

INTERNSHIP HANDBOOK

COUN 666 or 667: Internship in Counseling
(College Counseling or Mental Health Counseling)

*MSEd Counseling,
Old Dominion
University (May
2014)*

References to Sections I, II, III, and Clinical Mental Health Counseling (CMHC) of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2009 Standards are included in parentheses for accreditation verification purposes only. The Standards are available at <http://www.cacrep.org/doc/2009%20Standards%20with%20cover.pdf>.

THE COUNSELING INTERNSHIP

I. INTRODUCTION

The Mental Health and College Counseling specializations require students to complete supervised internship experiences that total a minimum of 600 clock hours (CACREP, 2009, § III.G). The internship may be completed over one semester or may be completed over two semesters at 300 hours per semester.

II. PREREQUISITES

The prerequisites for the Mental Health Internship (COUN 667) are: COUN 601, 633, 634, 644, 645, 648, 650, 669, 680, 685.

The prerequisites for the College Counseling Internship (COUN 666) are COUN 601, 633, 634, 644, 645, 648, 650, 669, 685, 686.

III. APPLICATION AND PREPARATION FOR INTERNSHIP

Deadlines: The student must submit an Application for Master's Level Internship in Counseling (form available on the program web page) to the Graduate Clinical Coordinator by November 15 for a summer semester internship, January 15 for a fall semester internship, and July 15 for a spring semester internship.

The Internship application process includes submitting a formal application **for each semester the student is intending to be enrolled in internship**. After approval by both the Graduate Clinical Coordinator and a site, students are responsible to register for COUN 666 or 667, complete a Site Supervision Agreement (form available on the program website) and any additional steps required by the site, and coordinate scheduling with supervisors.

Students must also view an online orientation at least one week prior to the semester they begin their practicum.

Registration instructions: When university online registration opens, register for the section of COUN 667 (Mental Health Counseling specialty area) or COUN 666 (College Counseling specialty area) that meets at your campus, for the number of credits that represents 1 per 100 hours you plan to complete that semester. If you are planning to complete 900 hours, this should be completed in 2 semesters. You may take 6 credits during either your first or second internship semester and the other 3 during the other semester, for a total of 9 credits.

If you decide to postpone the start of your internship after submitting your application, please immediately inform the Clinical Coordinator.

	Task	Due date
1	Study the requirements for internship sites in this handbook and initiate contact with potential internship sites. Communicate with the Graduate Clinical Coordinator for approval of the site you select. The Graduate Clinical Coordinator can assist with a site placement as needed.	As soon as possible.
2	Ensure you will have completed all of the prerequisite courses before the start of your internship semester.	
3	Complete the Application for Supervised Master's Level Internship in Counseling and email to clinicalcoord@odu.edu .	November 15 for summer January 15 for fall July 15 for spring
4	Receive confirmation of your application's approval.	Usually 3 weeks after the application due date, by email
5	Sign a site supervision agreement with your site supervisor(s) and submit to clinicalcoord@odu.edu .	4 weeks prior to semester internship is completed. Consult with the Graduate Clinical Coordinator if delays are expected.
6	Register for internship course in LeoOnline (choose the course section that gives you 1 credit per 100 hours you plan on completing).	After registration opens.
7	Confirm start date, weekly site supervision meeting times, and other details with site supervisor.	About two weeks before semester start.
8	View Internship orientation BEFORE semester start.	Usually on the Thursday before the semester start.
9	Attend group internship class.	Attend class weekly. It is your group supervision.

Students may direct questions about the Internship process to the Graduate Clinical Coordinator and the Assistant to the Clinical Coordinator at clinicalcoord@odu.edu.

IV. SECURING AN INTERNSHIP SITE

College and mental health specialization interns will be responsible for identifying and securing their own internship sites 4-6 weeks prior to the start of the semester during which they will complete their experience. The Graduate Clinical Coordinator is available to assist with site placement process. Sites must meet the following criteria:

1. The site has agreed to accept a student for a 600-hour internship experience for college or mental health specialization interns, including a minimum of 240 clock hours of direct client services, including experience leading groups (CACREP, 2009, § III.F).
2. The site supervisor meets the minimum qualifications. Site supervisors should have a master's degree in counseling or a related field and a minimum of two years of experience in mental health counseling, knowledge of the program's expectations, requirements, and

evaluation procedures for students, and relevant training in counseling supervision including appropriate licenses and credentials (CACREP, 2009, § III.C).

3. The site supervisor has reviewed and signed the Site Supervisor Agreement (form available on program website)
4. The site will allow the student to video or audio record direct service work on a regular basis with clients (CACREP, 2009, § III.G.5)
5. The site has been approved by the Graduate Clinical Coordinator at least one month prior to starting the semester.

