

***797/798 Internship Application,
Procedures,
and
Policies***

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Revised for Spring 2012 Internship Classes

INTERNSHIP APPLICATION GUIDELINES

This document is provided to all students enrolled in the Professional Counseling Department and is available on the department's website under "Documents." An application must be completed for Internship I and a separate application must be completed for Internship II. The Professional Counseling faculty reviews applications each semester for proposed sites the following semester. Only those students who have faculty approval PRIOR to the start of the semester will be permitted to participate in Professional Counseling 797/798 Counseling Internship. Listed below are the procedures all students must follow in order to secure approval. Failure to follow these procedures can result in delayed placement or removal from class enrollment. To avoid unnecessary delays, please read and adhere to the procedures. If you have questions, please contact a faculty member.

APPLICATION PROCESS

1. Students should read this document prior to contacting potential placement sites or submitting applications. Doing so will assist students in preparing applications that address required issues and that are, therefore, more likely to be approved. Knowing what is required of students and approved internship sites will decrease the likelihood of having to revise applications.
2. Students **MUST SUBMIT COMPLETED APPLICATIONS** to the Academic Department Associate (Paula Geier) by the following dates:

November 15	for the spring internship term
April 15	for the fall internship term

Students are expected to turn in completed applications on or before the due date. Failure to do so may result in withdrawal from the course. We encourage students to submit applications early in the event any revisions are necessary.

The faculty will review all applications in a timely manner and notify students of their decision. The faculty will make one of the following decisions:

1. Unconditional Approval (no revisions)
2. Conditional Approval (students will be informed of revisions needed in the proposal and instructed to resubmit application)
3. Application Denied (students will be informed of the faculty's rationale for denying the application and will be provided with suggestions for re-application)

SECURING AN APPROVED PLACEMENT

1. Although students are responsible for initiating discussions with appropriate agencies, universities, or schools to arrange their internships, the department must approve all internship sites before students can finalize their placements.

Prospective internship students are encouraged to discuss with a faculty member the sites they are considering in order to verify the appropriateness of the site, as well as to discuss expectations, limitations, and responsibilities of all parties. Please do this before making any commitments to potential sites in order to avoid damaging professional relationships by having to withdraw premature promises. An internship site is not officially approved until the department has granted, in writing, unconditional approval of the placement.

2. Prospective interns are expected to contact potential internship sites in a professional manner that should include the following steps:
 - a. Consult the Practicum/Internship Placement Manual to identify potential sites that provide learning opportunities appropriate for master's level students in counseling or contact sites that you are familiar with.
 - b. Follow the site's recommended procedures (as outlined in the Practicum/Internship Placement Manual) for applying for an internship at that site. If you are seeking a placement at a site that is not included in the Manual, we suggest that you contact the site and request the name and phone number of someone there who might assist you with securing a placement.
 - c. Approach initial contacts and appointments as employment interviews, taking care to ensure professional presentation of yourself and your experiences. Providing the potential site with a resume is encouraged.
3. In accordance with the **2009 Standards of the Council for Accreditation of Counseling and Related Educations Programs (CACREP), Section III, Professional Practice:**
 - C. **Site supervisors must have the following qualifications:**
 1. **A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.**
 2. **A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.**
 3. **Knowledge of the program's expectations, requirements, and evaluation procedures for students.**
 4. **Relevant training in counseling supervision.**
4. Ensure that the identified site supervisor is interested in and available for adequate supervision and consultation. Site supervisors should provide a minimum of one hour of individual or triadic supervision per week and the intern with a minimum of 20 hours per week of experience.

5. In accordance with the **2009 Standards of the Council for Accreditation of Counseling and Related Educations Programs (CACREP), Section III, Professional Practice:**

INTERNSHIP

- G. The program requires completion of a supervised internship in the student's designated program area of 600 clock hours, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each student's internship includes all of the following:**
- 1. At least 240 clock hours of direct service, including experience leading groups.**
 - 2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.**
 - 3. An average of 1 1/2 hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member.**
 - 4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).**
 - 5. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.**
 - 6. Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.**
6. Following departmental approval, a few remaining steps may need to be completed prior to initiating the internship. All parties (internship student, site supervisor, and university supervisor/Professional Counseling faculty member) must agree to the arrangement and sign the application. The form must be submitted to the Professional Counseling Department Academic Department Associate (Paula Geier). Prospective internship students cannot begin logging activity hours until after the site is officially approved, all forms have been submitted, the prospective intern is officially registered for the course, and a university supervisor/Professional Counseling faculty member has been assigned.

