

UNIVERSITY *of*
NORTHERN COLORADO



Internship Manual

Master's Degree in
Clinical Counseling and
MFT/C Licensure Option

Denver and Colorado Springs Programs

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GRADUATE INTERNSHIP MANUAL

Denver & Colorado Springs

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INTRODUCTION

This Internship Manual contains the processes and procedures to be followed by those involved in working with Internship students on location in clinical agencies. Its primary purpose is to help formalize and document the arrangements between the professional counseling program faculty, the University internship site supervisors, site-based supervisors, and graduate student counselors enrolled in the internships at the University of Northern Colorado. The internship activities and requirements are based upon the American Counseling Association (ACA), the guidelines of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), a corporate affiliate of the American Counseling Association, Colorado state licensing or certification requirements, and recommendations from the Professional Counseling program faculty.

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.

Graduate Intern	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 or sites.
Site Supervisor	A licensed mental health practitioner with at least 2 years of supervisory experience who has signed the internship agreement and who will provide formal weekly clinical supervision, oversight, evaluation and mentoring to the graduate intern
University Internship Supervisor	A UNC faculty member who is the primary contact for the student 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 Agreement	A formal, legal document that is executed between the University, the graduate 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 intern and the site and University Internship Supervisors
Internship Prerequisites	Identified courses within the students program that must be completed prior to engaging in the internship experience.
Direct Hours	Hours in face-to-face or direct contact with the client (can include therapeutic phone calls). These hours do not include client or case staffings where the client is not present.

Indirect Hours	Hours completed that contribute to the client’s treatment (record keeping, case staffings, consultation with other providers, paperwork) and to graduate intern development (workshops, staff development, staff meetings, readings related to client needs). This cannot include travel time or time with the University Internship Supervisor.
Individual Clinical Supervision	The weekly one-on-one supervision with the site supervisor of record. Students must receive an hour a week of formal individual supervision by the site supervisor. Students may also engage in group or triadic supervision to add to, but not replace individual supervision. Supervision is logged as an indirect hour or hours
Group Supervision	Students are required by CACREP standards to attend group supervision with a University Internship Supervisor (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. Attendance at group supervision is mandatory and must be made up at an alternative site if missed. Individual supervision with the University Site Supervisor cannot be substituted for group supervision. Students who consider an out of region or out of state placement must work with the University Internship Supervisor to locate a regional university to provide this supervision.

INTERNSHIP POLICIES

Clinical counseling students who are not seeking the MFT/C licensure option may do family and couples counseling as part of their internship experience if they meet the ethical standards and principles for gaining competency in a particular area of practice. This means that the student will engage in co-therapy with families or couples and engage in additional readings in the area of family counseling and supervision of family and couples counseling. These activities will not allow the student to sit for state licensure as a marriage and family therapist, but will provide clinical counseling students the opportunity to improve their competency with families and/or couples.

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.

General Procedures: First Steps

Students should initiate internship arrangements at the beginning of the semester prior to the time they wish to begin your internship. Follow these steps carefully.

Students must attend the Internship informational meeting the semester prior to beginning Internship.

Meetings will be scheduled and communicated via the listserv. *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 forms are due at this time.

New Site Approval Forms (located in the internship manuals) can be turned into Dr. Danielle Kahlo's mailbox.

Deadline for Internship contracts is 3 weeks prior to the end of the semester proceeding the placement. For fall semester, this would mean three weeks prior to the end of the second summer session.

Prerequisites

- APCE 607 Theories of Counseling
- APCE 612 Practicum in Individual Counseling
- APCE 619 Practicum II
- 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
- APCE 673 Appraisal & Assessment
- APCE 661 Psychological Trauma and Intervention for Individuals, Families and Communities (NOTE: May be taken concurrently with first semester of Internship)
- APCE 603 Counseling Children and Adolescents (if working with children or adolescents)

Denver and Colorado Springs students who are enrolled in the Marriage and Family Licensure Option must also complete the following classes in addition to the above prerequisites prior to enrolling in internship:

- APCE 601 Practicum
- APCE 665 Family Systems
- APCE 669 Advanced Methods: Marriage and Family Therapy
- APCE 695 Seminar: Contemporary Issues Couples and Family Therapy
- APCE 668 Sexuality Counseling

Qualifications

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

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

Student Learning Outcomes

Students are required to complete a bi-annual review as a component of a comprehensive evaluation process to assess student outcomes across three domains - knowledge, skills, and professional practice. The Professional Practice Forms are required each semester while in Internship. Paperwork and policies can be found on the webpage under "Current Students" (http://www.unco.edu/cebs/prof_counseling/index.html).

