

UNIVERSITY *of*
NORTHERN COLORADO



Internship Manual

Master's Degree in

**Clinical Mental Health Counseling
&**

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

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GRADUATE INTERNSHIP MANUAL

School of Applied Psychology and Counselor Education

Chair, Department of Applied Psychology & Counselor Education & Supervision UNC Internship Program Coordinator

Dr. Heather M. Helm
Applied Psychology and Counselor Education
Campus Box 131
University of Northern Colorado
Greeley, CO 80639
970 351-1630
heather.helm@unco.edu

Site Placement Coordinator

Dr. Jennifer Murdock-Bishop
Applied Psychology and Counselor Education
Campus Box 131
University of Northern Colorado
Greeley, CO 80639
970-351-2554
jennifer.murdock-bishop@unco.edu

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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.

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.

Direct Hours	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.
Graduate Student 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(s).
Group Supervision	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. Attendance at group supervision is mandatory and must be made up if missed. Group Supervision must include a University Internship Instructor and more than two counseling students.
Indirect Hours	Hours completed that contribute to the client's treatment (record keeping, case staffings, 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.
Individual/Triadic Supervision	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.

Internship Agreement	A formal, legal 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).
Internship Prerequisites	Identified courses within the student’s program that must be completed prior to engaging in the internship experience.
Internship Program Coordinator	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.
Site Placement Coordinator	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.
Site Supervisor	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.
University Internship Supervisor	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). See pg. 9 for MCFC/T prerequisites.

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.

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 of internship. Paperwork and polices can be found of the Professional Counseling webpage under “Current Students”.

http://www.unco.edu/cebs/prof_counseling/index.html.

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.)

Distance Restrictions for Internship Sites

Internship sites must be within 60 miles of the Greeley campus. Students who wish to arrange a placement more than 60 miles from campus must submit an Exception Request to the Site Placement Coordinator, 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 master's students must register for at least 1 semester hour during the semester when they graduate (including the Summer term) 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 hours (Fall and Spring); those holding a fiscal-year assistantship must enroll in a minimum of 3 credit hours (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 or request the establishment of a 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 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.

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 not “volunteer” at their site and/or accrue hours between semesters. Students may, however, continue their internship experience during breaks that are within the semester (e.g., spring break). If a student has a special request to participate in some internship related activity outside of university semester they must complete an Exception Request (see pg. 8).

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 accessible 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 do home visits as part of their internship experience unless assisted by a licensed mental health provider (LPC, LP, LCSW, LAC, LMFT, etc.).

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 **300 direct client contact hours** (as defined on pg. 5).
- *For Clinical Mental Health:* Minimum of **240 direct client contact hours** (as defined on pg. 5)
- 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 well as successfully complete APCE 665 Family Systems, APCE 669 Advanced Methods and APCE 694 Practicum in Family Counseling/Therapy.

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

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

A minimum of 115 hours: systemic approaches with 1 or more clients in the room, (The remaining hours may reflect any approach with direct client contact.)

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.

Documentation

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

- One copy of the Internship Log (Attachment C)
- Student's evaluation of the internship site (Attachment E)
- Site evaluation of the graduate student interns (Attachment D)

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

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 **second 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** (Attachment B)

and proof of liability insurance are due at this time. See the Mandatory Information Meeting Decision Tree (Attachment G) to determine if you need to attend the meeting.

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 (see pg. 9) and turned in a completed Eligibility Verification Form (Attachment B) to the Site Placement Coordinator or APCE Main Office
 - Turned in proof of liability insurance to the Site Placement Coordinator or APCE Main Office.

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 chose 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 (see selecting an internship site pg. 11) and arrange for an in-person interview (see interviews pg. 12). 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 (Attachment F).
5. **Prepare an Internship Agreement.** The student brings a completed Internship Site Agreement (Attachment A) that has been signed by the Graduate Student Intern and the Site Supervisor to the APCE Main Office. The Site Placement Coordinator reviews the contract and, if approved, will obtain the remaining signatures needed for contract completion.
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 students 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 (see pg. 10).
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 (Attachment A) 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 (Attachment D) 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 (Attachment E). 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 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 (review and retention)

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 (Attachment C). 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 (Attachment D). You should provide a copy to the on-site internship supervisor with your resume or vita and internship agreement. The rating form should be completed by the 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 (Attachment A):

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 or APCE Main Office

Eligibility Verification Form Instructions (Attachment B):

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: (Attachment C):

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.