SCOPE OF ACTIVITIES

The internship placement must allow students to become familiar with a variety of professional activities other than direct service work. For example, students should have the opportunity to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, professional literature, computers, print, and non-print media.

If a position description for interns does not exist in the agency, school, or organization, the student and site supervisor are asked to develop one within the first few weeks of the internship experience.

PAID INTERNSHIPS AND INTERNING WITH A CURRENT EMPLOYER

The policy of the Department of Professional Counseling is that students are prohibited from using their employment as a practicum and/or internship experience. Practicum and internship must be a separate and distinct learning experience from the student's paid employment. Thus, the student cannot accrue practicum and/or internship hours while working in the role for which they are earning wages or a salary. For example, if you are a student working for a community or mental health agency, university or technical college, or school district, your practicum and internship must be separate and distinct from any employee role or function. In cases where students seek to complete their practicum or internship where presently employed, they must verify and document how the role and function of the practicum and/or internship is separate and distinct from the paid position and does not overlap or draw dual compensation. Likewise, the practicum and/or internship supervisor must be a different professional from the student's employed supervisor.

It is also the policy of the Department of Professional Counseling that a practicum student or intern must be on-site a minimum of five (5) hours per day on the days that makeup the practicum or internship schedule each week.

In addition, it is the policy of the Department of Professional Counseling that the practicum and internship extend a minimum of 14 weeks or full academic semester. If the practicum student or intern accrues the minimum number of hours prior to the end of the academic semester, the student or intern is required to remain at the site until the end of the academic semester. Building experience over the required hours only strengthens the experience. Practicum students and interns may begin their clinical experience during the month prior to the start of the academic semester at the discretion of the university supervisor provided that liability insurance and supervision requirements are in place.

Students will not be approved for paid internships that are likely to result in their being assigned the full weight of professional duties without the protection of student status or the support of close clinical supervision. Students should keep in mind that they are not yet duly licensed professionals and that it is unethical to act in that capacity until they are.

COURSE GOALS

Internship is an experientially based course with a strong developmental emphasis. It allows advanced counseling students to "learn by doing." Through sustained involvement over a minimum of two semesters, students take on the responsibilities of their chosen profession under the direct supervision of an established professional. It is through this apprenticeship experience that students are able to strengthen their professional skills, stretch their abilities, and enhance their understanding, while still being afforded the security of close supervision. Students are under the direct supervision of their site supervisors (qualified agency, mental health, school or student affairs professional) and under the distant supervision of a university supervisor/Professional Counseling faculty member). Internship differs from Counseling Practicum in that it allows interns to participate in the full range of activities in which professional counselors may be involved at the approved setting.

COURSE REQUIREMENTS

Professional Counseling 797/798 Counseling Internship are official courses, and students must meet all prerequisites, enroll, and be prepared to complete required activities in a timely fashion as assigned by the university and site supervisor. While the coursework is far more independent than that required in other Professional Counseling courses, students are still under faculty supervision and are awarded letter grades based on their performance in the course. Grades are based on assessments by both the site supervisor and the university supervisor/Professional Counseling faculty member and include consideration of student disposition and professionalism throughout the course. Being enrolled in Professional Counseling 797/798 does not ensure graduation.

All practicum and internship students are required to purchase professional liability insurance. Students are provided with information on insurance available through ACA and ASCA, and they may opt to obtain other types of liability insurance. Practicum and internship students must provide documentation of their coverage to their site and university supervisor/Professional Counseling faculty member prior to the starting date of their practicum and internship.