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.

Student Liability 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 free student liability insurance for members. 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 Area Internships or Internship sites > 60 miles from campus:

Internship sites must be within 60 miles of the campus to which you were admitted (Denver or Colorado Springs). Students who wish to arrange a placement more than 60 miles from campus and / or out of state must submit a formal request, including justification, to the faculty. Applicants are advised that (1) out of area internships are rarely authorized, (2) two-thirds of the faculty must approve requests, (3) enough notice must be given for thorough faculty consideration.

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: Students must register for a minimum of 3 course credits the semester they take their comprehensive exam and the semester they plan to graduate. Students should register for internship hours accordingly. Note that summer registration is not mandated to maintain your active enrollment as a graduate student.

Registration

Internship placement must be approved by the site internship supervisor and the University Internship Supervisor before you can register for the course. Students will not be released, by Gloria, to register for internship until an approved contract and proof of insurance are provided. Once released to register, students are responsible for completing their registration, including the number of credits taken each semester.

Attendance

Interns are required to attend all campus internship meetings. Students who miss campus internship meetings must attend the next available internship meeting, at either the Denver or Colorado Springs site. Students who miss must travel to the alternate site to make up the hours for that month.

Extensive absence or tardiness at internship sites, for whatever reason, will result in your internship being postponed or ended at the discretion of the University Internship Supervisor.

Supervision

Site selection is made in cooperation with the University Internship Supervisor. A supervisor must be a licensed mental health professional in the state of Colorado (LPC, LMFT, LAC, etc.) who has at least (a) a master's degree in counseling or a closely related field, and (b) a minimum of two years' experience. Site supervisors must agree to facilitate opportunities for interns to complete requirements and provide weekly individual supervision.

Response to Site Supervisor's Report of Unsatisfactory Performance

In the event an on-site internship supervisor gives an 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 or request the establishment of a Review and Retention Committee.

Unsatisfactory Grades

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

All students must be registered for internship to count hours toward completion of the internship class, 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.

General Information

Attachment B will be signed, indicating that the student has permission to seek an internship site.

Students are asked to examine the site evaluations completed by previous students, which are maintained at the Denver and Colorado Springs sites. This is a list of *potential* internship sites and students are required to confirm with the University Internship Supervisor prior to contacting these sites to insure the site is still in good standing with the program. Students must plan ahead in order to allow supervising faculty to review the internship agreement and contact the site when needed. Permission of the University Internship Supervisor (approval of the site and site supervisor) should be obtained **7 weeks** prior to the date in which the student plans to begin their internship and enroll for the course. In the event the student is enrolled in APCE 619: Practicum II in Individual Counseling while working to obtain an internship site, be aware that internship agreement cannot be signed or approved until APCE 619 has been satisfactorily completed.

General Procedures: Interviews

With the approval of the University Internship Supervisor, 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 (see p. 12).
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, request and obtain final approval of the site from the University Internship Supervisor.
6. With approval from the University Internship Supervisor, you should prepare the agreement.
7. Inform all potential supervisors you have contacted when you make a decision.

General Procedures: Completing Arrangements

Once the agreement is prepared, obtain signatures from the site supervisor. Submit all agreements to the University Internship Supervisor for his or her signature. Adequate time must be given for the University supervisor and academic program coordinator to review the agreement. Once all signatures have been obtained the student is to prepare copies for the site supervisor, University Internship Supervisor, and yourself. Once the contract is signed by the site supervisor, the University Internship Coordinator and the Academic Program Coordinator, students are released for Clinical Internship and may register.

It is important for Denver and Colorado Springs students to recognize the clinical internship sites receive financial compensation from UNC for your internship. It is a set amount that is divided between the site(s) you select. The compensation is not paid to your internship supervisor because they are not employed by the University. Decisions related to the disbursement of these funds within the clinic or agencies are the sole responsibility of the agency or clinics administration and not representatives of UNC.

General Procedures: Engaging in your Internship

Internship site supervisors have supervisory and administrative responsibility for site activities. The University Internship Supervisor will maintain regular phone contact with site supervisors.

