

# Counseling Practicum and Internship Handbook

Eastern Kentucky University

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## PRACTICUM (COU 880) & INTERNSHIP (COU 881) HANDBOOK

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## Introduction

The purpose of this handbook is to provide students and internship site representatives with information about the Educational Leadership and Counselor Education Department at Eastern Kentucky University in Richmond, Kentucky. It is intended to clarify policies, procedures, requirements, and expectations of practicum and internship.

## Mission Statement

As a comprehensive public institution, Eastern Kentucky University prepares students to lead productive, responsible, and enriched lives. To accomplish this mission, the university emphasizes: 1. Student Success, 2. Regional Stewardship, and 3. Critical Thinking and Effective Communication. The mission of the College of Education is to “Prepare Effective Professional Educators” while enhancing the proficiencies of our candidates in the areas of Knowledge, Pedagogy, Dispositions, Technology, and Diversity. We expect our colleagues to be absolutely committed to individualized teaching and learning. We are “a school of opportunity”, and we emphasize giving each individual student opportunities to move from where he or she is to where he or she needs and wants to be. The mission of the Educational Leadership and Counselor Education Department, at Eastern Kentucky University, is to prepare effective professional counselors who will lead productive, responsible, and enriched lives.

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**PRACTICUM and INTERNSHIP  
SCHOOL AND MENTAL HEALTH COUNSELING  
(COU 880 and COU 881)**

The **practicum (COU 880)** is the initial clinical experience and is a prerequisite for internship. This 3 credit hour class includes 100 hours at a school or mental health site and weekly attendance of COU 880 for faculty facilitated group supervision. Forty (40) hours of the practicum are to be in direct face-to-face counseling services with the remaining 60 hours in counseling related tasks not including face-to-face counseling services. As practicum is the initial experience, students usually see less complex clients/students and work under greater supervision.

The **internship (COU 881)** is the final and most comprehensive professional experience in the school and mental health counseling programs. The intent of the internship is to provide the student with continued supervised training at a site outside the university environment which is congruent to his or her orientation within the program. Students complete 600 hours of internship to include 240 hours of direct face-to-face counseling services and 360 indirect hours. As students progress from practicum to internship, site supervisors gradually begin to assign more complex cases and offer the student increasing responsibility.

In order to ensure that the student's individualized career goals are met in the practicum and internship experiences, arrangements are negotiated between the student, the on-site supervisor, the practicum/internship site, and the student's supervising professor at the Educational Leadership and Counselor Education Department at Eastern Kentucky University.

Skill Objectives for Practicum and Internship appear below. These objectives are taken from Section III of the 2009 Standards of the Council for the Accreditation of Counseling and Related Education Programs (CACREP) which is the body that governs and accredits our programs in counseling.

**PRACTICUM** - Students must complete supervised practicum experiences that total a minimum of 100 clock-hours over a minimum of a 10-week academic term. Based on CACREP 2016 Standards III.A-I, each student's practicum must include the following:

- At least forty (40) hours of direct service with actual clients that contributes to the development of counseling skills.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.
- An average of 1½ hours per week of group supervision that must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a midterm evaluation and a final formal evaluation after the student completes the practicum.

**INTERNSHIP** – The program requires completion of a supervised internship in the student's designated program area of 600 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. Based on CACREP 2016 Standards III. J-M, each student's internship includes all of the following:

- At least 240 hours of direct service, including experience leading groups.
- Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.
- An average of 1 ½ hours per week of group supervision provided on a regular schedule throughout the internship provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.
- 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 instrument, supervision, information and referral, in-service and staff meetings).
- The opportunity for the student to develop program-appropriate video/audio recordings for use in supervision or to receive live supervision of his or her interaction with clients.

- Evaluation of the student's counseling performance throughout the internship, including documentation of a midterm evaluation and a final evaluation after the student completes the internship by a program faculty member in consultation with the site-supervisor.

By the end of the internship experience, students will be expected to:

1. Establish and maintain a client caseload.
2. Demonstrate and apply appropriate counseling skills.
3. Develop specialized skills relevant to the requirements of the host site.
4. Establish and maintain effective working relationships with staff, supervisors, and colleagues.
5. Demonstrate a willingness to meet professional obligations.
6. Demonstrate enthusiasm and commitment to the counseling profession.
7. Demonstrate a willingness to learn and sensitivity to feedback offered via supervision.
8. Demonstrate personal traits conducive to effective counseling, learning, and professional development.
9. Demonstrate the ability to perform all counseling and related activities in an ethical and legal manner.
10. Demonstrate a willingness to explore and to use community resources for referrals.

## **FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT PRACTICUM AND INTERNSHIP**

**These questions are intended to assist students in understanding the expectations and opportunities offered in their internship experiences. *All students* should be able to answer these questions *PRIOR* to the start of their field experience. Students are encouraged to speak to any faculty member for further clarification of any of these questions. They are also encouraged to suggest other questions that should be addressed in this list.**

### **(About Applying)**

#### **1. What are the prerequisites for practicum?**

**All courses noted below must be completed prior to the semester of taking COU 880 but you may enroll in additional coursework beyond these listed in the semester you take COU 880. Generally school practicum will only be offered during the Fall and Spring semesters, with J term potentially being offered in the summer semester. Pre-requisites for COU 880 Practicum are noted below.**

EPY 816 Tests and Measurements

COU 803 Principles and Practices of Mental Health Counseling (**Mental Health Counselors Only**)

COU 813 Professional Orientation and Ethics

COU 814 Organization & Administration of Counseling Services (**School Counselors Only**)

COU 820 Group Counseling  
COU 825 Developmental Guidance (**School Counselors Only**)  
COU 840 Counseling Theory and Practice  
COU 846 Process and Basic Techniques of Counseling  
COU 847 Crisis and Abuse Counseling  
COU 848 Child and Adolescent Counseling  
COU 855 Diagnosis and Treatment in Counseling  
COU 849 Addiction Disorders Counseling (**Mental Health Counselors Only**)

## **2. What are the prerequisites for internship?**

COU 880 Counseling Practicum is a prerequisite for COU 881 Counseling Internship, as are all the prerequisites listed for COU 880. In addition, students must complete the following courses prior to the semester they intend to take COU 881 Counseling Internship **OR** alongside taking COU 881.

