCE

### Procedures and Timelines

Students should initiate the following internship procedures at the beginning of the **semester before** they wish to begin internship. They should find an appropriate site and finalize all procedures, including completing the Internship Agreement and obtaining proof of insurance a minimum of 3 weeks prior to the last day of classes in the semester before they begin internship. For fall semester, this would mean three weeks prior to the end of the second summer session.

1. **Attend the Mandatory Practicum II / Internship Information Meeting.** Students must attend the Mandatory Practicum II/ Internship Information Meeting the semester prior to searching for an internship site. This meeting will be held the **third Thursday of the fall and spring semesters at 12:00**. There will not be a summer meeting, so please plan accordingly. *Note, you may attend an earlier meeting for informational purposes; however, you will still be required to attend the meeting the semester prior to your proposed start date for internship.* **Eligibility Verification Form** (located on UNC's Professional Counseling website under *Current Students*) **and proof of liability insurance are due at this time.**
2. **Get approval from the Site Placement Coordinator.** Following the Mandatory Practicum II/ Internship Information Meeting, the Site Placement Coordinator will determine a student's eligibility to start contacting possible internship sites. In order to be considered eligible, a student must have completed and turned in the following:
  - Attended Mandatory Practicum II/Internship Information Meeting

- Completed all of the required pre-requisite courses and turned in a completed Eligibility Verification Form (located on UNC's Professional Counseling website under *Current Students*) to the Site Placement Coordinator
- Turned in proof of liability insurance to the Site Placement Coordinator

When these requirements have been met, students will be notified, **via email**, that they have been approved to start searching for an internship site. In this email notification, students will receive the approved site list from which they may choose an internship site.

3. **Explore Potential Internship Sites.** Once students have found a site they might be interested in, they then contact the prospective internship site and arrange for an in-person interview. During this exploratory meeting, the agency representative and student should clearly delineate their expectations for the internship experience. As a student, you should determine if a prospective internship site is capable of meeting your needs. Following that interview, 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 the agency accepts you for internship placement, an Internship Agreement should be negotiated specifying the expectations (e.g., internship activities) and responsibilities of all parties involved.
4. **New Site Approvals.** Sites that are not on the approved site list must be approved by the Site Placement Coordinator prior to completing an Internship Agreement. Students should use the New Site Approval Form (located on UNC's Professional Counseling website under *Current Students*).
5. **Prepare an Internship Agreement.** The student emails a completed Internship Site Agreement (located on UNC's Professional Counseling website under *Current Students*) that has been signed by the Graduate Student Intern and the Site Supervisor to the Site Placement Coordinator. The Site Placement Coordinator reviews the contract and, if approved, will obtain the remaining signatures needed for contract completion.

We cannot accept signatures that are font-based. The types of signatures that we require on the above documents include:

- Time-stamped digital signature like a certificate-based signature or signature through a digital signature service (DocuSign or AdobePro).
  - A signature that is drawn with your hand using a pointing device (like a mouse or a trackpad) or a finger (like on a smartphone).
  - Printing the contract out, hand signing the contract, scanning it and emailing it back to the Site Placement Coordinator.
6. **Finalize an Internship Agreement.** Once all of the appropriate signatures have been obtained an electronic copy of the completed Internship Agreement will be emailed to the student and the original will be kept in the student's UNC file. The student is responsible for disseminating the completed contract to the appropriate persons at their site and maintaining a copy for their records.

## Selecting an 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 the student 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 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.

Although you may complete your internship at two different sites, in no case will three sites be approved for internship for one student.