The site supervisor will complete an evaluation form addressing your activities. Additionally, students will be asked to evaluate their work, the supervision students received at their site, the site, and the supervision provided on campus. Forms and guidelines are included in this handbook.

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

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

Indeed, 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 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 he or she 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: 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: 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 your internship being postponed or ended.

Expectation of Ethical Conduct: Interns are expected to know and follow the American Counseling Association codes of ethics. This includes the standards of informed consent, recordkeeping, mandated reporting, confidentiality and its exceptions, adherence to district policy and the Colorado Revised Statutes related to the mental health statutes. If/when students encounter ethical dilemmas or ethically concerning/conflicting behaviors/practices they are expected to utilize the ethical decision making model and inform their site supervisor first, then their University Supervisor. Interns are expected to practice at or above the standards of practice for school counseling, failure to do so may result in disciplinary actions by the Professional Counseling faculty (review and retention)

GRADUATE INTERNSHIPS

The following list indicates the courses and minimum requirements for graduate internships. These internships are viewed as culminating field-based experiences just prior to the completion of a student's graduate degree program.

CLINICAL COUNSELING APCE 692 - INTERNSHIP. (2-9 semester hours). The program in Clinical Counseling requires 6 hours of internship (as of fall, 2010). Generally, students plan for 100 hours of internship to equate to 1 credit hour; however, this varies with financial aid and student needs.

Semester Hours: Student counselors must be released by Gloria prior to registering. Students register for a total of nine (6) semester hours through the University of Northern Colorado. Students may register for up to 9 credits as needed.

Actual Hours: Clinical Counseling – The student counselor must complete 600 actual clock hours, of which 240 hours must be in direct counseling service with a client. This must include individual and group counseling hours. The 600 hours are designed to meet the CACREP requirements, which state that a specific total number of hours must be spent in the combined classes of practicum, group lab, and internship. **The breakdown for direct and indirect hours is 240/360, for a total of 600 hours.**

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

Internship students are Clinical Counseling majors engaged in counseling within specialty areas under the cooperative supervision of a licensed mental health professional (e.g., licensed professional counselor, licensed marriage and family counselor, or other licensed mental health professional). The supervising licensed mental health professional must have: (1) 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; (2) a minimum of 2 years of pertinent professional experience; and (3) knowledge of the internship expectations, requirements, and evaluation procedures for students.

Minimum Requirements for All Internships

- * Minimum of **600 on-site hours** (i.e., direct + indirect client activities).
- * Minimum of **240 direct client contact hours** (i.e., counseling) **360 indirect** (staffing, recordkeeping, etc.).
- * Minimum of **one (1) hour per week of formal individual supervision**, throughout the internship, performed by the on-site supervisor (the person listed on the internship agreement).
- * Minimum of **one and one-half (1 1/2) hours per week of classroom time** for the purpose of group interaction and supervision, throughout the internship, performed by a University internship supervisor (CACREP Standard).
- * Opportunity for the student to become familiar with a variety of professional activities other than direct service.
- * Must allow and require 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.

Additional Requirements for Students enrolled in the Marriage and Family Counseling/Therapy (MFC/T) Option

The Professional Counseling program faculty has determined that in order for the program to meet the letter and spirit of the Colorado licensure laws, CACREP standards, and community standards, all students who seek the **MFC/T option must complete 25 hours of co-therapy at their internship site with a licensed mental health professional PRIOR to logging/completing any of the systemic hours for internship. Students must register for APCE 601, which will designate the practicum in marriage and family counseling/therapy.** Students will track these hours on a separate log form (Attachment C) and will receive separate University supervision. These 25 hours can be completed at the students' internship site and are separate experience from the internship experience. Interns seeking the LMFT licensure option will need to complete 240 direct and 360 indirect internship hours focused on MFT/C systemic approaches and conform to the following structure: **125 direct** client contact hours that demonstrate systemic approaches to counseling with couples and families (more than 1 family member in the room as clients), **115 hours** demonstrating systemic approaches with 1 or more clients in the room, and **60 hours** open to any approach with direct contact. An evaluation (Attachment F) is specifically slated to be used with students completing this option.

