



**College of Continuing and Professional Studies
Counseling and Human Sciences Department**

INTERNSHIP MANUAL

Ph.D. in Counselor Education and Supervision



College of Continuing and Professional Studies
Counseling and Human Sciences Department
Atlanta Campus

Ph.D. Counselor Education and Supervision Internship Manual

INTRODUCTION:

The doctoral program in counselor education and supervision (CES) prepares individuals to demonstrate advanced skills in clinical practice, teaching, supervision, consultation, and research. Although the CES program contains many opportunities for mentoring and informal learning activities, the purpose of the doctoral internship is to provide organized doctoral level experiences in the areas of counseling, supervision, instruction, consulting, and research. Individualized internship plans are developed with the student's Curriculum Chair and approved by the CES faculty. Given that our doctoral students come from diverse training backgrounds, student internship plans will vary. Plans are individualized, so one should not assume that a plan that was approved for another student would be approved for him or her.

This internship manual provides a description of the internship course and explains the requirements and procedures to be followed by the graduate student counselor educator enrolled in the doctoral internship at Mercer University. Additionally, procedures for on-site internship supervisors are provided. Internship activities and requirements are based on CACREP (Council for the Accreditation of Counseling and Related Educational Programs) guidelines and the counseling program faculty.

The faculty recognized that an internship site or experience might not provide students access to every listed activity because of the differences, which exist between individuals and institutions. However, within those variations, it is assumed that each internship plan will provide the student with experience and supervision in areas relevant to their professional goals and training.

CACREP REQUIREMENTS FOR INTERNSHIP EXPERIENCES:

Doctoral students are required to complete doctoral-level counseling internships that totals a minimum of 600 clock hours. The 600 hours include supervised experiences in counselor education and supervision (e.g., clinical practice, research, teaching). The

internship includes most of the activities of a regularly employed professional in the setting. The 600 hours may be allocated at the discretion of the Curriculum Committee Chair and the student on the basis of experience and training. (CACREP.III.B)

During internships, the student must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision is provided on a regular schedule with other students throughout the internship and is usually performed by a program faculty member. (CACREP.III.C)

COURSE PREFIX, NUMBER, AND TITLE:

COUN 910 – Doctoral Internship (6-12 hours)

SEMESTER HOURS:

A student who holds a master's degree from a CACREP accredited program, that had a 600 hour internship, must register for a minimum of 6 semester hours of doctoral internship over two semesters. A student who graduated from a non-CACREP accredited program must consult with their Curriculum Committee Chair to determine the type of experiences and number of additional internship credit hours (in addition to the minimum of six) that may be required to meet graduation and accreditation standards.

ACTUAL HOURS:

A student who has completed a CACREP accredited master's degree with a 600 hour internship will be required to complete a 600 hour internship at the doctoral level. A student who graduated from non-CACREP accredited programs may be asked to complete additional actual clock hours of service, dependent on the internship plan and student need. This may include individual, couple, family or group counseling activities, school guidance activities, clinical supervision hours, teaching and class preparation hours, consultation activities, and research

Note that for a teaching internship; teaching two Master's level courses is the equivalent of 300 hours of internship. Teaching must include preparation and delivery of course materials, in addition to other responsibilities as assigned by the supervising professor. In the case of supervision, supervising one section of Master's level internship or practicum experience is the equivalent of 150 hours of internship.

GRADING:

S/U for each semester completed. Should a student fail a particular experience [e.g., teaching] he or she will be asked to repeat that part of the experience. A student must have successfully completed the number of credit hours for his or her plan.

COURSE DESCRIPTION:

The internship is viewed as a series of field-based experiences that occur in a developmental manner, over time. The emphasis is on gaining experience and supervision in all areas of the counselor education profession.