Please make sure that you learn and comply with all policies, including holiday schedules, relevant to the internship site in which you are working. If you have any difficulties on site, first talk with your site supervisor. If this does not resolve the problem, talk with your faculty group supervisor.

V. GOALS AND OBJECTIVES OF THE COUNSELING INTERNSHIP

This supervised experience will enable students to practice intermediate counseling skills within a supervised counseling setting while integrating knowledge and skills learned in previous course work. In addition, students will focus on how to use the therapist/client relationship to foster client growth (CACREP, 2009, §§ II.G.3; II.G.5; III. Introduction).

Course objectives are:

1. To practice intermediate counseling skills (CACREP, 2009, § II.G.5.c).
2. To expand repertoire of responses to clients.
3. To conceptualize client problems (CACREP, 2009, § II.G.5.d).
4. To develop treatment plans based on case conceptualizations.
5. To examine the personal characteristics needed to be an effective counselor (CACREP, 2009, § II.G.5.b).
6. To keep case notes and records and learn referral skills (CACREP, 2009, § II.G.1).
7. To understand the ethical and legal issues in counseling as applied in the internship setting (CACREP, 2009, § II.G.1.j).
8. To broaden one's theoretical basis for counseling strategies (CACREP, 2009, § II.G.3.a-h).
9. To discuss multi-cultural issues as they relate to counseling clients of varying social/cultural/ethnic groups. (CACREP, 2009, § II.G.2)
10. To introduce and practice advanced counseling skills such as immediacy, confrontation, advanced accurate empathy, interpretation.
11. To examine how the counseling relationship can be used to foster client growth. (CACREP, 2009, § II.G.5.a; II.G.3)
12. To apply crisis intervention strategies. (CACREP, 2009, § II.G.3.c; II.G.5.g)
13. To learn to function professionally in an agency/university setting.

IV. REQUIREMENTS

a. General Requirements

The Mental Health and College Counseling specializations require students to complete supervised internship experiences that total a minimum of 600 clock hours (CACREP, 2009, § III.G). The internship may be completed over one semester or may be completed over two semesters at 300 hours per semester. Students must complete all supervision and academic requirements throughout each semester while enrolled in internship credits.

The 600 clock hours should include the following:

1. For the 600-hour internship, a minimum of 240 hours of direct service with clients, including experience in both individual counseling and group work (CACREP, 2009, § III.G.1). The minimum indirect service hours required is 360 (CACREP, 2009, § III.G.4).
2. Opportunities to develop case conceptualizations, case reports, and treatment plans.
3. For each semester they are enrolled in internship, a minimum of one and one-half (1½) hours per week of group supervision by a university supervisor (CACREP, 2009, § III.G.3)
4. For each semester they are enrolled in internship, a minimum of one (1) hour per week of individual supervision by the student's site supervisor (CACREP, 2009, § III.G.2)
5. Completion of a weekly Hours Log (form available on Program web page) which includes a summary of the hours spent in (a) counseling or other direct client services, (b) observation, and (c) other activities.
6. Students will be required to submit audio and/or video recording of clients (CACREP, 2009, § III.G.5). For each semester they are enrolled in internship, students will be required to submit a total of 5-8 audio or video recordings (video is preferred) during the semester of their direct client work. Before mid-semester, 2-3 recordings are required. After mid-semester, 3-5 recordings are required. Recordings should be separate/different sessions. The sessions must be recent within 1-2 weeks. **UNDER NO CIRCUMSTANCES SHOULD STUDENTS UTILIZE A CELL PHONE OR LAPTOP FOR RECORDING. IF YOU DO SO, YOU WILL BE REMOVED FROM THE SITE.** Students should submit an evaluation with each recording. (University supervisors will provide students with evaluation guidelines.) In addition, a minimum of two verbatim transcripts of client sessions will be due per academic term and two case conceptualizations to their university group supervisor.
 - a. Note: Each client (or parent of a minor client) must complete a "Consent to Participate in Recorded Supervised Counseling" form (available on Program web page) before beginning recorded counseling with the client.
7. Readings or other activities as may be assigned by the faculty instructor or a university supervisor.

b. Semester Schedule and Record Keeping

While you are at your internship site, you should carefully complete your internship log each day. This log will assist you in discussions during your on-campus internship seminar (group supervision) and it will help you keep track of your hours. The log will be collected by your individual university supervisor. A log form is available on the Program web page and from your group supervisor/course instructor when you are enrolled in internship class. Please make as many copies as you need for the semester. If you wish to develop your own record keeping form, be sure it includes all the elements and signatures required on the program form.