Students enrolled in APCE 601 will also complete a paper at the completion of the 25 hours of co-therapy that identifies their primary systemic orientation. A copy of this paper will be maintained in the students' permanent file at the Greeley campus. Once the 25 hours of co-therapy are completed the University Internship Supervisor will enter a grade of no record 'NR' on the students' grade report indicating completion of the 601 practicum. The NR will be converted to a passing grade once the student has successfully completed the 600-hour internship experience. Students who begin the MFC/T option later decide to withdraw will have a UW recorded to indicate that they did not meet the requirements for the licensure option.

Semester Hours

Student counselor must register for six (6) semester hours of APCE 692 through the University of Northern Colorado. Students may register for up to 18 credits.

Actual Hours

The student counselor must complete 600 actual clock hours, 240 hours must be in direct counselor service with a client. Direct hours must be a combination of group counseling and individual counseling.

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 MSW, or a licensed psychologist) 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 691 and 692, interns will meet on campus at least six hours every month 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 (Attachment C)
- Summary of Experiences
- Student's evaluation of the site (Attachment F)
- Student's evaluation of the supervisor
- Site evaluation of the student/intern (Attachment D or E)

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

SELECTION OF INTERNSHIP SITE

The first consideration in arranging placement is the particular interests of the individual student in concert with 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/or approved internship sites are reviewed in an attempt to match the student's interests with the available agency.

The internship site is contacted by the student for an interview for possible placement. Students should consider interviewing with more than one agency in order to select the best placement with optimum supervision. The student arranges placement procedures with guidance from the University internship supervisor. **Students cannot formally accept a placement without the knowledge of the University Internship Supervisor.** Students should also be sure to let internship sites know if they will not be attending in order to allow those sites ample time to fill vacant positions.

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.

General Sequence of Procedures: *Plan ahead!*

1. Although some 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.
2. **Pre-approval** must be obtained prior to seeking an internship site by meeting with the University Internship Supervisor at least seven weeks prior to the planned start of internship. This approval is indicated by the University Internship Supervisor's signature on Attachment B. Following this meeting the student may begin the interviewing process with sites. Once a site is chosen, the student should consult with (e-mail is fine) the university internship site supervisor and provide a completed Internship Site Agreement (Attachment A) for signature and proof of professional liability insurance. Be sure to include your **UNC Bear Number**, or the University internship supervisor will not be able to apply for registration release with the University.
3. Begin looking for potential internship sites two **semesters before** you plan to enroll in the course. You should find an appropriate site and finalize all procedures, including completing the Internship Agreement and obtaining proof of insurance a minimum of seven weeks prior to beginning your internship.
4. You must contact the University internship supervisor and **review appropriate sites** in an attempt to match your interests with an available agency and review guidelines in approving an on-site supervisor and/or agency. A list of approved internship sites and internship site evaluations is available through support staff at each off-campus site. Sites and supervisors that are not on this list must be approved by the University Internship Supervisor prior to registration. Use the Site Approval Form (found below) to request consideration of a new site. Turn request forms into Dr. Kahlo.
5. 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.

6. Contact the prospective internship sites and arrange for an in person interview in which you and the agency representative 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., ending date) and responsibilities of all parties involved.
7. Review the Internship Agreement, expectations, and responsibilities for approval with the on-site internship supervisor, the internship placement director/administrator, and the University internship supervisor.
8. 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 internship.
9. Although you may complete your internship at two different sites, in no case will three sites be approved for internship for one student.

Responsibilities During Internship.

1. The University Internship Supervisor will make phone contact with your site supervisor within the first 4 weeks of your internship to review policies. Following the completion of 200-250 hours of internship, you are responsible for making an appointment with the university to meet with you and your site supervisor to assess your internship work. Arranging this appointment is your responsibility; do not pass this responsibility to either your site or University Internship Supervisor.
2. During your internship you are required to maintain logs on a monthly basis (Attachment D). After your on-site supervisor has signed the monthly 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.** If you will miss a meeting, please contact the instructor of record prior to the class. It is bad form to inform the supervisor of the reason for your absence after the fact. Missing an internship class at one site requires that you attend an alternative meeting within 4 weeks of your absence. Thus, if you miss your scheduled meeting, you may have to travel to an alternative site to do a makeup class. Failing to do so may result in a grade of Unsatisfactory for your internship experience.
4. If, for some reason, 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 Professional Counseling program faculty (see attachment). **The student should provide a copy to the on-site internship supervisor with his or her 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 Supervisor 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.

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.

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. 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.)