ATTACHMENT A: Internship Agreement

INTERNSHIP AGREEMENT

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

and the Professional Counseling Program at the University of Northern Colorado. The agreement will be effective for a

period from _____ to _____ for _____
(start date of starting semester) (end date of ending semester) (# hours per week)

per week for _____
(Student Name)

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

The Professional Counseling Program agrees:

1. To assign a University faculty member to facilitate communication between the University and the internship site. This person will contact the Site Supervisor at the beginning of the academic semester to establish communication and review internship procedures;
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. That 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 University 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 has (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) relevant training in counseling supervision; and (5) 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 for an average of 1 hour per week which involves some examination of student work using audio/visual tapes, observation, and supervision;
5. To provide written evaluation of the student based on criteria established by the Professional Counseling Program; and

The Student agrees:

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

INTERNSHIP ACTIVITIES (Please check all that apply):

The internship requires that the graduate student counselor complete 600 clock hours. At least 240 hours (Clinical Mental Health) or 300 hours (MCFC/T) are to be spent in direct counseling activities (with a client), which include:

- 1. Individual Counseling/Psychotherapy: Personal/Social/Occupational
- 2. Group Counseling/Psychotherapy: Co-leading, Leading (Includes Psycho-educational)
- 3. Intake Counseling
- 4. Testing: Administration and Interpretation
- 5. Consultation (as a consultant)
- 6. Working with Children or Adolescents
- 7. Couples and Family Counseling (MCFC/T students only!)

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

- 1. Supervision: Individual and Group
- 2. Program Administration/Org. Dev./Implementation/Evaluation
- 3. Case Conferences & Staff Meetings

_____ 4. Report Writing: Record Keeping, Treatment Plans, Treatment Summaries

_____ 5. Case management without the client present (DHS, school, probation contacts, etc.)

_____ 6. Other: Specify _____

* * * * *

TO BE COMPLETED BY GRADUATE STUDENT INTERN:

Name Student I.D.

Address City State Zip

UNC Email

Student Primary Telephone (inc. area code)

Graduate Student Intern Signature Date

If you are also employed elsewhere, please list place

TO BE COMPLETED BY INTERNSHIP SITE:

Within the specified time frame, _____ will be the primary internship on-site supervisor.
(Site Supervisor)

The **Internship Activities (checked)** will be provided for the graduate student intern in sufficient amounts to allow an adequate evaluation of the student level of competence in each activity.

Agency Director or Administrator (name/title) Signature Date

On-site Supervisor (name/degree/license) Signature Date

Agency address City State Zip

Site Supervisor Email

Site Supervisor and/or Internship Site Telephone

TO BE COMPLETED BY UNC SITE PLACEMENT COORDINATOR:

Site Supervisor License Verification

Internship Program Coordinator

Signature

Date

Site Placement Coordinator

Signature

Date

(Signature indicates approval of internship site)

ATTACHMENT B: Eligibility Verification Form

UNIVERSITY of
NORTHERN COLORADO



**Eligibility Verification for Clinical Mental Health Counseling
and MCFC/T Internship**

Name: _____ Date Attended Mandatory Meeting: _____
(Please print)

Semester you intend to start Internship: _____ UNC Email: _____

To be eligible for enrollment in the Clinical Mental Health Counseling (APCE 692) and or MCFC/T 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 Site Placement Coordinator at the Mandatory Internship Meeting or turn into the APCE Main Office.

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
(<i>Clinical Mental Health Counseling students only</i>) | semester taken _____ |
| _____ APCE 558 Diagnosis and Treatment Planning | 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 661 Psychological Trauma and Intervention for
Individuals, Families and Communities | semester taken _____ |
| <i>(NOTE: APCE 661 May be taken concurrently with first semester of Internship but must be
successfully completed by the end of the first semester)</i> | |
| _____ APCE 673 Appraisal & Assessment in Counseling | semester taken _____ |
| _____ APCE 603 Understanding Children, Adolescents and Their Systems
(<i>if working with children or adolescents</i>) | semester taken _____ |

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

- | | |
|---|----------------------|
| _____ APCE 665 Family Systems | semester taken _____ |
| _____ APCE 669 Advanced Methods: Couples and Family Therapy | semester taken _____ |
| _____ APCE 694 Practicum in Couples and Family Therapy | semester taken _____ |

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

I have met the eligibility requirements for taking APCE 692 or 691.