COU 804 Counseling Diverse Populations  
COU 822 Lifestyle and Career Counseling  
COU 850 Family Counseling (**Mental Health Counselors Only**)

Internship is designed to be the final clinical field experience at the end of your course work. Internship will be offered spring, fall for school counseling students and mental health counseling students. Internship will be offered in the summer session primarily for mental health counseling students but under very rare circumstances may be available to school counseling students. There is an additional component for the application for those students who want to take internship in the summer for school counseling and this component details very strict conditions which a placement must meet to be approved as a summer internship site. Due to these very difficult standards for doing a school counseling internship in the summer, it is highly recommended that all school counseling students try to complete the internship in spring and fall placements. For detailed information about the specific requirements for a summer internship in school counseling, please see the form labeled “Summer Internship in School Counseling” located with the other forms at the end of this Handbook. The faculty recommends that all counseling (COU) courses be completed prior to taking COU 881 to enhance your learning experience and your client’s services.

## **3. Where do I find the application materials for Practicum/Internship and what do I do with them?**

Prior to enrolling in either Practicum or Internship, students will be required to have completed the online paperwork for Practicum and Internship.

All paperwork **must be completed by the deadlines (below in #4)** in the semester prior to registering in either course. You will not be given the CRN to enroll until your paperwork is cleared

by the Clinical Director. *All required paperwork must be submitted for each semester of practicum and internship!*

#### **4. What is the deadline for submitting practicum/internship application materials?**

**DECEMBER 1** for spring semester

**APRIL 1** for summer semester

**AUGUST 1** for fall semester

NOTE: Some schools or agencies may require that you have a State Police or FBI criminal background check prior to starting work in their sites (for example Fayette County Schools). This can take over six weeks and is the student's responsibility to have this completed prior to the start of Practicum or Internship. This means that you need to check with your intended site at least two months prior to starting your experience.

(About Specific Requirements)

#### **5. Is professional liability insurance required?**

Yes. All students are required to purchase professional liability insurance beginning in COU 846 through completion of internship. Instructors will note this requirement in classes and will verify that students have insurance before they allow students to proceed in their classes. The department will accept any personal Professional Liability Insurance that specifically says it covers student counselors/counselors in training in their role as a student counselor. An example of this type of insurance plan is available via the web at [www.hspo.com](http://www.hspo.com) where a one year policy for a mental health counselor or school counselor is approximately \$35.

#### **6. Do I have to do group guidance and/or group counseling in internship?**

Per the CACREP 2016 Standard III.E., interns must accrue at least 240 hours of direct service, including experience leading or co-leading a counseling or psychoeducational group. Group guidance or classroom guidance may be part of a school counseling practicum or internship experience. Your instructor will discuss specifics of this in your class.

#### **7. What do I need to know if I am planning on doing the School Counseling Internship while still employed as a teacher?**

First, to do the school counseling internship requires 600 hours of internship on site including individual site supervision and university group supervision required for each semester. The 600 hours are part direct and part indirect hours. If you are willing to do a full semester of full time internship you should be able to generate the needed hours in that one spring or fall semester. As a teacher doing internship in your school, you complete internship hours during times you can get free

of your regular work duties, (such as during planning period; during lunch period; before or after school if you can arrange to see students who come early or stay late). Your indirect hours can be arranged at other times when students are not available. This means, if you are not a full-time intern, you would have to sign up for internship for 2 semesters (for 3 credit hours each semester – 6 credit hours total) to finish the requirements. *(Please refer to item #2 above for information regarding rare exceptions in which school counseling students may complete internship hours during the summer.)* You may use any extra hours of internship taken toward the 54 hours credit required for the Standard Certificate in School Counseling and use any hours taken toward the 60 hours required for RANK I. 3 semester hours of internship = 200 minimum hours of field experience required.

**8. If I must take Internship for more than 3 hours (more than one semester) what can I do with the additional credit hours?**

Internship is a three credit hour per semester course. Both school and mental health counselors may take more than one semester to complete the 600 hour internship. If internship is taken for more than one semester, it must be taken in consecutive semesters. If taken for more than one semester, the additional credit hours may be used for electives in your program. These credit hours will also count toward the Standard Certificate in School Counseling, Rank Change and toward the 60 credit hours needed to become a Licensed Professional Clinical Counselor (LPCC). 3 credit hours of internship = 200 minimum hours of field experience required.

**9. Can I start (or continue) completing my practicum or internship hours before (or between) the semester(s) that I am enrolled in the course?**

No, due to liability insurance limitations, you must wait until the semester begins to accumulate practicum or internship hours. Your coverage exists for the practicum/internship experience only and must coincide with class times for the semester under university and site supervision. **However, it is very important to meet with your site supervisor prior to the beginning of practicum/internship so they have signed consents, oriented you to the site, and so they have identified a counseling load for you to begin seeing on the first day of your practicum/internship experience.**

The total internship hours concluded at the end of a one semester may be applied to the total 600 hours needed; however, you may not accumulate hours when an official university course is not in session and you must complete your hours within a 12-month period (each semester of internship is treated as a separate class until the total hours are accumulated).

3 semester hours of internship = 200 minimum hours of field experience.

**10. What do I do if I cannot complete my practicum during the semester enrolled?**

You will need to complete the practicum within the semester in which you are enrolled due to liability issues. Only 100 hours are required for practicum and if you do not believe you can get those hours in one semester you will need to wait to take practicum until you can get the required minimum

of hours. Your internship experience, however, may be carried over from 1-3 semesters (you must register each semester) over a 12 month period to acquire the required total of 600 hours. 3 semester hours of internship = 200 minimum hours of field experience.

### **11. How many semesters of practicum and internship are required?**

One semester of practicum (100 hours) is required for the Master's degrees in school and mental health counseling. Internship requires 600 hours over the course of two semesters, other arrangements must be approved by faculty. (*Please refer to item #2 above for information about rare instances in which school counseling students may work on internship during the summer*). Internship may be completed in up to three semesters (within a consecutive 12-month period as long as hours are accrued when the student is actively registered for a course (e.g., not during the semester breaks). For your information, the Licensed Professional Clinical Counselor law requires a minimum of 400 hours of practicum/internship for licensure.

### **12. How do the goals of the practicum and internship classroom experience differ from the goals of the field placement practicum and internship experience?**

CACREP Standards suggest that the practicum-internship series is an iterative experience and developmental in nature whereby initial, less complex skills are developed in practicum and later, in internship, the skills are refined and the expectation for a complexity of knowledge and application is greater. The goals of both classroom and field experience include professional knowledge and skill development such as exploring pertinent ethical and legal considerations and the development of advanced skills. The primary goal of the field placement portion of the **practicum** experience is to begin to accrue some initial actual counseling experience with clients or students and to put into place the knowledge and skills learned earlier in the program. At the practicum level, students may begin to be introduced to additional duties such as scheduling, interfacing with special education, and coordination of the assessment program (school counselors) and charting, staffing, and interfacing with medical staff (mental health counselors).

The **internship** is the culminating professional experience in the field and is conducted, as is the practicum, with group supervision provided by the university supervisor and individual supervision provided by the site supervisor. Both the school counseling internship and the mental health counseling internship require a total of 600 hours. Internship field placement goals include those noted for practicum but also include the ability to work with increasingly complex cases as well as the development of higher order professional skills such as supervision.