COURSE PREREQUISITES:

Prior to enrolling in the internship the student must have completed the following courses:

Research and Statistics:

- COUN 830-Research and Statistics I (3 hours)
- COUN 831-Research and Statistics II (3 hours)
- COUN 832-Research Design (3 hours)
- COUN 901-Prospectus Design (3 hours)

Counseling:

- COUN 701-Advanced Psychometrics (3 hours)
- COUN 702-Advanced Counseling Theory (3 hours)
- COUN 703-Advanced Group Counseling and Leadership (3 hours)
- COUN 704-Advanced Career Counseling and Development (3 hours)
- COUN 705-Advanced Ethical and Legal Issues in Counseling (3 hours)
- COUN 706-Advanced Issues of Diversity and Social Justice (3 hours)
- COUN 707-Advanced Clinical Practicum (3 hours)
- COUN 801-Leadership and Consultation (3 hours)
- COUN 802-Counselor Supervision (3 hours)
- COUN 803-Internship in Supervision (3 hours)
- COUN 731-Doctoral Seminar (1 hour per year for three years)

Total: 45 Credit Hours

Cognate: 18 Credit Hours

Total Credit Hours Complete 63 Credit Hours

In addition, doctoral students must have successfully completed the Comprehensive Examination or have applied to take the Comprehensive Examination during the first semester of internship. Students who are not successful in passing all parts of the Comprehensive Examination will need to withdraw from Internship and reschedule the Internship for the next semester that the Comprehensive Examination is available.

CLINICAL EXPERIENCES AND INSURANCE:

The student must have professional liability insurance prior to seeing clients or supervising others. This insurance may be obtained privately or can be obtained from the Health Providers Service Organization (<http://www.hpsso.com/pli/pliindex.php3>) or any professional organization (ASCA, NBCC, etc). The student must provide proof of insurance to the internship coordinator with the appropriate contracts.

APPROVAL TO BEGIN EXPERIENCES:

The student must have signature approval on the Internship Agreement from the Doctoral Program Coordinator **BEFORE** actually beginning the internship.

Signature Approval on the Internship Agreement by the Program Coordinator for the Ph.D. in Counselor Education must be obtained no later than 7 weeks prior to the date the graduate student counselor desires to begin his or her internship. When the Internship Agreement has been processed, an approved copy of the Agreement will be sent to the student. The official date after which the graduate student counselor may begin his/her internship will be noted on this copy of the Agreement. In addition, the student will give an approved copy of the Agreement to the On Site Supervisor.

Internship hours completed by the student intern prior to the official date for the start of the internship will not be counted toward meeting the clock hour requirement.

MINIMUM REQUIREMENTS:

The following is a list of the minimum requirements for all internships:

Student counselors 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, at a minimum, be considered cause for dismissal from the internship site and possibly from the Ph.D. degree program at any time during the student's program

The on-site supervisor must have:

A doctoral degree in counselor education or a closely related field and appropriate licenses (i.e., Licensed Professional Counselor, Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, Licensed Psychologist). For individuals in school placements, supervisors may not have a doctoral degree. If they do not, they are required to have a master's degree in school counseling, school counselor certification, and 5 years of school counseling experience.

Knowledge of the program's expectations, requirements and evaluation procedures for the student.

The on-site supervisor must provide a minimum of one (1) hour per week of formal individual or triadic supervision for each intern.

The internship site must provide the opportunity for the student to become familiar with a variety of professional activities other than direct service.

Prior to the end of internship, the original copies of the Internship Logs, the Summary Log, the Student Evaluation of the internship experience and the Site Evaluation of the student's performance must be given to the University Internship Supervisor. The student should keep a copy for his/her records and the on-site supervisor should retain a copy for his/her records.

SELECTION OF INTERNSHIP SITE:

The first consideration in arranging placement is the particular interests of the individual intern in concert with the University's requirements for the internship. The student must develop and complete an internship plan with his or her Curriculum Chair prior to meeting with the internship instructor. The student will contact the internship site. Interviews with more than one site are recommended in order to select the best placement with optimum supervision and variety of counseling experiences.

The student makes the placement arrangements with the guidance and approval of the Curriculum Chair and the Doctoral Program Coordinator. Students must advise internship sites if they will not be accepting an internship at that particular site in order to allow ample time for the declined site to fill vacant positions.

Choosing an Internship Site: PLAN AHEAD:

Complete internship plan with advisor.

The student must successfully complete all prerequisites before beginning an internship.

Begin looking for potential internship sites several months before you plan to begin the application process.

Discuss your internship plans with the University Internship Supervisor/Professor.

Secure liability insurance for clinical or supervisory experiences.

Contact the prospective internship site and arrange for an on-site interview. This interview provides an opportunity for both the student and the site to clearly delineate expectations for the internship experience. As a student, you should determine if a prospective internship site is capable of meeting your needs. You are encouraged to interview with at least two sites before making a decision.