**Students are reminded of the policy adopted by the University Professional Counseling faculty that prohibits the selection of an internship site in which the student is currently or has been previously employed. In addition, no internship will be approved for which the student has not been academically prepared.**

## **Interviews**

It is your responsibility to arrange interviews at potential internship sites. Please attend to the following information regarding this important phase of your experience:

1. This is a professional interview. 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.
2. Prior to the interview, ascertain that the site and supervisor meet requirements.
3. Ascertain that the prospective internship site is capable of meeting your needs. During the interview, emphasize that you will need to obtain experiences that are consistent with your training and interests.
4. Carefully consider "fit" between you, your professional goals, and the site. You are encouraged to interview with more than one agency or site in order to select the best placement.
5. If the agency or site accepts you for internship placement, and you elect to accept the opportunity, you can prepare an Internship Agreement (located on UNC's Professional Counseling website under *Current Students*) with your Site Supervisor.

## **ENGAGING IN YOUR INTERNSHIP**

Internship Site Supervisors have supervisory and administrative responsibility for site activities. The University Internship Supervisor will maintain contact with Site Supervisors throughout the semester.

The Site Supervisor will complete an evaluation form (APPENDIX A) addressing the student's activities and performance. Additionally, students will be asked to evaluate their work, the supervision students received at their site, and overall experience at the site (APPENDIX B). Forms and guidelines are included in this handbook and located on UNC's Professional Counseling website under *Current Students*.

If problems or concerns (ethical, clinical, supervisory, and interpersonal, etc.) develop during student's internship, students are asked to please notify the University Internship Supervisor immediately. **Failure to notify the University Internship Supervisor in a timely manner of emerging problems or concerns may constitute an ethical breach on the part of the Graduate Student Intern.** It is the responsibility of the University Internship Supervisor to work with students and Site Supervisors to properly handle and resolve problems or concerns.

If for some reason students are unable to complete their internship (personal or professional conflicts), contact the University Internship Supervisor immediately. Failure to report at one's internship site on a regular basis is unacceptable, unethical and may lead to disciplinary actions (review and retention).

Graduate Student Interns and the University Internship Supervisor are guests of the agencies and clinics where internship opportunities are authorized. Agency administrators are entrusted with the care and responsibility of clients and Site Supervisors are responsible for all facets of services provided to clients by the Graduate Student Intern. Thus, interns are expected to maintain the highest level of professionalism. Intern's behaviors reflect on the intern, the clinic or agency in which the student is placed, the University, the Counseling Programs, and future interns.

**Attire:** Dress appropriately and in accordance with existing dress codes within the site setting at all times.

**Work Schedules:** Work schedules are established with the site and should not interfere with other courses. Because of the time demands it is recommended that interns not try to maintain a full-time job outside of the field placement.

**Attendance and Promptness:** Graduate Student Interns are expected to be at their clinical site according to the schedule designed with the site supervisor. Absences must be limited to medical emergencies, family emergencies, and professional development activities. Should interns need to be absent or arrive late, interns are to notify the site supervisor and the University Internship Supervisor. Extensive absences, for whatever reason, will result in one's internship being postponed or ended.

**Expectation of Ethical Conduct:** Graduate Student Interns are expected to know and follow the *American Counseling Association Code of Ethics*. This includes the standards of informed consent, recordkeeping, mandated reporting, confidentiality and its exceptions. Graduate Student Interns are also expected to adhere to district policy and the Colorado Revised Statutes related to the mental health. If/when students encounter ethical dilemmas or ethically concerning/conflicting behaviors or practices they are expected to utilize the ethical decision-making model and inform their Site Supervisor first, then their University Internship Supervisor. Graduate Student Interns are expected to practice at or above the standards of practice for school counseling professional counselor's failure to do so may result in disciplinary actions by the Professional Counseling faculty like referral to the Review and Retention committee.

### **Responsibilities During Internship**

1. You can expect to have an on-site visit from the University Internship Supervisor each semester of your internship. Prior to the sixth week of your internship, you are responsible for contacting the University Internship Supervisor to schedule a 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 regular basis. After your Site Supervisor has signed the log, send a **copy** of the log to the University Internship Supervisor. Maintain the original in a file until prior to your exit interview when the original logs will be turned in to the University Internship Supervisor. Those students with more than one internship placement are required to keep separate logs for each site.
3. You are required to attend ALL internship meetings scheduled by the University Internship Supervisor.
4. If you are unable to complete your internship, contact the University Internship Supervisor immediately.