### **13. Can I do internship in my present work setting?**

Yes, provided your site has a counseling focus/program and your clinical supervisor does not have any administrative supervision relationship with you (such as hiring, firing, or evaluating) which would constitute a dual relationship. If the student does practicum in their current job site, it is

*strongly encouraged* that they perform different duties in another part of the institution/organization and have a different supervisor.

#### **14. What is included in the internship career binder?**

Students are encouraged to maintain a binder that will include, at minimum, a copy of all practicum/internship application materials with a picture of the student, a daily log of experiences signed by the site supervisor, supervisor midterm and final evaluations, supervision plan, and other documentation of counseling and supervision requirements. The binder will be reviewed at midterm and the last class meeting but should be brought to each class meeting. Relevant practicum and internship materials such as the application, direct and indirect summary log, site supervision log, and site supervisor evaluations will be kept by the department and stored in a central filing area with the student's other program records but, **these materials only will be kept for a period of five years post graduation. Therefore it is imperative that you maintain a copy of these documents for your own file prior to turning them in to the university supervisor.**

#### **15. How does a LPCC become a Certified School Counselor?**

The only way to do this is to complete a second master's degree in School Counseling.

#### **16. How does a Certified School Counselor become a LPCC in Kentucky?**

The LPCC law requires a minimum of a Master's degree or above in Counseling or a related discipline and 60 graduate hours of course work in the 9 core areas of counseling specified in Kentucky's LPCC law; practicum/internship experiences of at least 600 hours; passing score on the National Counselor Examination (NCE); and 4,000 hours of post Master's supervised work experience with 100 hours minimum of face-to-face, individual supervision by an approved supervisor. A counselor (school or mental health) can become an LPCA upon completing all the requirements listed above, except the post-master's supervision and passing the NCE, and completing the application for same that includes a plan for acquiring the required supervision. **NOTE: Stay updated with the LPCC Board for any changes in their regulations and policies. Information is available at the Board web site at: <http://lpc.ky.gov>.**

#### **17. What do I need to keep as verification of my internship for LPCA/LPCC?**

In order to meet the requirements for the LPCC board, you must keep, at a minimum, a signed record of supervision that includes a list of hours spent in direct counseling time, indirect time, and supervision hours. You may get a copy of the supervision documentation form from the LPCC website listed above to use with your site supervisor. Remember, the CEP Department only will retain your records for **five years** post graduation, so you must keep your own copy of all relevant materials.

## **18. Where can I get a list of potential mental health internship sites?**

A list of sites where previous students have completed practicum and internship will be posted on the departmental website. Other sites may be considered if they meet all program and CACREP requirements but this will need to be determined in consultation with the Clinical Experiences Coordinator.

(About Site Supervisor Requirements and Issues)

## **19. What requirements does my site supervisor have to meet?**

**School Counselor Supervisors for internship** must be practicing school counselors with at least a Master's degree and at least 2 years post-Master's, full time counseling experience as well as Kentucky Education Professions Standards Board (EPSB) elementary or secondary school counseling certification. **Mental Health Counselor Supervisors** must be practicing counselors/therapists, are required to have at least a Master's degree in counseling or a related therapist degree area, have at least 2 years post-Masters, full time counseling experience, and hold **appropriate licensure and/or certification**. Supervisors of both school and mental health counseling practicum and internship students must have some training in supervision per CACREP 2016 standards.

Practicum and Internship Site Supervisors must agree to complete the ECU CEP Site Supervisor Training offered in the fall and spring semesters. Site supervisors will be notified via their supervisees at the start of the semester specifying when the training will be offered. Agreeing to be a site supervisor means your supervisor is agreeing to attend this training or that they have recently completed it. This training will provide an orientation to the program expectations for practicum and internship as well as offer an overview of current supervision theory and practice. Certificate of attendance is presented to Supervisors to document training and the training is good for two years.

## **20. Can I have more than one supervisor and/or more than one site?**

It is **strongly encouraged** that practicum and internship students have only one site and one supervisor at a time. Students may seek additional supervision or consultation, but one official supervisor of record needs to be the primary supervisor. In rare instances, a student may be allowed to utilize two sites, for instance, if the primary site does not provide opportunities for group counseling which is an internship requirement per 2009 CACREP Standards.

## **21. What should I do if I have a conflict with my site supervisor and I am afraid it might affect my grade?**

It is your responsibility to contact your university supervisor at the beginning of any potential conflicts that might arise between you and your site supervisor so that plans can be developed early on to abate any serious problems.

## **22. Does my supervisor have to be onsite?**

No, your supervisor does not have to be at your exact internship site at all times, but the site supervisor must be readily accessible at all times and they must be on staff with the agency/school district in which you are completing your practicum/internship. You must also have administrative supervisor approval. In addition, you must have access to some form of supervision at all times while on site and this should be reflected in your Supervision Plan. As your site supervisor is the first person to be contacted in the event of a client-related emergency it is crucial that you have quick and reliable access to your site supervisor. This can be phone access to supervision, if it is formally arranged, to be utilized in the event of an emergency. This does not apply to the required minimum of one hour per week of face to face supervision. The chain of command for contacting supervisors for problems on the site is: a) site supervisor; b) alternative site supervisor; c) practicum or internship university supervisor; d) alternative university supervisor; e) university department chair.

## **23. Does my site supervisor have to be a currently practicing counselor/mental health practitioner?**

Yes, your site supervisor is responsible for orienting you to the counseling profession and updating your knowledge of the profession, assisting with the development of your professional identity as a counselor, and monitoring the daily activities of a counselor in the field. To do these things properly they must be active in their profession.

## **24. Can I hire a site supervisor?**

No, to hire a supervisor for the internship requirement would be a dual relationship.

## **25. If there is not a school counselor in my school or if I am the only school counselor in my school or in my school district, who will supervise me?**

Practicum/internship in a school district that does not have any school counselors would, in actuality, not have a school counseling program and would not be an approved site. However, if you are the only counselor in a specific school within a district, but there are other school counselors at other schools in the district, you will need to arrange for one of these school counselors to provide supervision. You must have advanced administrative supervisor approval at both sites for such an arrangement.

## **26. Do I have to have a supervisor in COU 881 Counseling Internship if I am currently a counselor and currently a counseling supervisor?**

Yes, ethically all counselors seek supervision/consultation throughout their careers and they absolutely must be supervised during this experience. COU 881 Counseling Internship is a class

which consists of both weekly university group supervision and weekly, individual, face-to-face site supervision.