You should take a complete resume or vita to the interview. Following the interview, if the site representative thinks you and the agency/school/university experiences or expectations are mismatched, then the internship placement may be refused and another placement sought. If the site accepts you for internship placement, a contract (i.e., the Internship Agreement) should be negotiated specifying the expectations and responsibilities of all parties involved. The Internship Agreement is included in this manual. **Please be sure that you are completely satisfied with the contract. This is binding document. You will not be allowed to break this contract unless the site is not providing the services delineated within the contract.** For approval, you must review the Internship Agreement, expectations, and responsibilities with the Doctoral Program Coordinator. Additionally, you must submit the completed and signed Internship Agreement to the Doctoral Program Coordinator for his/her signature approval a minimum of seven (7) weeks prior to the date you wish to begin your internship.

During your internship, you are required to maintain and submit logs on a monthly basis (see example). After your on-site Supervisor has signed your monthly log, send the original log to the University Internship Supervisor. Maintain a copy in your file. Any student who has more than one internship placement is required to keep separate logs for each site.

Each student is required to attend the biweekly internship meetings scheduled by the University Internship Supervisor. If, for some reason, you are not able to complete your internship, contact the University Internship Supervisor immediately.

EVALUATION OF THE STUDENT:

Feedback from the on-site supervisor is essential for the purpose of evaluating student

effectiveness. The CES faculty has adopted a standardized evaluation form. The student should provide a copy of the form to the on-site supervisor.

The rating form should be completed by the on-site supervisor and include any additional comments he or she may wish to make. The University Internship Professor will review this form with the student. The student should maintain copies of all documents for his/her own files.

In the event the student receives a negative written evaluation from the on-site supervisor, the University Internship Professor (Instructor of Record) will bring the evaluation to the CES faculty for discussion. The CES faculty, along with the University Internship Professor, will determine whether the student should receive a grade U or S whether the student will be required to do additional internship hours, or a subsequent appropriate course of action.

CES students who receive a grade of U, or who withdraw, must have written permission from the CES faculty to be permitted to enroll again for internship. The CES faculty will determine when the student may retake the internship.

APPENDIX

INTERNSHIP FORMS



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APPLICATION FOR DOCTORAL INTERNSHIP

NAME: _____ MUID: _____

SEMESTER/YEAR OF INTERNSHIP: _____

I _____ (student) hereby certify that all core classes, cognate classes, and any additional classes required by my Curriculum Committee will be complete prior to the beginning of my Doctoral Internship. My GPA is 3.0 or better, and I have no grades of "C" or lower in any coursework counted toward my degree.

SIGNATURE: _____ DATE: _____

INSTRUCTIONS: In order to apply for Doctoral Internship, the student must complete the table below and have the Curriculum Committee Chair initial next to each entry to verify accuracy and sign where indicated.

INITIAL:	COURSE:	COMPLETED:	GRADE:
	COUN 830 Research & Statistics I		
	COUN831 Research & Statistics II		
	COUN832 Research Design		
	COUN901 Prospectus Design		
	COUN701 Advanced Psychometrics		
	COUN702 Advanced Counseling Theory		
	COUN703 Advanced Group Counseling & Leadership		
	COUN704 Advanced Career Counseling & Development		
	COUN705 Advanced Ethical & Legal Issues in Counseling		
	COUN706 Advanced Issues of Diversity & Social Justice		
	COUN707 Advanced Practicum		
	COUN801 Leadership & Consultation		
	COUN802 Counselor Supervision		
	COUN803 Internship in Supervision		
	COGNATE: (FILL IN COURSE NAME AND NUMBER)		



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DOCTORAL INTERNSHIP IN COUNSELOR EDUCATION AND SUPERVISION
AGREEMENT

INSTRUCTIONS: Submit this information to the internship instructor by the 2nd week of your Internship class. A copy of this form will be included in your student record. Complete a new form for each internship semester.

NAME: _____ MUID: _____

CONTACT PHONE: _____

EMAIL ADDRESS: _____

Type of Internship (e.g., research, teaching, clinical): _____

INTERNSHIP SITE: _____

SITE ADDRESS: _____

SITE SUPERVISOR: _____ PHONE: _____

SUPERVISOR'S CREDENTIALS: _____

Description of ___ credits of Doctoral Internship (Take up to 1 page to describe teaching, research, or clinical activities. Please include a description of any agreed upon deliverables such as curricula, presentations, or teaching evaluations.)

