

# CED 680– Counseling Internship

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## Course Description

The internship experience is one of the most important opportunities offered counseling students. The two-semester internship offers counseling students a chance to actively participate in the role of a regularly-employed staff member while performing job-related activities. The internship experience also takes place under the supervision of an on-site host as well as a faculty member, thereby ensuring a high level of support and guidance for internship students. The internship experience requires a **minimum** of **300** clock hours each semester which includes a **minimum** of **120** clock hours of direct service to clients. Direct service is defined as individual counseling sessions, family counseling, and group counseling sessions with clients, as well as consultation activities. (Classroom/developmental guidance experiences do not count as direct service hours for internship class requirements.)

Students in the internship class should arrange their schedules to coincide with the schedule at their sites. With regards to university-related breaks, students should adhere to the schedule at their site (including Thanksgiving break, Winter break, Spring Break).

Finally, internship sites are aware of the audio and/or videotape requirements of the internship experience. Sites should allow the collection of tapes for use in supervision activities. Students should review their site's taping policy and take into account additional site-related requirements. Lastly, please provide the instructor with a copy of the consent form you intend to use PRIOR to using it.

## Course Objectives

Students enrolled in the internship will:

1. Articulate their philosophy of counseling, related to a particular theoretical orientation(s) and their intended practice setting.
2. Demonstrate a respect, understanding, and tolerance of multicultural and diversity issues as they relate to clients' needs and concerns.
3. Display effective counseling skills through the use of audio/video tapes.
4. Demonstrate and behave in an ethical and professional manner as described in the ACA Code of Ethics and Standards of Practice.

5. Actively measure and evaluate their professional growth and case conceptualization skills through the review of tapes and case notes.
6. Consider individual and group supervision as an opportunity to gauge their counseling skills, as well as actively participate in feedback through mutual discussion.
7. Accept supervisor and peer feedback, comments, recommendations, and suggestions in an effort to improve their counseling skills and interventions.

## Student Responsibilities

Students enrolled in the internship must do the following:

1. Obtain and maintain **liability insurance** for the **duration** of the internship and related activities. Students should provide a copy of their liability insurance to their university supervisor.
2. Attain a **criminal history background check** and ensure it is filed with the CED office prior to starting the internship.
3. Prepare a list of individual, **acceptable goals** for the internship experience, including goals for on-site work and supervision, and **submit** the list at the **first individual supervision**.
4. Attend and actively participate in all individual and group supervision. Individual supervision is composed of minimum of **nine 1-hour** sessions to be scheduled throughout the semester. Group supervision is composed of minimum of **five 1½ hours** sessions to be scheduled throughout the semester. Absences must be reported to the supervisor prior to the supervision session whenever possible and should be reserved for emergencies. Please note supervision absences, group or individual, must be “made up,” in accordance with CACREP.
5. Present **two oral case presentations** to the internship group using the format provided by the supervision instructor. Presenters must make copies of their oral presentations and provide them to **all** group supervision members (as well as the instructor) on the day of their presentation. Students should adhere to confidentiality and ethical parameters when preparing and presenting their cases. In addition to the oral and written materials, presenters should select a 10 minute audio/videotape segment from a session with the client in the case study. Presenters are advised to decide on a tape segment prior to the day of their presentation. Presenters also should come prepared to discuss their case study in terms of a theoretical base for treatment plans and interventions.

Presenters are advised to present a client they have seen multiple times. Please do not submit a case presentation based on a client you have only seen for an initial interview. Presenters should consult with the supervision instructor if and when questions arise.

6. Students are to submit a **minimum of 7 hours** of audio or video tapes for individual supervision. A **corresponding written analysis** of each tape session should be given to the supervision instructor at the time of tape submission. Please turn in tapes **48 hours** prior to supervision sessions, and use the

appropriate format for the written analysis (to be provided in class). Tapes may be placed in the instructor's mailbox.

All audiocassettes are to be in standard format (no micro-cassettes). In addition, students are **to tape all sessions** in case the supervision instructor requests additional information of a particular client.

7. A journal of your professional experiences should be kept as a way of **facilitating your experiences and reactions** while at the internship site. The journal is meant to help the student analyze and process the occurrences at the internship and with their professional growth. Although this journal is not intended to be a log of client interactions, you may include client characteristics, issues, or concerns that impact your professional development. You must make at least **two** entries in your journal **per week**, and the journal will be collected by the supervision instructor during supervision (group or individual) meetings.
8. Readings may be provided by the instructor at any time during the supervision experience. Students are expected to read the assigned readings by the next supervision session.
9. Internship students must develop and complete a signed prospectus with their site host. The prospectus will be reviewed by the supervision instructor prior to approval. **The prospectus is due by September 3<sup>rd</sup>**. Please make sure to develop a new prospectus for **each** semester you are at a particular site, even if it is the same site for the second semester.
10. Please refer to the Field Experience Manual for additional information on required paperwork. Make sure **ALL** necessary paperwork is turned in **on time** and before the final group meeting.

## Course Evaluation

The supervision instructor's evaluation will be based on the following:

1. Active and engaged participating in group discussions.
2. Attainment of personal and professional goals.
3. Review and written analysis of audio/videotapes.
4. Quality of oral case presentations.
5. Depth and breadth of professional self-analysis and applying the information to improve case conceptualization, client-counselor interaction, and intervention development.
6. Completion of all required hours, as well as related paperwork

Grading: This course is graded on a **Satisfactory/Unsatisfactory** basis.