## **27. What is the Supervision Plan?**

The Supervision Plan is a tentative outline of the supervision experience that will take place over the semester and is to be turned in with the practicum application and materials. A Supervision Plan is a formal, collaborative agreement between the supervisor and supervisee regarding: a) the time and day of weekly supervision; b) the mode of supervision; c) the plan for on-going access to supervision; and d) the goals of supervision.

(About Taping)

## **28. Do I have to video record sessions if my site does not allow it?**

Internship may vary, depending on your instructor, but practicum requires a minimum number of visual recordings from each student as requested by the university supervisor. Internship *may* require videos as requested by individual university instructors. The issue of videotaping on the site must be worked out as part of the agreement turned in with the practicum application. Normally the issue is one of confidentiality; therefore, obtaining a signed, informed consent may resolve the issue your site may have with this. If not, discuss the issue in depth with your clinical site supervisor emphasizing that consent can be given on an individual basis and stressing the critical importance of video recording to the university supervision process. Note that you may use the same client for more than one video recording. If needed, request that the university supervisor speak with the site supervisor about the importance of video-recording. The video may be made with the client's back to the camera to ensure confidentiality. Although video recording can be anxiety provoking for counselors-in-training, it is a necessary requirement.

## **29. Where do I get video equipment?**

Video equipment is required for various courses in the program. Students have found equipment at their work sites, have purchased equipment, or have borrowed from friends and family.

(About Defining Terms)

## **30. What is the difference between direct counseling experiences and indirect counseling experiences?**

**Direct** counseling is interaction with clients that includes the application of counseling, consultation, or human development skills. To count as direct counseling experience, it must be face to face counseling or consultation done in a confidential setting. It is commonly referred to as billable time. Examples of Direct Counseling hours include individual, group, couple and family counseling;

classroom guidance, and consultation among others. **Indirect** counseling experiences are all other duties and experiences that do not fall into the direct counseling category such as staffing, charting, and reviewing records; informal assessments and observations; and supervision.

### **31. What is group guidance?**

Group guidance is not just a lecture and activity on a non-academic topic. It requires basic counseling skills and the facilitation of group process and focuses on the social/emotional needs of students. Some group guidance activities are highly structured and may involve tapes, books, games, puppets, videos, and so forth whereas other group guidance activities are more informal and less structured. Your practicum or internship instructor will work with you to determine a maximum number of hours to be used to meet the required direct hours for school counselors in both the practicum and internship experience.

### **32. How does group counseling differ from group guidance?**

Group counseling typically includes 3-12 participants while group guidance typically includes the whole classroom. Group counseling has more of a group process and dynamics focus and group guidance has more of a topic focus. Group counseling must include several sessions while group guidance may only include one session. Group counseling requires individual screening for group appropriateness and consent (plus parental consent for minors) while group guidance may be part of the school counselor's general job description and consent may not be required. As noted earlier, interns must complete an experience leading groups in Internship (COU 881).

### **33. What is the difference between RANK I and the Standard Certificate in school counseling?**

RANK I and Standard certificate are different things. Upon completion of the first 33 hours of your 48 hour school counseling master's you may be eligible for Rank II and you will need to talk to your program advisor to be sure our certification office has a planned program on file to consult when you file your TC-1 requesting this Rank Change. In the fall of 2005 the requirements for the standard certificate changed. ECU requires all of the 48 hours of coursework for the Master's in School Counseling plus 6 hours of approved electives for a total of 54 hours for the standard certificate. Rank I is generally 60 graduate hours in counseling or related coursework.

(About Additional Concerns)

### **34. How does the school internship differ from the mental health internship?**

They differ primarily by setting and the credentials of the site supervisor.

**35. Can I counsel students who are enrolled in my classes or with whom I have another relationship?**

No, you may not counsel students in your classes or students for which you have disciplinary responsibilities, such as athletic team, club sponsor, and so forth. Counselors should also not counsel students with whom they have another special relationship such as a family member or other another type of close and current relationship. These types of situations would constitute dual relationships and are unethical. You may counsel former students or a client with whom you have had a previous relationship (though not one of a romantic nature) as long as that relationship is no longer active. See the question below for further discussion of this issue.

**36. Can I work with a student or client that I have had contact with in another setting? For example, a child I have had in class or a child that attends my church?**

The ACA ethics code states that dual relationships are to be avoided and if they are entered into, the parameters of the relationship must be specified, preferably in writing as a contractual arrangement between the counselor and client. As the code says they are to be avoided but not prohibited, except for relationships of a sexual nature, it is recognized that there might be occasions when certain dual relationships may be in the best interest of the client, may be the best alternative, or may be the only alternative in some settings. Therefore, a practicum student may enter into some limited dual relationships with students/clients if the student has the permission of both the university and site supervisors and these supervisors closely monitor the practicum/internship student's work.

**37. As a school counselor, may I take my internship in a mental health setting?**

No, your internship experience must be completed in a school counseling setting under the supervision of a practicing, certified school counselor. School internship is primarily completed during the fall and spring semesters. A school counseling summer internship is only considered under rare circumstances meeting rigid requirements.

**38. Where can I find approved sites for my internship?**

A list sites where students have previously completed practicum/internship is posted on the website. If there is a site that you find that meets the internship criteria, contact the Clinical Experiences Coordinator for approval.

**39. How will I be evaluated during the process of practicum and internship?**

Portions of this answer are taken from the CEP Student Monitoring Process. In addition to mid-term and end of semester evaluations completed by site supervisors, your faculty supervisor will complete a copy of the Professional Counselor Performance Evaluation (PCPE) at the end of COU 880 Practicum and COU 881 Internship. The Student Monitoring Process and a copy of the PCPE can be

found in the Student Handbook for your reference. You should be familiar with the content of this form.

Eastern Kentucky University  
Dept. of Counseling and Education Psychology  
Practicum/Internship Application

**INSTRUCTIONS:** Follow instructions carefully or your application may be returned to you for changes prior to its review. Clearly **PRINT** or **TYPE** all information. Use the checklist provided on the application form to ensure that you have included all necessary information. Adhere to the following deadlines. **ALL** application materials must be submitted by:

**August 1** deadline for Fall Practicum or Internship  
**December 1** deadline for Spring Practicum or Internship  
**April 1** deadline for Summer Internship

You must complete the process with the Clinical Experiences Coordinator by the deadline. If you do not **complete** the application process by the deadline, your space in class cannot be guaranteed.

Some schools may require a State Police or FBI criminal background check prior to starting work at the site. This can take over six weeks. If needed, the student must have this completed prior to the start of the clinical class. It is the student's responsibility to check with the intended site at least two months prior to class to see about this requirement and fulfill it if needed.