Graduate Student Intern Signature: _____ Date: _____

ATTACHEMENT C: Internship Hours Logs

ATTACHEMENT D: Site Evaluations of the Graduate Student Intern

**Clinical Mental Health Counseling
and
Marriage, Couples, and Family Counseling/Therapy**

1) OPENING / RAPPORT

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

2) INTERACTION / INTERVIEW SKILLS

* Was counselor in control of direction of interview or did clients go off on meaningless tangents?	1	2	3	4	5	N/A
---	---	---	---	---	---	-----

* Was counselor accepting and encouraging of client's emotions, feelings, and expressed thoughts?	1	2	3	4	5	N/A
---	---	---	---	---	---	-----

3) COUNSELOR RESPONSES

* Were counselor's responses appropriate in view of what counselee was expressing?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

* Did counselor reflect and react to feelings?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

* Did the counselor's values remain objective when working with the client?	1	2	3	4	5	N/A
---	---	---	---	---	---	-----

* Were interventions used appropriately?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

4) COUNSELING RELATIONSHIP

* Was relationship conducive to productive counseling?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

* Did counselor talk at appropriate language level with clients?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

* Did the counselor use language, tone of voice, and other behavior to convey an interest in the client?	1	2	3	4	5	N/A
--	---	---	---	---	---	-----

* Did counselor communicate his/her interests, feelings and experiences to the client when appropriate?	1	2	3	4	5	N/A
---	---	---	---	---	---	-----

5) CLIENT CONCEPTUALIZATION

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

6) TERMINATION

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

7) CASE CONCEPTUALIZATION / SUPERVISION

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

1) INTERACTION / INTERVIEW SKILLS

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

2) COUNSELOR RESPONSES

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

3) COUNSELING RELATIONSHIP

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

4) CLIENT CONCEPTUALIZATION

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

5) TERMINATION

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

6) CASE CONCEPTUALIZATION / SUPERVISION

* Was counselor able to observe and discuss case objectively and insightfully with supervisor?	1	2	3	4	5	N/A
* Was counselor receptive to supervisor feedback?	1	2	3	4	5	N/A

(see next page)

* Was feedback reflected in future counseling sessions?	1	2	3	4	5	N/A
* Was counselor able to observe/understand his/her own personal influence on the counseling relationship?	1	2	3	4	5	N/A

ATTACHMENT E: 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, chronic cases, families, children, etc.)

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

- | | |
|---|------------------------------------|
| _____ Supervisor observed student directly | _____ Supervisor read case notes |
| _____ Supervisor discussed cases with student | _____ Supervisor listened to tapes |
| _____ Supervisor watched videotapes | _____ Group Supervision |
| _____ Individual Supervision | _____ number of students |
| _____ Other (please describe) | |

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

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

Check all counseling opportunities available to students at this site:

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

What number of overall Internship hours did you spend in:

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

Please rate the following items:

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

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

ATTACHMENT F: New Internship Site Approval Request Form

UNIVERSITY of
NORTHERN COLORADO



**New Internship Site Approval
Request Form**

SITE INFORMATION

Site Name: _____

Site Address: _____

Site Phone: _____

SITE SUPERVISOR INFORMATION *(please attach a copy of supervisor's resume/vita to this form)*

Supervisor Name: _____ Title: _____

Email: _____ Phone #: _____

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

License/Credentials: _____

Years of Experience as a School Counselor or Clinical Mental Health Counselor: _____