Description of Support from Site Supervisor and Agency:

Comments/Additional Information:

STUDENT _____ DATE: _____
SUPERVISOR _____ DATE: _____
ADVISOR: _____ DATE: _____



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**INTERN EVALUATION - CLINICAL SETTING
TO BE COMPLETED BY ONSITE SUPERVISOR**

Name of Intern: _____ Date: _____

On Site Supervisor: _____ Date: _____

Please describe your style of supervision with this intern.

- Observed intern directly
- Listened to or watched tapes of intern
Approximate number audio tapes video tapes
- Read session notes
- Intern self report

What number of overall internship hours did the intern spend in:

- Direct client activities
- Indirect client services

Which of the following has the intern performed:

- Individual Counseling
- Group Counseling
- Couples Counseling
- Family Counseling
- Intake Interviewing
- Program Administration
- Supervision
- Teaching

In order to facilitate the development of the intern's skills, please rate the intern's performance according to the following scale:

Never True	Rarely True	Occasionally True	Mostly True	Always True	Not Observed
1	2	3	4	5	NA

Please feel free to comment on any question.

	NEVER TRUE				ALWAYS TRUE	
1. OPENING/RAPPORT						
Did the intern establish good rapport with clients, other interns, staff?	1	2	3	4	5	NA
2. INTERACTION/INTERVIEW SKILLS						
Was intern in control of direction of counseling, supervision, or teaching , OR did clients, supervisees, students go off on meaningless tangents?	1	2	3	4	5	NA
Was intern accepting, respectful, and encouraging of client's, supervisee's, or students' emotions, feelings, and expressed thoughts?	1	2	3	4	5	NA
3. INTERN RESPONSES						
Were intern's responses appropriate in view of what client, supervisee, or student was expressing?	1	2	3	4	5	NA
Did the intern reflect and react to feelings?	1	2	3	4	5	NA
Was the relationship conducive to productive counseling, supervision, or learning?	1	2	3	4	5	NA
Did the intern's values remain objective when working with the client, supervisee, or class?	1	2	3	4	5	NA
Did the intern talk at an appropriate language level?	1	2	3	4	5	NA
Did the intern use language, tone of voice, and other behaviors to convey an interest in the client, supervisee, class?	1	2	3	4	5	NA
Did the intern convey his/her interests, feelings, and experiences when appropriate?	1	2	3	4	5	NA
Did the intern understand/conceptualize the client's/supervisee's concerns effectively?	1	2	3	4	5	NA
Did interventions reflect a clear understanding of the client's, supervisee's or students' concerns?	1	2	3	4	5	NA

Was intern able to demonstrate knowledge of principles and processes of theoretical framework underlying interventions used?	1	2	3	4	5	NA
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4. SUPERVISION

Was intern able to present client, supervisee, or class objectively and insightfully with supervisor?	1	2	3	4	5	NA
---	---	---	---	---	---	----

Was intern receptive to supervisor feedback?	1	2	3	4	5	NA
--	---	---	---	---	---	----

Was feedback reflected in future intern interactions?	1	2	3	4	5	NA
---	---	---	---	---	---	----

Was intern able to observe/understand his/her own personal influence on the counseling, supervision, or teaching relationship?	1	2	3	4	5	NA
--	---	---	---	---	---	----

Intern accepted feedback appropriately	1	2	3	4	5	NA
--	---	---	---	---	---	----

Intern interacted appropriately with other professionals	1	2	3	4	5	NA
--	---	---	---	---	---	----

Intern followed practice/agency policy and procedures	1	2	3	4	5	NA
---	---	---	---	---	---	----

Intern demonstrated a knowledge of codes of ethical practice/legal regulations and behaved accordingly.	1	2	3	4	5	NA
---	---	---	---	---	---	----

Intern showed appropriate judgment and responsibility in actions.	1	2	3	4	5	NA
---	---	---	---	---	---	----

5. Overall evaluation of intern including areas in need of improvement.

Site Supervisor Signature



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**INTERNSHIP SITE EVALUATION - CLINICAL PRACTICE
TO BE COMPLETED BY INTERN**

Date Internship Began: _____ Date of Evaluation: _____

Date internship Completed: _____

Name of Intern: _____

Site: _____

On Site Supervisor: _____

Briefly describe your overall experience at this internship site:

Following your experience, would you recommend this site to other students? Why or why not?