## 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 (APPENDIX A). 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 Site Supervisor, reviewed with the student in conference, and returned to the University Internship Supervisor at the completion of the internship. Any additional comments the Site Supervisor might like to make should be included on the rating form.

### INSTRUCTIONS FOR FORMS

**Note: All forms MUST be legible. If they are not legible they will be returned to the student.**

#### **Internship Agreement Instructions (located on UNC's Professional Counseling website under *Current Students*):**

1. Read agreement thoroughly
2. Type or print legibly all required information
3. Obtain necessary signatures three weeks prior to end of semester prior to start of internship
4. Return agreement to the Site Placement Coordinator

#### **Eligibility Verification Form Instructions (located on UNC's Professional Counseling website under *Current Students*):**

1. Read verification form thoroughly
2. Complete form legibly
3. Submit during the Mandatory Practicum II/Internship Information Meeting. After the form has been approved, you may then begin to look for an internship site.

#### **Internship Hours Log Instructions: (located on UNC's Professional Counseling website under *Current Students*):**

1. Type or legibly print your name and your supervisor's name
2. Obtain the signature of your site supervisor on each log sheet.
3. After completing your internship, give your original log sheets to the University Internship Instructor at your exit interview.
4. Keep copies of all documents for your files.

## **APPENDIX A: Site Evaluations of the Graduate Student Intern**



**SITE EVALUATION OF THE GRADUATE STUDENT INTERN  
APCE 692 INTERNSHIP IN CLINICAL MENTAL HEALTH COUNSELING**

Name of Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Site: \_\_\_\_\_

Address: \_\_\_\_\_

Please identify the types of activities utilized in supervision with this supervisee.

	Observed supervisee directly via one way mirror or video circuit
	Listened to or watched tapes of supervisee counseling
	Read session notes
	Discussed cases with supervisee
	Group Supervision (6 supervisees or less)
	Triadic Supervision (2 supervisees)
	Individual Supervision
	Other (please describe)

What number of overall hours did the supervisee spend doing the following:

	Direct client contact (Individual counseling)
	Direct client contact (couples or families)
	Indirect client activities (i.e. case conferences, staff meetings, in-service workshops, trainings, administrative duties, completion of paperwork, case notes, treatment plans, etc.)
	TOTAL INTERNSHIP HOURS

Logistical aspects:

	Supervisee is on time for sessions and supervision
	Case notes are ready on time
	Case notes are well written
	Treatment planning notes completed and modified with supervision
	Supervisee has current and active liability insurance in place



Counseling/theoretical models used by supervisee: \_\_\_\_\_

### Supervisee Skills Rating Form

Please use the scale below to rate the supervisee across each of the following dimensions.

Use the scale on the left side for the mid-term evaluation, and the scale on the right side for the final evaluation.

**1** = Student is in need of further training and/or requires additional growth, maturation, and change in order to be effective in the various skill areas; trainee should not be allowed to function independently.

**2** = Competence is below average but, with further supervision and experience, is expected to develop satisfactorily; independent functioning is not recommended and close supervision is required.

**3** = Competence is at least at the minimal level necessary for functioning with moderate supervision required.

**4** = Competence is above average, trainee can function independently with periodic supervision.

**5** = Competence is well developed and trainee can function independently with little or no supervision required.

**N** = Insufficient data to rate at this time.

#### Interaction / Interview Skills

Midterm

Final

N 1 2 3 4 5	Counselor establishes good rapport with clients	N 1 2 3 4 5
N 1 2 3 4 5	Counselor is in charge of direction of interview	N 1 2 3 4 5
N 1 2 3 4 5	Counselor is accepting and encouraging of client emotions, feelings, and expressed thoughts	N 1 2 3 4 5
N 1 2 3 4 5	Counselor is aware and accepting of client's cultural, religious, sexual orientation, ethnic, economic, gender and lifespan/developmental issues, and displays sensitivity to these dimensions in sessions	N 1 2 3 4 5