LENGTH OF INTERNSHIP

Counseling Internship is a two-semester course, and students must complete a minimum of 28 weeks at their internship sites (14 weeks per semester). During the internship, students must accumulate a minimum of 600 hours of site time (300/120 per semester), 240 hours of which must be direct contact time. With the department's approval, students' placements may begin before or extend beyond the University's official semesters but typically may not be shortened. Permission to reduce the length of the internship will not be granted simply because students could complete the required hours in fewer weeks. Permission to reduce the length of the internship will only be granted in exceptional situations on a case-by-case basis. Students should expect that requests to truncate the course will generally be denied (as they would be for any other Professional Counseling course). **Internship hours should be spread as evenly as possible over the academic semester.**

ON-CAMPUS MEETINGS

All students enrolled in Counseling Internship, regardless of their site or site supervision, are required to attend on-campus course seminars. Absence from the seminars will result in lowered final grades unless written permission to be absent has been obtained prior to the seminars. Additional requirements for the internship experience set by the instructor will be discussed at the first on-campus meeting and outlined in the syllabus for their section.

SUPERVISION

Students must receive individual supervision on a weekly basis at their sites and return to campus to obtain group supervision during the seminars. Students must document receiving one hour of individual supervision by a master's-level practitioner each week with two years of experience and the appropriate license or certification where applicable. Students also must document participating in the equivalent of three (3) hours of group supervision every other week on campus. Sections of internship will fulfill the group supervision requirement by meeting for three (3) hours every other week. This means seven (7) meetings per semester and is crucial that you attend each. If the student misses a seminar, they lose three (3) hours of group supervision.

Interns also are expected to keep their supervisors up-to-date on their activities and discuss with them any questions, concerns, or problems they have. Additionally, interns are expected to initiate contacts that are needed with their supervisors beyond those already scheduled. Faculty members strongly encourage students to write, call, or e-mail them on a regular basis relative to specific needs that may arise.

Interns may be requested either by the site supervisor or university supervisor/Professional Counseling faculty member to make audio or videotapes of their work for review. Students are expected to promptly comply with such requests; failure to do so may result in a lowered grade or failure of the course. Legal and ethical standards as well as agency or institutional policies and procedures regarding taping of sessions must be followed.

DOCUMENTATION

Interns are required to document their internship activities and to present such documentation to either the site supervisor or university supervisor/Professional Counseling faculty member upon request at any time during the course. The required documentation forms will be provided by the university supervisor/Professional Counseling faculty member and may be obtained electronically from the department or the department's website. Required forms must be completed and submitted to the university supervisor/Professional Counseling faculty member before a final grade for each semester is assigned.

EVALUATION

Site supervisors must formally evaluate their students at both mid-semester and the end of the semester. In addition, your university internship supervisor and site supervisor will extend more formalized feedback on your skill development by providing you with an evaluation (completed via *Foliotek*), at both mid-semester and the end of the semester. The “Student Counselor Evaluation of Supervisor” form is available on the department’s website under “Documents.” Please consult your syllabus for additional information on the evaluation process.

GRADING

Students are awarded letter grades for each semester that they are enrolled in and complete internship. Grades are based on students' performance at their sites, including their completion of required site time, direct service provision, supervision hours, evaluations by site supervisors, and the timely completion of the university supervisor's/Professional Counseling faculty member's requirements. Students who fail to complete course requirements including required client contact hours should expect to receive lowered grades, unless circumstances beyond their control prevented them from completing the requirements. That is, students should not expect to simply be permitted to extend the work assigned in one semester into another semester without compelling reasons for doing so. Students are referred to the course syllabus for a more detailed explanation of grading procedures. In the event that an intern is removed from her or his site by a site supervisor for unprofessional/inappropriate unethical conduct, the university supervisor/Professional Counseling faculty member may view this as grounds for assigning the student a failing grade or removal from the Professional Counseling program.