INSTRUCTIONS FOR FORMS

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

Internship Agreement Instructions (Attachment A):

1. Read agreement thoroughly
2. Type or print legibly all required information
3. Complete signature page
4. Obtain necessary signatures seven weeks prior to start of internship
5. Return agreement to Dr. Danielle Kahlo (University Internship Supervisor).
6. Final signature approval will come from the Program Coordinator after Dr. Kahlo forwards the signed internship agreement.

Eligibility Verification Form Instructions (Attachment B):

1. Read verification form thoroughly
2. Complete form legibly
3. Submit during informational meeting. After the form has been approved, you may then begin to look for an internship site.

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.

APCE 601 Practicum (to be completed only by MFT/C Option Students) 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 of family co-therapy.
4. Log your University Supervision on the form.
5. When you have completed your 25 hours of co-therapy turn all copies of form into University internship supervisor.
6. Begin logging systemic hours on your internship forms, remember NO family or couples hours can be counted toward internship until the 25 hours of co-therapy are complete.

Internship Log (Attachment D):

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.
 1. 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.
3. Be sure and have your site supervisor sign each log sheet.
4. Keep the original log sheet for your file for now. At the end of each month, send a copy of the logs for that month to the University Internship Supervisor.
5. 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 Supervisor at your exit interview. Be sure to keep copies of all the documents for your files.

ATTACHMENT A

**University of Northern Colorado
Professional Counseling Programs
McKee Hall 248; Box 131
Greeley, Colorado 80639**

INTERNSHIP AGREEMENT

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

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

The Professional Counseling Program 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, licensed marriage and family therapist or other licensed mental health professional (LCSW, lic. 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 direct 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 APCE counseling program; and
6. If intern is working on the marriage and family licensure option, the site must provide a co-therapist for the first 25 direct client contact hours prior to logging any systemic counseling hours for internship.
7. To prevent the student from engaging in after hours on-call responding to crisis situations or from engaging in-home therapy without training and oversight provided by the internship site.

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 available to the on-site supervisor and the University Internship Supervisor for conferences, i.e., consultation, staffings, etc., and to keep the University Internship Supervisor informed regarding the internship experiences;
3. To notify, as soon as possible, the University Internship Supervisor of any concerns or corrective feedback given or action taken by the site supervisor toward the graduate intern.
4. To comply with the rules, policies, and regulations of the site, i.e., staff development, working hours, schedules, recordkeeping, responsiveness to clients, etc; and
5. 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 240 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 Psychoeducational)
- _____ 3. Intake Counseling
- _____ 4. Testing: Administration and Interpretation (appropriate to master’s level training)
- _____ 5. Consultation (as consultant)
- _____ 6. Marriage and Family Counseling

A maximum of 360 hours may be spent on non-counseling activities, which include:

- _____ 1. Supervision: Individual and group
- _____ 2. Program Development
- _____ 3. Case Conferences & Staff Meetings
- _____ 4. Report Writing: Record Keeping, Treatment Plans, Treatment Summaries
- _____ 5. Other: Specify_____

If students have completed the APCE 619 Practicum II in Individual Counseling then they complete a 600 hour internship equally split between direct and indirect time (240/360 actual hours)

* * * * *

TO BE COMPLETED BY GRADUATE STUDENT COUNSELOR:

 Name Student Bear Number

Address City State Zip

 Email address Home Telephone (inc. area code)

 Internship Site Telephone Student’s Place of Work and Phone #

Intern's Signature (legibly)

Date

TO BE COMPLETED BY INTERNSHIP SITE:

Within the specified time frame, _____ will be the primary
(Site Supervisor)

internship 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 Supervisor)

student and internship on-site supervisor will communicate regarding progress, problems, and

performance evaluations.

Agency Director or Administrator (name/title)

Signature

Date

Site Supervisor (name/degree/license #)

Signature

Date

Email address

Agency address

City

State

Zip

University Internship Supervisor (signature)

Date

TO BE COMPLETED BY UNIVERSITY PROGRAM COORDINATOR:

(Signature indicates approval of internship site)

Signature: University Program Coordinator

Date

EARLIEST DATE ON WHICH INTERNSHIP MAY BEGIN: _____

ATTACHMENT B

Eligibility Verification for APCE Clinical Counseling and LMFT Licensure Internship

Name: _____

Date: _____

(Please print.)