#### Counselor Responses

N 1 2 3 4 5	Counselor's responses are appropriate in view of what client is expressing and according to developmental level	N 1 2 3 4 5
N 1 2 3 4 5	Counselor reflects emotions and responds to feelings appropriately	N 1 2 3 4 5
N 1 2 3 4 5	Counselor is able to establish appropriate boundaries between therapist and client (i.e., counselor avoided being "caught" by client dynamics)	N 1 2 3 4 5

N 1 2 3 4 5	Counselor's values remain neutral when working with the client	N 1 2 3 4 5
N 1 2 3 4 5	Interventions are presented appropriately to the client	N 1 2 3 4 5

### **Counseling Relationship**

N 1 2 3 4 5	Therapeutic relationship was conducive to productive counseling	N 1 2 3 4 5
N 1 2 3 4 5	Counselor used appropriate language level with client	N 1 2 3 4 5
N 1 2 3 4 5	Counselor used language, tone of voice, and other behavior to convey an interest in clients	N 1 2 3 4 5
N 1 2 3 4 5	Counselor communicated his/her interests, feelings and experiences to clients when appropriate	N 1 2 3 4 5

### **Client Conceptualization**

N 1 2 3 4 5	Understands/conceptualizes client's problem in its full perspective (systemic, developmental, cultural)	N 1 2 3 4 5
N 1 2 3 4 5	Reports client's behavior patterns accurately and supports reports with specific behavioral observations	N 1 2 3 4 5
N 1 2 3 4 5	Identifies and utilizes client strengths in sessions and treatment planning	N 1 2 3 4 5
N 1 2 3 4 5	Interventions reflect a clear understanding of the client's problem and the client's goals	N 1 2 3 4 5
N 1 2 3 4 5	Interventions are consistent with the theoretical counseling model being used to conceptualize the client	N 1 2 3 4 5
N 1 2 3 4 5	Counselor is able to demonstrate knowledge of principles and processes of theoretical framework underlying mode of treatment used	N 1 2 3 4 5
N 1 2 3 4 5	Treatment goals and plans reflect good case conceptualization and are consistent with the theoretical model being used	N 1 2 3 4 5
N 1 2 3 4 5	Counselor assesses influence of other systems (i.e. school, work, medical etc) and acts accordingly	N 1 2 3 4 5

### **Termination**

N 1 2 3 4 5	Counselor reviews goals with clients and prepares for closure	N 1 2 3 4 5
N 1 2 3 4 5	Termination was initiated and planned properly (was it a smooth transition from the counseling process)	N 1 2 3 4 5
N 1 2 3 4 5	Follow up phone calls, or referral was discussed	N 1 2 3 4 5

### **Case Conceptualization & Supervision**

N 1 2 3 4 5	Supervisee is able to observe/understand his or her own personal influence on the counseling relationship	N 1 2 3 4 5
N 1 2 3 4 5	Supervisee is able to conceptualize and discuss cases meaningfully and insightfully with the supervisor	N 1 2 3 4 5
N 1 2 3 4 5	Able to reflect on personal motives, regulate emotions, and is open to accepting personal responsibility and addressing issues pertaining to personal/professional growth conceptually and/or behaviorally	N 1 2 3 4 5
N 1 2 3 4 5	Supervisee seeks, is well prepared, and actively participates in the supervisory process	N 1 2 3 4 5
N 1 2 3 4 5	Supervisee is open to entertaining new ideas and behaviors	N 1 2 3 4 5
N 1 2 3 4 5	Supervisee is receptive to supervisor feedback	N 1 2 3 4 5
N 1 2 3 4 5	Conversations in supervision and feedback reflected in future counseling sessions	N 1 2 3 4 5
N 1 2 3 4 5	Counselor demonstrates an ability to appropriately negotiate the balance between autonomy and dependency in supervision	N 1 2 3 4 5