INTERNSHIP STUDENT RESPONSIBILITIES

1. Work cooperatively with site staff in establishing activities and tasks to be undertaken. Approach and conduct those tasks with a positive and professional attitude. Students must strive to increase the range and depth of their responsibilities over the course of the internship.
2. Complete a minimum of 600 hours of internship experience at the approved site, accumulating at least 240 hours of direct service. Interns are required to document their activities and submit Weekly Internship Logs to their university supervisor/Professional Counseling faculty member. A total of 14 Weekly Internship Logs must be filed each semester before a final grade can be submitted. At the close of each semester, students must file summary sheets of their activities. The university supervisor/Professional Counseling faculty member will inform students in their sections as to the schedule they will follow in collecting the logs. Evaluations from site supervisors also must be submitted prior to grade assignments.
3. Participate in a minimum of one hour of individual supervision and one and one half hours of group supervision for each 20 hours of internship experience. Students are responsible for documenting their supervision each week.
4. Attend the on-campus internship seminars as scheduled by the department.
5. Keep the site supervisor and university supervisor/Professional Counseling faculty member informed of any problems or concerns that arise during the internship and seek assistance in managing them.
6. Read and adhere to the ACA code of ethics and perform all internship duties in a professional, legal, and ethical manner.
7. Fully inform all clients of the nature of their role at the site (i.e. counseling intern) to ensure that clients understand the nature of supervision (that the site supervisor has the right and obligation to review the intern's work).
8. Become knowledgeable of and follow the policies and procedures of their internship sites.
9. Follow site and university policies and procedures regarding audio or video taping.

SITE SUPERVISOR RESPONSIBILITIES

1. Determine whether the experience that can be provided to prospective interns at the site is appropriate and will assist interns in their professional growth.
2. Acquire official authorization necessary from the agency or institution's administration for the counseling intern to work in the setting under their supervision.
3. Provide a minimum of one hour of individual supervision per week and 20 hours of internship experience. Provide additional consultation and assistance as needed.
4. Orient interns to the procedures and policies of the agency, university, or school. A suggested, but not necessarily inclusive, list includes: intern responsibilities, schedule, assignment of clients, emergencies, mandatory reporting guidelines, record keeping, confidentiality, and release of information.
5. Provide regular ongoing evaluation and feedback to interns as to their performance. Information about the importance of supervision and the department's model for supervision will be provided by the university supervisor/Professional Counseling faculty member.
6. Site supervisors should contact the university supervisor/Professional Counseling faculty member immediately to discuss any concerns that may arise during the internship. Problems or concerns should be addressed in a timely fashion rather than be allowed to develop into larger problems later in the experience or semester.
7. Provide interns with a variety of experiences potentially including, but not limited to: individual, family, and group counseling; consultation; classroom guidance; administrative responsibilities; record keeping; program development and implementation; professional development; networking; and public relations.
8. Meet with the university supervisor/Professional Counseling faculty member and intern a minimum of one time during each semester and at other times if needed.
9. Meet with interns at the end of each semester to review the Internship Evaluation Form and to provide interns with a clear assessment of their performance before such review is provided to the university supervisor/Professional Counseling faculty member.

**UNIVERSITY SUPERVISOR/PROFESSIONAL COUNSELING FACULTY MEMBER
RESPONSIBILITIES**

1. Represent the Professional Counseling Department and issue the grade for the course.
2. Establish clear and reasonable expectations for students.
3. Meet with interns and site supervisors at least one time during each semester and maintain contact by U.S. mail, e-mail, or telephone in order to evaluate the internship experience.
4. Be available to interns and site supervisors in order to help work through any problems or issues that may arise.
5. Coordinate on-campus group supervision meetings.
6. Collect, review, and then file internship documentation in the students' clinical files maintained in the Professional Counseling Department office.
7. Conduct an evaluation of the internship experience.
8. Apprise students of how they are progressing in the course.
9. Consult with site supervisor to determine the final grade for internship students and submit such grades only after all necessary site hours and course documentation have been completed.

**PROFESSIONAL COUNSELING
INTERNSHIP APPLICATION**

**(Application Must Be Typed
and
Liability Insurance Certificate Must Be Attached to Application)**

(For Office Use Only)

- Unconditional Approval (no revisions) (Student Notified by E-mail on: _____)
- Conditional Approval (revisions needed are attached) (Student Notified by E-mail on: _____)
- Application Denied (rationale and suggestions for re-application attached) (Student Notified by E-mail on: _____)

This application is for:

- Course:** 797 Internship I 798 Internship II
- Semester:** Spring 2012
- Emphasis:** Community Clinical Mental Health Student Affairs School

- My proposed site is in the Appleton, Neenah, West DePere, or Kaukauna School District and requires a letter.