Applications must be approved by:

Angela Spiers, Ed.D., LPCC  
Associate Professor of Counseling and Clinical Coordinator  
Dept. of Counseling and Educational Psychology  
428 Bert Combs Building  
521 Lancaster Avenue  
Richmond, Kentucky, 40475

If you have questions, please contact Dr. Angela Spiers at [angela.spiers@eku.edu](mailto:angela.spiers@eku.edu) or Ken Engebretson at [ken.engebretson@eku.edu](mailto:ken.engebretson@eku.edu)

Below are examples of what the forms look like on the department website. Please fill out these forms on the department website, do not print these and fill them out (with the exception of the recording logs for practicum and internship).

## Practicum/Internship Application

(This should be the first page of your completed application. **DO NOT include instruction page.** Clearly print or type all information and submit application materials by the deadlines noted in the instructions.)

COU 880 Counseling Practicum      \_\_\_\_\_ School \_\_\_\_\_ Mental Health  
 COU 881 Counseling Internship      \_\_\_\_\_ School \_\_\_\_\_ Mental Health  
 COU 881 Counseling Internship Continued (A complete application must be submitted for each semester of enrollment).  
     Second semester      \_\_\_\_\_ School \_\_\_\_\_ Mental Health  
     Third semester      \_\_\_\_\_ School \_\_\_\_\_ Mental Health

Student Name: \_\_\_\_\_  
 Student ECU ID Number: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 ECU University Email: \_\_\_\_\_  
 Telephone: (H/C) \_\_\_\_\_ (W) \_\_\_\_\_  
 Current Employer: \_\_\_\_\_  
 Employers Address: \_\_\_\_\_  
 Current Job Title: \_\_\_\_\_  
 Proposed Site: \_\_\_\_\_

ATTACH  
 PICTURE  
 HERE

**Application Checklist**  
 (To be completed by student prior to submitting application to department.)

Student Review		Faculty Review
_____	Initial Deadlines Met	_____
_____	Prerequisites Met	_____
_____	Proof of Supervisor Licensure/ Certification	_____
_____	Proof of Professional Liability Insurance	_____
_____	Plan of Supervision Submitted	_____
_____	Practicum/Internship Agreement Submitted	_____
_____	Supervisor Ethical/Policy Guidelines signed by Site Supervisor	_____
_____	Administrative Supervisor Identified	_____

## Practicum/Internship Prerequisites or Co-requisites

ALL listed prerequisites *must* be completed *prior* to the semester in which you are requesting to enroll in either practicum or internship. School Counseling Program – SCH; Mental Health Counseling Program – MHC. Please print legibly.

### COU 880 Counseling Practicum Prerequisites

Course	Date Completed	Grade
EPY 816 Tests and Measurements	_____	_____
COU 803 Principles and Practices of Mental Health Counseling (MHC only)	_____	_____
COU 813 Professional Orientation and Ethics in Counseling	_____	_____
COU 814 Organization and Administration of Counseling Service (SCH only)	_____	_____
COU 820 Group Counseling	_____	_____
COU 825 Developmental Guidance (SCH only)	_____	_____
COU 840 Counseling Theory and Practice	_____	_____
COU 846 Process and Basic Techniques of Counseling	_____	_____
COU 847 Crisis and Abuse Counseling	_____	_____
COU 848 Child and Adolescent Counseling	_____	_____
COU 855 Diagnosis and Treatment in Counseling	_____	_____
COU 849 Addictions Disorders Counseling (MHC only)	_____	_____
COU 850 Family Counseling (MHC only)	_____	_____

### COU 881 Counseling Internship Prerequisites

Course	Date Completed	Grade
COU 880 Counseling Practicum	_____	_____
COU 804 Counseling Diverse Populations	_____	_____
COU 822 Lifestyle and Career Counseling	_____	_____

### COU 881 Counseling Internship (2<sup>nd</sup> or 3<sup>rd</sup> Semester) Prerequisites

Course	Date Completed	Grade
COU 881 Counseling Internship (1 <sup>st</sup> Semester)	_____	_____



## Site and Site Supervisor Information

Please legibly print information requested in this form. Be sure to include *all* requested information. In addition to submitting proof of liability insurance with your application, also provide proof of insurance to your site supervisor. Detailed information about Practicum and Internship appears in the Practicum and Internship Handbook posted on the departmental website. Students are responsible for reading this document prior to choosing a site and for reviewing this document with the site supervisor. Should a student's site or site supervisor change after submission of initial application, a new set of forms must be completed. NOTE: Students should only have one site at a time. Multiple simultaneous sites are not allowed.

Please check: School Site \_\_\_\_\_ Mental Health Counseling Site \_\_\_\_\_

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Telephone contact information: \_\_\_\_\_

Email contact information: \_\_\_\_\_

Name of Graduate Degree: \_\_\_\_\_

Site Supervision License of Certification verifying that site supervisor is licensed at the independent level in their professional field. Provide name of credential here and attach a copy of certificate to this application: \_\_\_\_\_

Number of years of post-master's degree counseling experience: \_\_\_\_\_

Site Supervisor Job Title: \_\_\_\_\_

Previous Training in Supervision: Yes \_\_\_\_\_ No \_\_\_\_\_

Previous Participation in ECU Site Supervisor Training: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the dates of the most recent training: \_\_\_\_\_

Number of supervisees site supervisor has worked with previously: \_\_\_\_\_

Percentage of supervisor's job spent providing counseling: \_\_\_\_\_

Provide a list of Site Supervisor's professional association memberships:

**Plan of Supervision**  
(PLEASE print clearly)

The Plan of Supervision provides details of how the student and the site supervisor will work together over the course of the student's involvement with the site.

Student Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site: \_\_\_\_\_

Site supervisor will provide a minimum of one (1) hour of weekly individual and/or triadic supervision. This supervision will take place on:

Day: \_\_\_\_\_ Time: \_\_\_\_\_

Site supervisor will regularly review video recordings of the supervisee's work with clients/students at the site. At times, live observation may be used as an additional method of reviewing the supervisee's work. Describe plan for the review of recordings and how supervisee will receive feedback from review below:

At times, supervisors may utilize other methods of supervision in addition to individual/triadic supervision and review of recorded counseling sessions such as co-counseling and/or non-participant observer. Will these or other additional supervision approaches be used? Please describe below:

The site supervisor is the primary supervisor and as such must be available for the student should a crisis or emergency arise. Describe how supervisee will secure additional supervision in the case of emergency. How will the supervisee contact you in the case of an emergency?