Description of client population: (i.e., students, chronic cases, families, adolescents, etc.)

What type of supervision was provided?

- ___ Supervisor observed intern directly
- ___ Supervisor read case notes
- ___ Supervisor discussed cases with intern
- ___ Supervisor listened to or watched tapes
- ___ Group supervision ___ number in group
- ___ Other (please describe)

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

What are the responsibilities required of doctoral level internship students at this site?

Check all opportunities available:

- | | |
|--|--|
| <input type="checkbox"/> Individual Counseling | <input type="checkbox"/> Report Writing |
| <input type="checkbox"/> Men | <input type="checkbox"/> Intake Interviewing |
| <input type="checkbox"/> Women | <input type="checkbox"/> Psycho/Educational Groups |
| <input type="checkbox"/> Adolescents | <input type="checkbox"/> Case/Staff Coordination |
| <input type="checkbox"/> Children | <input type="checkbox"/> Program Administration |
| <input type="checkbox"/> Career Counseling | <input type="checkbox"/> Assessment/Testing |
| <input type="checkbox"/> Couples Counseling | <input type="checkbox"/> Consulting |
| <input type="checkbox"/> Family Counseling | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Group Counseling | <input type="checkbox"/> Special Populations |
| <input type="checkbox"/> Supervision | |

What overall hours did you spend in:

- Direct client hours
 Indirect client hours

Please rate the following items according to this scale:

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

Additional Comments:

Signature of Intern



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FACULTY EVALUATION OF CES INTERN: TEACHING/SUPERVISION
ACTIVITIES

Doctoral Intern: _____ Course: _____

Please use the scale below to rate the doctoral intern who has engaged in teaching and/or supervision activities under your supervision:

Strongly Disagree 1 Disagree 2 Neutral 3 Agree 4 Strongly Agree 5

Intern worked with instructor to plan curriculum and assessments. 1 2 3 4 5

Intern engaged fully with students in this class. 1 2 3 4 5

Intern was prepared to teach and/or supervise and was well organized. 1 2 3 4 5

Intern provided students feedback in a professional manner. 1 2 3 4 5

Intern demonstrated adequate knowledge of content area and/or supervision. 1 2 3 4 5

Intern managed classroom instruction and student behavior. 1 2 3 4 5

Intern had the opportunity to provide direct instruction and/or supervision. 1 2 3 4 5

Students in the class approached the intern for assistance. 1 2 3 4 5

Intern worked cooperatively with supervising faculty. 1 2 3 4 5

Intern demonstrates appropriate instructional and/or supervisory behavior. 1 2 3 4 5

Intern fielded student questions effectively. 1 2 3 4 5

Please respond to the following questions:

1. What are the strengths of this intern?
2. What are the areas of improvement for this intern?

On the following scale rate the overall performance of this intern. Circle one.

1=poor 2=fair 3= adequate 4=good 5=excellent

Signature of Faculty



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INTERN SELF ASSESSMENT-TEACHING/SUPERVISION

Doctoral Intern: _____

Please use the scale below to rate yourself in the teaching and/or supervision activities you completed for your doctoral internship experience:

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	2	3	4	5

1. I was able to work with the instructor to plan curriculum and assessments.
1 2 3 4 5
2. I was able to engage fully with students in this class.
1 2 3 4 5
3. I was prepared to teach and/or supervise and was well organized.
1 2 3 4 5
4. I was able to provide students feedback in a professional manner.
1 2 3 4 5
5. I believe I had adequate knowledge of content area and/or supervision
1 2 3 4 5
6. I was able to manage classroom instruction and student behavior.
1 2 3 4 5
7. I had the opportunity to provide direct instruction and/or supervision.
1 2 3 4 5
8. Students in the class approached me for assistance.
1 2 3 4 5
9. I was able to demonstrate appropriate instructional or supervisory behavior.
1 2 3 4 5
10. I believe this experienced aided in my personal and professional development.
1 2 3 4 5

Please identify 3 ways you developed personally & professionally during this experience:

- 1.
- 2.
- 3.

Please identify 3 goals for continued personal & professional development in this area:

- 1.
- 2.
- 3.

Intern Signature