### **Use of Evidence Based Interventions and Literature**

N 1 2 3 4 5	Counselor made serious effort to integrate case with Evidence Based Interventions	N 1 2 3 4 5
N 1 2 3 4 5	Counselor used literature to be more informed in regards to case conceptualization, and intervention	N 1 2 3 4 5

### **Miscellaneous**

N 1 2 3 4 5	Counselor actively participates in group supervision and both gives and receives feedback with other supervisees	N 1 2 3 4 5
N 1 2 3 4 5	Counselor understands and observes agency operating procedures	N 1 2 3 4 5

N 1 2 3 4 5	Counselor collegially participates with the treatment team in consultation and collaboration with other providers (intra- and inter-professionally)	N 1 2 3 4 5
N 1 2 3 4 5	Counselor demonstrates an ability to negotiate conflict or differences in a professional manner	N 1 2 3 4 5
N 1 2 3 4 5	Counselor produces appropriate documentation (i.e., case notes, treatment plans, etc.) consistent with uniformly acceptable guidelines as well as adapting stylistically to agency-specific standards	N 1 2 3 4 5
N 1 2 3 4 5	Counselor actively pursues answers to ethical dilemmas as they arise in cases: aware of and follows general guidelines for ethical decision making, with guidance in supervision and attention to professional organization's (i.e., ACA) ethical guidelines as well as the state-specific statutes	N 1 2 3 4 5
N 1 2 3 4 5	Counselor strives to become a more multi-culturally competent counselor and to promote social justice within the domains of current practice and client contact	N 1 2 3 4 5
N 1 2 3 4 5	Counselor demonstrates initiative, motivation, and a focus on professional development	N 1 2 3 4 5

Comments:

Supervisor Signature: \_\_\_\_\_

Trainee signature: \_\_\_\_\_

- **The faculty has approved this form for evaluation in Clinical Internship for MA students. It is a CACREP requirement that a copy of this evaluation is to be included in the student's file upon course completion.**

This form has been adapted and modified. It was originally developed for use in the internship manual for MA students in Community Counseling: Couples and Family Therapy Emphasis and for use in Family Practicum with MA and Doctoral students by Lia Softas-Nall, Professor of Counseling Psychology and adopted by the APCE faculty. It appears as a published contribution in Hovestadt, C. et al (2002). *Practice management forms: Tools for the business of therapy*. Washington, DC: American Association for Marriage and Family Therapy.



**SITE EVALUATION OF THE GRADUATE STUDENT INTERN**  
**APCE 691 Marriage, Couples, and Family Counseling/Therapy Emphasis**  
**Professional Counseling Program**

Name of Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Site: \_\_\_\_\_

Address: \_\_\_\_\_

Please identify the types of activities utilized in supervision with this supervisee.

<input type="checkbox"/>	Observed supervisee directly via one way mirror or video circuit
<input type="checkbox"/>	Listened to or watched tapes of supervisee counseling
<input type="checkbox"/>	Read session notes
<input type="checkbox"/>	Discussed cases with supervisee
<input type="checkbox"/>	Group Supervision (6 supervisees or less)
<input type="checkbox"/>	Triadic Supervision (2 supervisees)
<input type="checkbox"/>	Individual Supervision
<input type="checkbox"/>	Other (please describe)

What number of overall hours did the supervisee spend doing the following:

<input type="checkbox"/>	Direct client contact (Individual counseling)
<input type="checkbox"/>	Direct client contact (couples or families)
<input type="checkbox"/>	Indirect client activities (i.e. case conferences, staff meetings, in-service workshops, trainings, administrative duties, completion of paperwork, case notes, treatment plans, etc.)
<input type="checkbox"/>	TOTAL INTERNSHIP HOURS

Logistical aspects:

<input type="checkbox"/>	Supervisee is on time for sessions and supervision
<input type="checkbox"/>	Case notes are ready on time
<input type="checkbox"/>	Case notes are well written
<input type="checkbox"/>	Treatment planning notes completed and modified with supervision
<input type="checkbox"/>	Supervisee has current and active liability insurance in place

Counseling/theoretical models used by supervisee: \_\_\_\_\_

### Supervisee Skills Rating Form

Please use the scale below to rate the supervisee across each of the following dimensions.