A timeline of all student responsibilities during the Internship semester is detailed in forms provided online. As with the Practicum, these responsibilities include attending weekly supervision meetings (site, university group, and university individual); preparing, analyzing, and sharing 5 - 8 recordings of client sessions; two case conceptualizations with oral presentations; two verbatim transcriptions; maintaining all required documentation; and submitting a complete file in electronic format at semester end. Students must complete all of the requirements **each semester** they are enrolled in Internship. Students should retain all paper documentation and submit the semester end file to their university group supervisor/course instructor. The semester end file will include:

Individual University Supervision Agreement

Consent for Recorded Supervision
Site Supervision Agreement
Skills and Techniques Competency scales
Two case conceptualizations with supervisor feedback
Two verbatim transcriptions with supervisor feedback
Hours Log & Supervision Attendance Log
Evaluations by the student of site and site supervisor, and individual and group supervisors
Evaluations of the student by group, individual, and site supervisors
Master's Student Clinical Completion Checklist

Current forms are available on the Program web page and will be supplied to faculty/group supervisors.

VII. EVALUATION OF STUDENTS

Each student will be enrolled in the appropriate internship course for one or two semesters. The student will be evaluated a minimum of two times during each semester enrolled by his or her supervisor(s) (CACREP, 2009, § III.G.6). The Counseling Skills and Techniques Competency Scale (form available on Program web page) will be used to assess student skills at the beginning, middle, and end of each semester. In addition, at the end of each semester, the student's university supervisor will complete the University Supervisor Evaluation of Counseling Student form (available on Program web page).

The student will provide the site supervisor with the Site Supervisor Evaluation of the Intern form (available on the Program web page). The supervisor should carefully complete this inventory as the student approaches completion of work at that site and return it to the student. If the student is working at more than one site, the evaluation must be provided to the supervisor at each placement. The student should show the evaluation to the university individual supervisor and include it in the student's semester file. It will be used as one criterion in determining the student's grade. (CACREP, 2009, III.G.6)

At the end of each semester, the Graduate Clinical Coordinator or designated faculty supervisor will use these evaluations to assist him or her in determining the student's grade. In addition to this formal evaluation, it is expected that the student's supervisor will be offering ongoing "process" feedback (e.g., verbal, written feedback). The course is graded on a "Pass/Fail" basis. In order to pass, a student must meet all requirements as noted under "General Requirements" and demonstrate competency in:

- a. applying core counseling skills,
- b. understanding the relationship between specific client problems and particular treatment approaches, and
- c. knowing one's own attitudes and needs as they affect counseling while demonstrating sufficient personal adjustment to function ethically as a counselor.

If a student is not successfully progressing through practicum, the student, their supervisor, and the Clinical Coordinator will work collaboratively to create a Professional Development Plan (PDP). The PDP will serve as a guide with specific actions that should be taken by the student to meet the requirements to pass Practicum.

VIII. SUPERVISION OF STUDENTS

All supervision must be entered weekly onto the Weekly Hours Log (form available on program web page).

a. University Supervision

Group Supervision

All students must receive a minimum of one and one-half hours (1 ½) of group supervision per week for each semester the student is enrolled in practicum and internship. This requirement will be satisfied by a group supervision class.

Assignment to Group Supervision

Students will be provided with group supervision times from which to choose. These group times will constitute the internship class and may not correspond to times listed on LEO or Blackboard.

b. Site Supervision

All students must receive a minimum of one (1) hour per week of individual or triadic supervision by their site supervisor. Site supervisors should have a master's degree in counseling or a related field and a minimum of two years of experience in mental health counseling, knowledge of the program's expectations, requirements, and evaluation procedures for students, and relevant training in counseling supervision including appropriate licenses and credentials (CACREP, 2009, § III.C). Sites must also permit audio or video recording for review by the university supervisor. Weekly site supervision should be used to review goals, tasks as defined by the site supervisor, and progress toward those goals and tasks. Site supervision should also include processing of the student's experience with clients. Site supervisors should have regular consultation with the student's university group supervisor/instructor of record.

c. Evaluation of Supervisors

Students are required to complete written evaluations of their university and site supervisors (forms available on Program web page) at the end of each semester of internship. In addition, students should complete an evaluation of their group supervisor and submit this form directly to Saysha Malbon.

IX. LIABILITY INSURANCE COVERAGE

Old Dominion University covers all registered and enrolled students with liability insurance provided through the Commonwealth of Virginia. This policy applies to any students who are required by their curriculum to participate in supervised and graded service outside the University at various internship sites (CACREP, 2009, § I.S). Your group supervisor can provide you the proof of coverage.

Some sites may require students to carry their own liability insurance. Note that members of ACA (www.counseling.org) have easy access to this insurance.