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

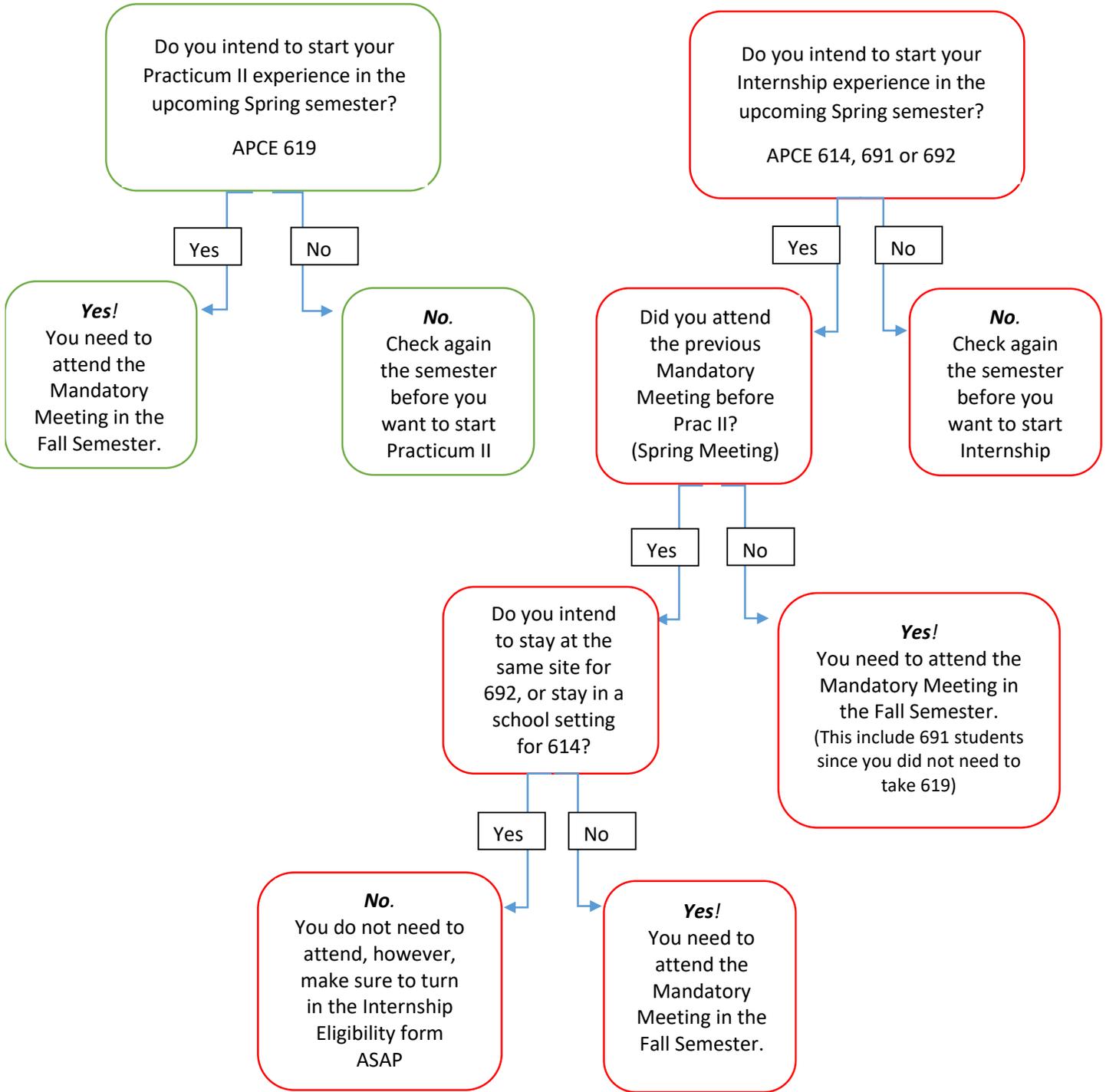
(Return completed form to APCE Main Office)

ATTACHMENT G: Mandatory Information Meeting Decision Trees

**Fall
and
Spring**

Do I need to Attend the Mandatory Practicum II / Internship Meeting?