Student's Contact Information

NAME OF INTERNSHIP STUDENT:	STREET ADDRESS:
E-mail Address:	City, State, Zip Code:
Home Telephone # and Area Code:	Cell Telephone # and Area Code:

Site Information

NAME OF INTERNSHIP SITE:	STREET ADDRESS/MAILING ADDRESS:
E-mail Address:	City, State, Zip Code:
Telephone # and Area Code:	

Site Supervisor Information

NAME OF SITE SUPERVISOR:	STREET ADDRESS:
E-mail Address:	City, State, Zip Code:
Work Telephone # and Area Code:	Hours:
Years of experience:	Degree held by supervisor and year attained:
Supervisor's certifications and/or licenses: <i>Please be sure to list ALL certifications and licenses held by your site supervisor. Site supervisors are eligible to receive Continuing Education Units from NBCC; however, this section MUST be completed for CEU's to be awarded (i.e., LPC, LCSW, NCC, LPCC, MSW, etc.) Your site supervisor must also list their current license number.</i>	Describe supervisor's training and background:

University Supervisor/Professional Counseling Faculty Member Information

NAME OF INTERNSHIP FACULTY SUPERVISOR (IF KNOWN AT THIS TIME):	STREET ADDRESS: DEPARTMENT OF PROFESSIONAL COUNSELING, COEHS UNIVERSITY OF WISCONSIN OSHKOSH
E-mail Address:	City, State, Zip Code: Oshkosh, WI 54901
Telephone # and Area Code:	

Internship (797/798) Class (Day and Time)

DAY	TIME
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Internship Site Schedule (Days and Times at Site)

DAY(S) OF WEEK:	TIME(S) AT SITE:

Describe the overall mission of the site (population served and types of services provided):

Describe your proposed responsibilities at the site (be specific):

Describe how the above responsibilities and work schedule will contribute to your professional growth.

Describe proposed schedule and method for supervision:

If your internship proposal involves any exceptions to departmental policies regarding internship or other details that require special consideration (such as working after hours at site or being supervised by someone with whom you already have a peer-relationship) explain your rationale for proposing the site:

Specific Tasks to be Accomplished at Site:

1. 300 clock hours (counseling and related activities)
2. 120 hours of direct services with clients
3. One hour per week of supervision interaction with the on-site supervisor
4. Individual Counseling (feedback on a minimum of three counseling sessions)
5. Group Counseling
6. Professional activities conducted by counselor (record keeping; information and referral; in-service; staff meetings; IEP meetings, etc.)

Learning Goals and Objectives:

Please define with measurable outcomes. Refer to the following examples and websites for information on how to write measurable goals and objectives:

<http://www.ala.org/ala/mgrps/divs/acrl/about/sections/is/projpubs/smartobjectives/index.cfm>
www.doe.in.gov/sdfsc/docs/writing-gos.pdf

Example:

Learning Goal:

Goal 1: Increase my ability to integrate counseling, career and developmental theory into my counseling practice.

Objective 1: Maintain a client caseload of a minimum of 5 clients/students.

Objective 2: Develop 5 case conceptualizations to review with my site supervisor, or faculty supervisor.

Example:

When writing the learning objectives, think about framing measurable outcomes using the following formula: "I will...so that...; this will be measured/assessed by...." Example: "I will lead or co-lead a minimum of five (5) group counseling sessions." While this is a goal and is somewhat measurable, it lacks any type of outcome. In other words, why do you, as a practicum/internship student, want to engage in this? Here's where the formula comes in handy: "I will co-facilitate at least five (5) group counseling sessions during my practicum/internship experience so that I gain a deeper understanding of group process, the themes that surface within a group, and enhance my skills in facilitating a group effectively. My growth in group leadership will be assessed and processed with regular feedback from my co-facilitator following each group experience."

Criminal Background Status:

- Yes – there has been a **change** in my criminal background status since practicum.
(This means a crime has been committed and charges have been filed or are *pending*.
If there has been a change, you must also note this here.)

- No – there has not been a **change** in my criminal background status since practicum.
(No crime has been committed and no charges have been filed or are *pending*.)

Name of Student (please print)	Date	Signature of Student	Date
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Name of Site Supervisor (please print)	Date	Signature of Site Supervisor	Date
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Name of University Supervisor/ Professional Counseling Faculty Member (please print)	Date	Signature of University Supervisor/ Professional Counseling Faculty Member	Date
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