To be eligible for enrollment in the Clinical 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 619 Practicum II in Individual Counseling (Clinical Counseling students only);
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 673 Appraisal & Assessment; semester taken _____
____ APCE 661 Psychological Trauma and Intervention for Individuals, Families and Communities
(may also be taken as a co-requisite during the first semester of internship);
semester taken _____
____ APCE 603 Counseling Children and Adolescents (if working with children or adolescents);
semester taken _____

*Students completing the licensure option in Marriage and Family Counseling/Therapy must have taken

- ____ APCE 665 Family Systems; semester taken _____
____ APCE 669 Advanced Methods: Couples and Family Therapy; semester taken _____
____ APCE 601 Practicum in Family Therapy; semester will enroll _____
____ APCE 668 Sexuality Counseling; semester taken _____
____ APCE 695 Seminar: Contemporary Issues Couples and Family Therapy

Prior to searching for an internship site, you must have the signed approval of the University Internship Supervisor below:

University Internship Supervisor's Signature: _____

Upon accepting an internship site position, please provide the following:

2. ____ Proof of professional liability insurance (attach photocopy of insurance policy).
3. ____ Copy of completed Internship Agreement/Contract (attach).

4.____ Clinical 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 marriage and family counselor, or psychologist or a related discipline and must be willing to provide one hour per week of formal individual supervision;
- 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 nonprint media, professional literature, and research;
- The student is provided with opportunities, under supervision, for a variety of counseling activities that a clinical counselor is expected to perform;
- The student will have the opportunity to complete 600 clock hours in the clinical setting as an intern, which will include: (a) 240 hours of direct service with clients and (b) 360 hours of indirect service (includes supervision).
- If Marriage and Family Therapy/Counseling licensure option, site must provide opportunities for co-therapy for the first 25 hours of couple/family counseling; and not have student engage in couple or family counseling without direct supervision.
- The site supervisor will provide a written evaluation of the student intern's work effectiveness.

I have met the above eligibility requirements for taking APCE 692.

Signed: _____ Date: _____

Received: _____ Date: _____
(University Internship Supervisor)

ATTACHMENT C

MFT/C Practicum Hours ONLY

APCE 601

Directions:

1. Record the dates of each week at the site and the total number of hours per week in family or couples counseling 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					
MFT/C Couples counseling					
MFT/C Family Counseling					
MFT/C Systemic with one individual					
Phone Contact with client(s)					
Indirect Hours					
Systemic Supervision					
University Supervision					
Weekly Totals – Direct					
Systemic Theory Paper Submitted					
Date					

Total Direct Hours this Month: _____

Total Supervision Hours: _____

Student's Signature

Site Supervisor's Signature

ATTACHMENT D

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					
Family or Couples Counseling					
CFT Students Only: Marriage/Family Counseling > 1 person (115 hours)					
CFT Students Only: Marriage/Family Counseling – systemic (125 hours)					
CFT Students Only: Hours any approach (85 hours)					
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 E
INTERNSHIP STUDENT EVALUATION
APCE 692 Clinical Counseling
Professional Counseling Programs

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 client 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
---	---	---	---	---	---	-----

Attachment F

INTERNSHIP STUDENT EVALUATION

APCE 692 Clinical Counseling Marriage and Family Therapy Licensure Option

Name of Student: _____ Date: _____

Name of Supervisor: _____ Site: _____

Address: _____

Please describe your style of supervision with this student.

- _____ Observed student directly or in co-therapy
- _____ 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 marriage 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 behaviors 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 G

INTERNSHIP SITE EVALUATION Professional Counseling Programs

Academic Semester: _____ Date: _____

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, 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 discussed cases with student
____ Supervisor watched videotapes
____ Individual Supervision
____ Other (please describe)

____ Supervisor read case notes
____ Supervisor listened to tapes
____ Group Supervision
____ Number of students

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 Development
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.



New Site Approval Request Form

SITE INFORMATION

Name: _____

Address: _____

Phone #: _____

SUPERVISOR INFORMATION *(please attach a copy of supervisors resume/vita to this form)*

Name: _____ Title: _____

Degree(s) [e.g., M.A. School Counseling, 2000, University of Northern Colorado]:

License/Credentials: _____

Years Experience as a School Counselor or Clinical Counselor: _____

Number of Years at Current Position: _____ *(If less than 2 years at current position, briefly describe previous experience on the lines provided below)*