Provide a summary of Supervisee and Supervisor proposed goals for the student's training experience in the space below:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Practicum/Internship Agreement**  
(Please clearly print all information)

This Agreement, by and between, the Department of Counseling and Educational Psychology,  
College of Education, Eastern Kentucky University, 406 Combs Building, Richmond, Kentucky,  
40475

And

Site Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone number(s): \_\_\_\_\_  
Identified Site Supervisor: \_\_\_\_\_  
Site Supervisor email: \_\_\_\_\_  
Identified Administrative Supervisor: \_\_\_\_\_

And

Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone number(s): \_\_\_\_\_  
Student EKU email: \_\_\_\_\_

For the purpose of providing a clinical experience for the above-named student for:

COU 880 Practicum \_\_\_\_\_ or COU 881 Internship 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Semester of year \_\_\_\_\_

Under the University supervision of the faculty member who is the Instructor of Record for the course section in which the student is enrolled. Direct contact information will be provide via the course syllabus and shared with the site. Prior to beginning the course, please direct any communication to the Clinical Experiences Coordinator, Dr. Carol A. Sommer, at [carol.sommer@eku.edu](mailto:carol.sommer@eku.edu).

It is mutually agreed:

That the above named agency or school will provide the following services and supervision:

- An orientation to the agency or school, including policies and procedures relevant to the student's position, and a definition of clearly articulated student duties.

- Weekly supervision of one (1) hour provided by a certified school counselor for practicum and internship students in school counseling and, for mental health counseling students, by an individual with a master's degree in a mental health area with appropriate licensure and/or certification, and two (2) years of post master's degree counseling experience. All missed supervision sessions will be rescheduled.
- Site supervisor will regularly review recorded sessions of student's counseling sessions.
- Site supervisor will agree to participate in the ECU CEP Site Supervisor Training.
- Supervision will adhere to guidelines established by the site and to the guidelines for supervision noted in the American Counseling Association's current Code of Ethics available on-line at [www.counseling.org](http://www.counseling.org).
- Site supervisor will complete all required paperwork for practicum or internship including a mid-semester and end of semester evaluation of the student's performance and the review of the supervisee's log sheets.
- Site supervisor will contact the faculty of record immediately upon the knowledge of any concerns, problems, or ethical violations in relation to duties performed by the student while completing his or her responsibilities associated with the practicum or internship.

That the student will:

- Be at the agreed upon site on the following days and times:
- Be assigned the following specific duties and responsibilities:
  - Attend all sessions of group supervision meetings at ECU as part of either COU 880 or COU 881.
  - Keep a complete and current log of all time spent at site to be reviewed and signed by the site supervisor weekly.
  - Adhere to ACA ethical standards of practice at all times.
  - Immediately inform the faculty of record if there are any concerns or problems regarding the site.

That the Dept. of Counseling and Educational Psychology at Eastern Kentucky will:

- Inform the student regarding all requirements involved in the Practicum and Internship via a course syllabus and the Practicum and Internship Handbook.
- Provide group supervision via the regularly scheduled meetings of COU 880 or COU 881 and individual and/or triadic supervision for students participating in COU 880, and additionally as needed.

- Maintain periodic contact with the site supervisor to discuss the student's progress including on-site visits, phone contact and/or email by the student's university supervisor as needed.
- Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above conditions be met. Should it become apparent that they are not being met by any of the given parties, it is imperative that all three parties discuss the situation immediately.

The following signatures verify the agreement of the stated conditions:

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On-Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Site Administrative Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

University Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## **Ethical and Policy Guidelines for Supervision**

(This form should be read, signed and submitted with the internship application)

- Site supervisors will not transfer weekly supervision to another person instead of the university approved supervisor without approval. The supervisee may seek additional supervision by qualified supervisors. However, this is additional supervision, not a substitute for the weekly, individual supervision provided by the approved site supervisor. The site supervisor will be available to students in person or by phone at all times and provide an alternative supervisor in case of any absence in supervision with complete contact information.
- Site supervisors will work with the student to develop a Supervision Plan and conduct weekly, individual, structured, regularly scheduled supervision experiences relative to the plan.
- If an emergency necessitates that the site supervisor cancel the regularly scheduled supervision session, please re-schedule within the same week if possible and make up the time with the supervisee.
- Site supervisors will provide your supervisee with access to supervision at all times in case of emergency or crisis in the practicum/internship setting. You may maintain telephone or physical access. If you are not available, please appoint a substitute supervisor for the supervisee. However, if you are gone for more than 2 weeks, the substitute must be approved by the university practicum supervisor.
- Site supervisors will review, verify, and sign the supervisee's practicum/internship log on a weekly basis during the supervision hour which verifies the supervisee's work.
- Site supervisors will monitor the supervisee's direct and indirect counseling hours via the weekly log. A minimum of 40% of the practicum/internship required hours must be in direct counseling and a maximum of 60% of the hours may be indirect activities.
- Site supervisors will contact the university practicum/internship supervisor immediately should any problems arise in the field that might affect the supervisee's grade, such as lack of skill development, unethical, unprofessional, or illegal behaviors. They will also make bi-weekly contacts with the university supervisor to assure supervisee progress.
- Site supervisors will keep a set of supervision notes, copy of progress reports, and copy of midterm and final evaluations for their records and future liability issues. Please share these reviews with the student regularly and in writing with a remediation plan if necessary. Please work out all remediation needs with the university supervisor.
- Site supervisors will provide weekly live observation or tape review of the supervisee's counseling skills. Please work with the supervisee on advanced counseling skill development relative to your setting. Videotaping is required for Practicum Students.
- Site supervisors will screen clients for the appropriateness and level of competence of the supervisee. Please assist the supervisee with obtaining advance client permission so that they may begin seeing clients at the start of practicum/internship experience.
- The practicum/internship policy also indicates that the supervisee is to directly report abuse after consulting with the supervisor and not leave the reporting only to the supervisor.

- The practicum/internship policy is that school counselor site supervisors must be school counselors who are currently practicing and certified at the appropriate level. In addition, they must spend a significant portion of their time actually counseling clients as opposed to management, clerical, and other non-counseling tasks.
- The field of mental health counseling is open to supervision outside the field and believes there is something of value in cross discipline supervision from social work, psychology, psychiatry, expressive therapists, psychiatric nurses, family therapists, etc. The practicum/internship policy requires that the supervisee provide the site supervisor with a current copy of the American Counseling Association (ACA) Code of Ethics and Standards of Practice which is available at [www.counseling.org](http://www.counseling.org).
- Ethical standards indicate that counselors and other mental health professionals need to belong to their professional association. The practicum/internship policy strongly suggests that site supervisors belong to either their national or state professional association, such as the American Counseling Association or one of its Divisions, the Kentucky Counseling Association, the Kentucky School Counseling Association, or the professional association of their mental health discipline.