Fall Meeting

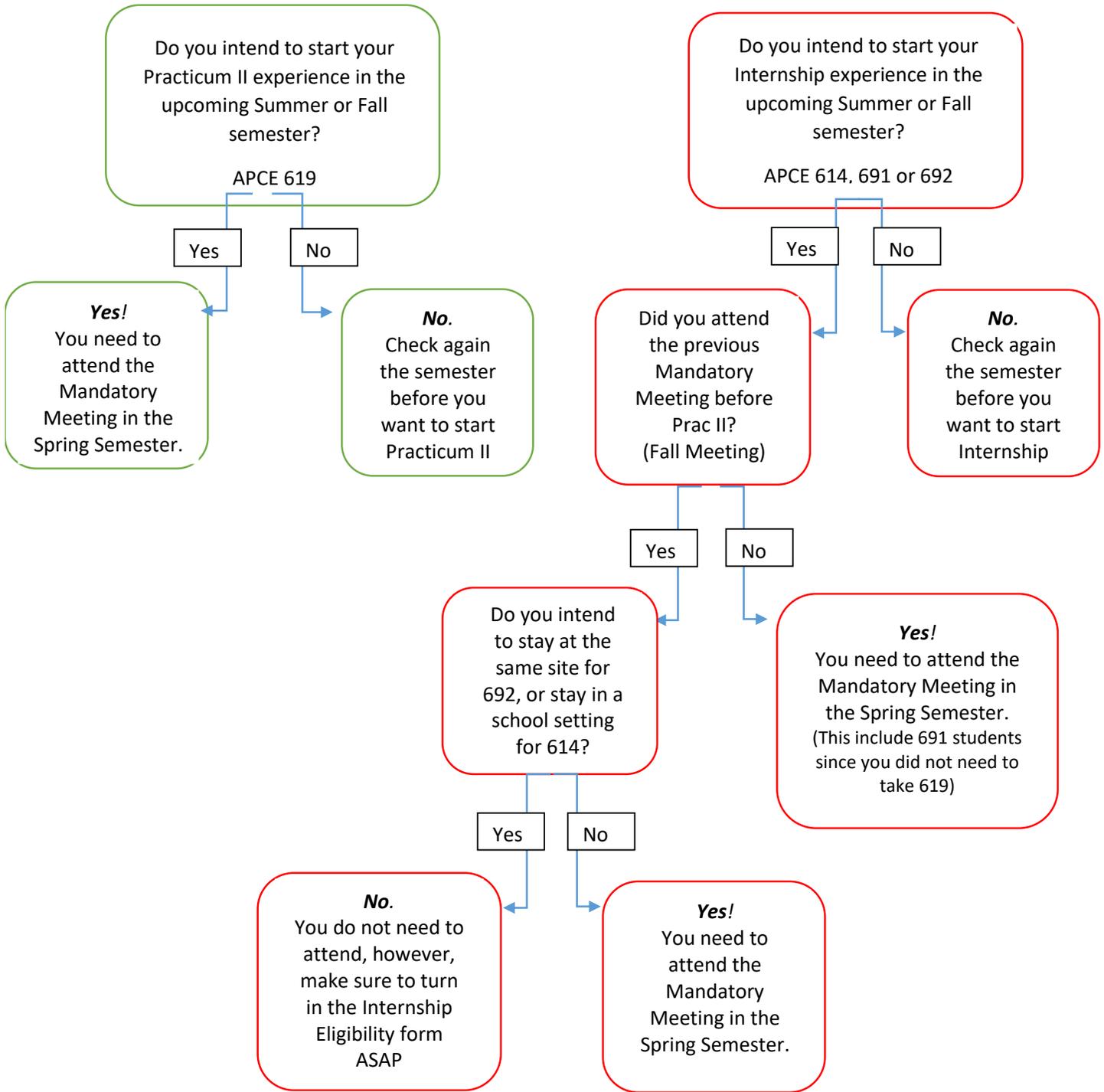


Are you still unsure if you need to come to the meeting? Contact the Site Placement Coordinator:
Jennifer.murdock-bishop@unco.edu

***Note: Students may attend a meeting before they are required to do so, however, they will still be required to attend the meeting the semester before they begin an off-site Practicum II / Internship Experience

Do I need to Attend the Mandatory Practicum II / Internship Meeting?

Spring Meeting



Are you still unsure if you need to come to the meeting? Contact the Site Placement Coordinator:
Jennifer.murdock-bishop@unco.edu

***Note: Students may attend a meeting before they are required to do so, however, they will still be required to attend the meeting the semester before they begin an off-site Practicum II / Internship Experience