Use the scale on the left side for the mid-term evaluation, and the scale on the right side for the final evaluation.

**1** = Student is in need of further training and/or requires additional growth, maturation, and change in order to be effective in the various skill areas; trainee should not be allowed to function independently.

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#### Interaction / Interview Skills

Midterm

Final

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N 1 2 3 4 5	Counselor strives to become a more multi-culturally competent counselor and to promote social justice within the domains of current practice and client contact	N 1 2 3 4 5
N 1 2 3 4 5	Counselor demonstrates initiative, motivation, and a focus on professional development	N 1 2 3 4 5

Comments:

Supervisor Signature: \_\_\_\_\_

Trainee signature: \_\_\_\_\_

- **The faculty has approved this form for evaluation in Clinical Internship for MA students. It is a CACREP requirement that a copy of this evaluation is to be included in the student's file upon course completion.**

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## **APPENDIX B: Student Evaluation of the Internship Site**



## EVALUATION OF THE INTERNSHIP SITE

### Professional Counseling Program

Academic Semester: Spring\_\_\_\_\_ Fall\_\_\_\_\_ Summer\_\_\_\_\_ Academic Year:\_\_\_\_\_

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, severe and persistent mental illness, 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.

## **APPENDIX C: Intern Site Activity Between Terms**

Students,

As has been noted, your internship contract stipulates that you are a UNC Intern at your external site only within the active dates of each academic semester. The agreement with your site does not include activity during the brief (1-2 week) breaks between academic terms (for example, between Spring and Summer, or Summer and Fall).

If your site is requesting that you continue to engage in activity as an intern during those breaks between semesters, there are some important things to consider. First, you will be volunteering your time during this period, and as such, you are not able to accrue any hours toward Practicum II or Internship requirements with UNC. Any trainings, direct client contact, meetings, etc. will not count toward any of your indirect or direct hours for external placement. Again, these hours will be completely voluntary. You are also not required by UNC to volunteer at your external site.

Secondly, and perhaps the most important thing for you to consider, is that during any break between semesters, you are not actively enrolled in a Practicum II or Internship class, therefore, you are not covered under your current student liability insurance. The ACA or ASCA student liability insurance only covers you if you are actively enrolled in a class; if you volunteer during a break between academic terms, you are not enrolled, therefore you are not covered by that policy. This is critical to consider as it leaves you in a position of possible risk. If legal action was taken against you for something occurring at your site, there would be no liability coverage for you and any protection would have to be provided by your site and your site supervisor.

A site may advise you that their agency liability insurance will cover you; ultimately, it does not. Individuals are not comprehensively covered by organizational liability plans; professionals should *always* maintain their own individual liability insurance plan, at all times. Regarding client care, with advanced preparation and planning, *everyone* takes vacations throughout the year, and clients do understand this. It is not unusual for a clinician to be on holiday for 1-2 weeks at a time. In fact, taking a vacation demonstrates healthy boundaries, and good self-care to clients.

As an individual volunteer, you and the site must know of these limitations and risks. The UNC Professional Counseling Program highly discourages students engaging in any activity between terms. We strongly recommend that you take the between-term time as a break for yourself to rejuvenate for the fall semester. Since you cannot count the hours for program requirements, there is little, if any, advantage to volunteering between terms. As a reminder, a winter interim term is offered between fall and spring semesters that allows you to continue at your site without disruption. Should you proceed despite program guidance, you and your site need to understand and agree that you are all willing to accept these risks and are to volunteer while you are not enrolled in an external placement course.

This form must be signed by the student intern as well as the agency supervisor, and returned to your internship instructor, if you decide to volunteer during an interim term.

Student Name: \_\_\_\_\_ Signature / Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature / Date \_\_\_\_\_