Site Clinical Supervisor Signature (Date) (School Counselor /Mental Health Practitioner)	

Hour Record Log Forms

Internship Weekly Log

Indirect Hour Log

Direct Hour Log

Supervisor Hour log

Practicum Summary Sheet for Counseling Activities Log

Evaluation Forms

Midterm Evaluation

Final Evaluation

Post Internship Evaluation

Additional Forms

Permission to Record/Observe

**EASTERN KENTUCKY UNIVERSITY COUNSELOR TRAINING**

**PROGRAM**

Student Name	Week of
Host Organization	
On-Site Supervisor	University Supervisor
<b>Practicum/Internship Weekly Log</b>	

	MON	TUE	WED	THUR	FRI	SAT	SUN	WEEKLY Total	Previous Week
Date									
<b>DIRECT HOURS</b>									
Client(s)--Family									
Client(s)--Group									
Client(s)--Ind									
ClassrmGuidance									
Consultation									
<b>INDIRECT HOURS</b>									
Record keeping									
Ind. Site Supv.									
Staff Meetings									
Seminars/ Workshops									
Group Supervision									
Other									
Daily Totals									

Comments:

Host Site Supervisor's Signature:

Date:

Date	Activity	Comments	Hr
<p><b><i>Indirect Hours Include:</i></b> Duties and experiences that do not fall into the direct counseling category like staffing, charting, assessments, reviewing records, and observation.</p>			

Date	Activity	Comments	Hr
<p><b><i>Direct Hours Include:</i></b>                      Face-to-face counseling                      time in a private setting                      with clients.</p>			

Date	Activity	Comments	Hr
		Supervisor's Signature: _____	
<p><b><u>Supervision Hours Include:</u></b>            Individual, face to face,            structured meetings (minimum            of one hour a week) minimum.</p>			



**MIDTERM EVALUATION OF INTERNSHIP STUDENT  
BY SITE SUPERVISOR**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Host Site: \_\_\_\_\_

Internship Host Supervisor: \_\_\_\_\_

Please indicate student's skill/performance levels in the following areas by checking the appropriate boxes, with (1) being low and (5) being high. Open-ended comments are requested on the last page of the evaluation.

**A. PROCESS AND SKILLS**

- |     |  |   |   |   |   |   |     |
|-----|--|---|---|---|---|---|-----|
| 1.  | Maintains a helpful counseling relationship.         | 1 | 2 | 3 | 4 | 5 | N/A |
| 2.  | Refrains from being judgmental.                      | 1 | 2 | 3 | 4 | 5 | N/A |
| 3.  | Individual counseling skills.                        | 1 | 2 | 3 | 4 | 5 | N/A |
| 4.  | Family counseling and therapy skills.                | 1 | 2 | 3 | 4 | 5 | N/A |
| 5.  | Group facilitation skills.                           | 1 | 2 | 3 | 4 | 5 | N/A |
| 6.  | Listening skills.                                    | 1 | 2 | 3 | 4 | 5 | N/A |
| 7.  | Use of open-ended questions/responses.               | 1 | 2 | 3 | 4 | 5 | N/A |
| 8.  | Good use of confrontation, questions, clarification. | 1 | 2 | 3 | 4 | 5 | N/A |
| 9.  | Ability to identify and explore problems.            | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. | Ability to diagnose.                                 | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. | Assists clients through stages of problem solving.   | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. | Ability to develop a treatment plan.                 | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. | Maintains client focus on topic.                     | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. | Ends counseling sessions effectively.                | 1 | 2 | 3 | 4 | 5 | N/A |
| 15. | Refers clients to appropriate sources if necessary.  | 1 | 2 | 3 | 4 | 5 | N/A |

**B. PERSONAL AND PROFESSIONAL BEHAVIOR**

1.	Commitment to the profession.	1	2	3	4	5	N/A
2.	Practices ethical behavior.	1	2	3	4	5	N/A
3.	Maintains client confidentiality.	1	2	3	4	5	N/A
4.	Working relationship with staff.	1	2	3	4	5	N/A
5.	Consults appropriately regarding concerns.	1	2	3	4	5	N/A
6.	Acceptance of supervision.	1	2	3	4	5	N/A
7.	Initiative in learning new skills.	1	2	3	4	5	N/A
8.	Practical judgment.	1	2	3	4	5	N/A
9.	Punctuality.	1	2	3	4	5	N/A
10.	Self-confidence.	1	2	3	4	5	N/A
11.	Communication skills.	1	2	3	4	5	N/A
12.	Conscientious.	1	2	3	4	5	N/A
13.	Responsible.	1	2	3	4	5	N/A

C. COMMENTS

Main Strengths:

Areas of Improvement:

Site supervisor's midterm grade recommendation:

S (satisfactory)\_\_\_\_ U (unsatisfactory)\_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Students Signature: \_\_\_\_\_

University Supervisor Signature: \_\_\_\_\_

**CEP FINAL EVALUATION OF INTERNSHIP STUDENT  
BY SITE SUPERVISOR**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Please indicate student's skill/performance levels in the following areas by checking the appropriate boxes, with (1) being poor, (2) being fair, (3) being good, (4) being very good, (5) being excellent, and (N/A) meaning not applicable.

**A. PROCESS SKILLS**

Ability to establish and maintain a productive counseling relationship. 1 2 3 4 5 N/A

Demonstrated appropriate skills, techniques and interventions. 1 2 3 4 5 N/A

Demonstrated the ability to identify and explore clients' concerns, including diagnosis. 1 2 3 4 5 N/A

Assisted clients in setting goals. 1 2 3 4 5 N/A

Demonstrated the skill of assisting client problem-solving and decision-making. 1 2 3 4 5 N/A

Demonstrated flexibility in meeting individual client needs. 1 2 3 4 5 N/A

Showed a willingness to take risks. 1 2 3 4 5 N/A

Demonstrated the ability to lead or co-lead a group. 1 2 3 4 5 N/A

**B. PERSONAL SKILLS**

Commitment to the profession. 1 2 3 4 5 N/A

Responsible. 1 2 3 4 5 N/A

Self-confident. 1 2 3 4 5 N/A

Cooperative.	1	2	3	4	5	N/A
Attendance/punctuality.	1	2	3	4	5	N/A
Communication skills.	1	2	3	4	5	N/A
Took initiative and worked independently.	1	2	3	4	5	N/A
Responded effectively to feedback, critique and suggestions.	1	2	3	4	5	N/A

C. PROFESSIONAL BEHAVIOR

Practiced ethical behavior.	1	2	3	4	5	N/A
Developed a working relationship with staff.	1	2	3	4	5	N/A
Maintained client confidentiality.	1	2	3	4	5	N/A
Used appropriate referral sources.	1	2	3	4	5	N/A
Consulted with other professional staff regarding concerns.	1	2	3	4	5	N/A
Abided by institution/agency policies.	1	2	3	4	5	N/A

D. OVERALL PERFORMANCE

E. MAJOR STRENGTHS:

F. AREAS IN NEED OF IMPROVEMENT:

G. GRADE RECOMMENDATION (Please include a brief explanation of grade.)

A grade of “S” (satisfactory) indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates strong counseling skills, has high standards of personal and professional behavior, demonstrates a willingness to learn, is cooperative and resourceful in his or her work environment and is committed to the counseling profession.

A grade of “U” (unsatisfactory) indicates that the student has not completed course requirements in a professional manner, needs to improve counseling skills, has less-than-acceptable professional and personal standards of behavior, appears to be unwilling to learn and lacks sufficient commitment to the profession. A grade of “U” is considered unacceptable in the internship program. A student receiving this grade will be asked to reconsider his or her choice of profession, or, if exceptional circumstances are proven, a second internship may be required prior to graduation and/or specific remediation may be required prior to the second internship assignment.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date : \_\_\_\_\_

University Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## POST INTERNSHIP REPORT

(Completed by the student at the end of the experience)

Internship Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Typical Clientele at Site:

Your program track:

- Mental Health \_\_\_\_\_  School \_\_\_\_\_

Was it difficult to get all of your internship hours at this site?

\_\_\_\_\_  No, I did not have problems getting hours at this site.

\_\_\_\_\_  Yes, it was difficult because:

Is there a minimum commitment to do a practicum/internship at this facility?

Yes, \_\_\_\_\_ hours per week

Yes, \_\_\_\_\_ semesters

Other \_\_\_\_\_

No, \_\_\_\_\_ there is no minimum commitment.

What was the best aspect of this site? (Clients, facility, supervision, etc.)

What could be improved about this site? (Clients, facility, supervision, etc.)

What the prevailing philosophy or theoretical orientation approach at this site?

Has this site had ECU interns before? Yes \_\_\_\_ No \_\_\_\_\_

From what other schools/ programs does this site take interns?

On a scale from 1-10, (10 being the best) how would you rate:

The facility \_\_\_\_\_

Supervision \_\_\_\_\_

Training \_\_\_\_\_

Overall \_\_\_\_\_

Any other information that you feel would be helpful to someone considering this site for an internship:

Did this site meet your expectations? Explain.

Are there job possibilities at this site for interns? YES\_\_\_\_ NO \_\_\_\_\_

Your name: \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Phone number: \_\_\_\_\_

\_\_\_\_\_  
Email address: \_\_\_\_\_

\_\_\_\_\_  
Term/ Year completed internship: \_\_\_\_\_

May a student from the ECU program contact you for more information about this internship site?

- No, \_\_\_\_ I prefer not to be contacted.
- Yes, \_\_\_\_ I would be happy to assist another student. Please contact me

via:

- ◇ phone \_\_\_\_\_
- ◇ email \_\_\_\_\_
- ◇ home address \_\_\_\_\_

Eastern Kentucky University Counseling and Educational Psychology

PERMISSION TO RECORD/OBSERVE

I, \_\_\_\_\_, hereby give my  
(Name of Client/Guardian)

permission for the use of video- recording devices, as well as observation through  
a one-way mirror\_\_\_\_\_ during my counseling session with

\_\_\_\_\_ at/from Eastern Kentucky  
University (Name of Student Counselor)

in conjunction with

\_\_\_\_\_  
\_\_\_\_\_  
(Site Name and Address)

I understand that any information obtained during counseling sessions through  
these means will be used solely for the purpose of supervision by my counselor's  
supervisor(s), and that otherwise this information will be kept strictly confidential.

This authorization will expire on \_\_\_\_\_ or when I  
(Date)

terminate my counseling with the above named counselor. I also understand that  
any taped material will be summarily erased after supervision has taken place.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

## Counseling Practicum and Internship Handbook

### **Summer Internship in School Counseling Required Verification of Site Criterion Form**

In order for a site for school counseling to be approved for a summer internship placement, the following criteria must be demonstrated and certified by both the site supervisor (counselor who will provide student supervision of the counseling student and by the summer program school administrator responsible for the program. They must generally verify that that the supervised internship will be in the student's designated program area of school counseling, begun after successful completion of practicum. They must also generally assure that the internship experience will reflect the comprehensive work experience of a professional counselor appropriate to the designated program area of school counseling.

In addition they must verify by their signature below that the student's internship includes all of the following:

That the site will be part of a school district that has a guidance services plan that includes the summer activities the student will be working in:

This must be verified by the site supervisor and the school administrator responsible for the program in writing before the experience is approved and must include the opportunity to work with students that are a part of the school district and that would be receiving services in the summer program this experience is set in.

NAME OF SCHOOL DISTRICT: \_\_\_\_\_

NAME OF SITE SUPERVISOR (School Counselor): \_\_\_\_\_

ADMINISTRATIVE SUPERVISOR: \_\_\_\_\_

Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, performed by the on-site supervisor who holds a valid school counseling certificate, who is on-site and available the full 12 week term and who is responsible for directing the school counseling program in which the internship take place.

The qualified supervisor must verify that the experience is one where school counseling activities are a part of the experience and that these experiences are under their guidance throughout the time of the internship.

An average of 1 ½ hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member.

Internship student will participate fully in the 12 week internship experience and will have site based experience for the full 12 weeks.

**ASSIGNED UNIVERSITY SUPERVISOR WILL CONFIRM THE FOLLOWING:**

That the experience will provide the opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct serve (e.g., record keeping,

assessment instruments, supervision, information and referral, in-service and staff meetings) that are a part of a school guidance plan.

The student will do activities that are normally part of the regular school year.

That the site will provide the opportunity for the student to develop program-appropriate video recordings for use in supervision or to receive live supervision of his or her interactions with clients.

That the evaluation of the student's counseling performance will be completed 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.

These are the minimum expectations required for the site to be approved for a summer internship in School Counseling and these are confirmed as in place for this experience by the signatures listed below.

Site Supervisor Signature (School Counselor) \_\_\_\_\_

School Counseling Certification Held \_\_\_\_\_

Years of Experience as a School Counselor \_\_\_\_\_

Administrative Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Student Intern Signature \_\_\_\_\_

Date: \_\_\_\_\_

## ETHICAL GUIDELINES

A listing of ethical codes and guidelines can be found at the following web sites...

American Counseling Association (ACA)

<http://www.counseling.org/resources/codeofethics.htm>

American School Counseling Association (ASCA)

<http://www.schoolcounselor.org/content.cfm?L1=1&L2=15>

American Mental Health Counseling Association

<http://www.amhca.org/ethics.html>

American Psychological Association

<http://www.apa.org/ethics/>

ACES Ethical Guidelines for Counseling Supervisors

[http://files.acesonline.net/doc/ethical\\_guidelines.htm](http://files.acesonline.net/doc/ethical_guidelines.htm)