

Department of Human Services

Graduate Student Internship Manual

Addiction Counseling RHB 8650

Clinical Mental Health Counseling CNL 8650

Clinical Rehabilitation Counseling RHB 8650

School Counseling CNL 8650

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PURPOSE OF THE MANUAL

The counseling program and staff are an integral part of the College of Health, Education, and Human Services (CHEH). The counseling faculty trains counselors with the basic skills to work in a wide variety of settings such as schools, human service agencies, and community mental health centers. These settings represent sites in numerous counties in Southwestern Ohio. The counseling internship is designed as a culminating experience, in that the student should be able to display essential knowledge, skills, and values in an actual clinical setting.

This manual contains the procedures and requirements relative to the internship experience. The purpose of this manual is to define the responsibilities of the student, site supervisor, and the university supervisor. It is designed for students to use as a guide for planning an internship experience that reflects the goals of the internship experience, and the program objectives for the school counseling program at Wright State University. Included in this manual is an orientation for site supervisors and the forms necessary to begin and complete the internship. The total internship experience is the completion of 600 clock hours (minimum).

PURPOSE OF INTERNSHIP EXPERIENCE

The internship requires the student to utilize the skills and techniques learned in previous coursework. The program coordinator, the specialty field supervisor, and the student will cooperatively determine the exact nature of the internship experience, depending on the learning needs and interests of the student. The internship hours provide a professional experience utilizing all skills and competencies of a counselor in a professional setting.

REQUIREMENTS FOR ELIGIBILITY

Prior to receiving departmental approval for internship, students are to be in good standing in the College of Health, Education, and Human Services (CHEH) and maintain a grade point average of 3.0 (WSU Graduate Catalog).

Students beginning the internship must be able to demonstrate the following competencies:

1. basic listening skills;
2. an understanding of professional ethics and legal parameters of the rehabilitation process;
3. read medical and psychological and psychiatric reports and interpret the findings to a consumer;
4. an awareness of his/her interpersonal influence on the rehabilitation process;

5. advocacy skills for the population with which they are working;
6. an understanding of the multidisciplinary team as part of the rehabilitation process;
7. identify problems, design and assist in the implementation of rehabilitation planning;
8. locate and utilize community informational resources;
9. utilize supervision positively;
10. understanding of a variety of interview techniques and major individual counseling theories and techniques;
11. understanding the process of psychological adjustment to major disabling conditions;
12. understand the behavior assessment process.

Clinical Mental Health and School Counseling Requirements

The following courses must be completed prior to beginning internship with a grade of "B" or better:

CMHC CNL 8670 Internship Prerequisite Classes			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 6200 Clinical Pathology
CNL 6210 Crisis Counseling	CNL 6220 or 7220 Groups	CNL 7230 Assessments	CNL 7240 Career
CNL 7260 & 7261 Marriage and Family Systems Theory	CNL 7270 Lifespan	CNL 7280 Ethics & Prof. Orientation	CNL 7290 Multicultural
CNL 8650 Practicum			
School Counseling CNL 8670 Internship Prerequisite Classes			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 7220 Groups
CNL 6210 Crisis Counseling	CNL 6620 Problems in Student Behavior	CNL 7280 Ethics & Prof. Orientation	CNL 7650 Principles and Practices in School Counseling
CNL 7290 Multicultural	CNL 6200 Clinical Pathology (only taken if practicum site is in a Mental Health setting)	CNL 8650 Practicum	

Clinical Rehabilitation Counseling and Addiction Requirements

CRCP RHB 8670/Internship Prerequisite Classes			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 6200 Clinical Pathology

CNL 7220 Groups RHB 7020 Medical Aspects	RHB 7000 Foundations	RHB 7020 Medical Aspects CNL 7230 Assessments	RHB 7040 Psychosocial
CNL 7230 Assessments	RHB 7110 Vocational Counseling	RHB 7200 Case Management CNL	CNL 7240 Career Counseling
RHB 8650 Practicum			
Addictions 8670/Internship Prerequisite Classes			
CNL 6010 Theories	CNL 6020 Techniques	CNL 6030 Stats	CNL 7220 Groups
CNL 7240 Career Counseling	CNL 7230 Assessments	CNL 7260 & 7261 Marriage and Family Systems Theory	CNL 7270 Life-Span Development
CNL 7280 Ethics & Prof. Orientation	CNL 7290 Multicultural	RHB 7070 Biopsychospiritual Aspects	RHB 7300 Epidemiology
RHB 7310 Treatment and Prevention	CNL 6200 Clinical Pathology	RHB 8650 Practicum	

INTERNSHIP APPLICATION PROCEDURES

Application Deadlines

Phase 1:

- Summer and Fall Semester- February 15 (the student must apply 2 times, once for summer and again for fall)
- Spring Semester- October 10

Phase 2:

- Summer semester- March 1
- Fall semester- March 15
- Spring semester- October 30

The following procedures are to be observed to register for internship:

- The student must file an application EACH SEMESTER of internship by the specified date.

PHASE 1

- Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints (mail to the Ohio CSWMFT Board)
 - *Note: Only those school-counseling majors completing their practicum in a community mental health agency should submit their background checks and fingerprints to the Ohio CSWMFT Board. School-counseling majors completing their internship in a school should contact their site supervisor and the school district's Human Resources Office to determine where to send the background check and fingerprint results. In some cases, the school district may request our department to house the information. The background check and fingerprint information should be appropriately current.*
- Complete and submit the application (Appendix 1) online at:
<https://forms.office.com/Pages/ResponsePage.aspx?id=XdZGXFzuE0WM1K-Y0V5oM7kvoT1rsvtIoLFgoeRiIpUNTdWTkc1S1hBQ1lOVzNUUEZJWTRJV0ZESS4u>
- Program of Study must be completed prior to application and on file with graduate school.

PHASE 2

Complete and submit the following to the Practicum & Internship Graduate Assistant:

- Appendix 2: Complete and sign the Contract online at:
<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8645ba68-c950-47bd-a45b-da5c5d3b9add&env=na3&acct=19c6331a-30b2-4781-bbd5-1a483a8ae920&v=2>
 - This form needs to be completed and signed by the student AND the Site Supervisor
 - Students must leave Dr. Adrienne Johnson's name on application form, so all parties receive completed contract form.
- Site supervisor must complete and submit the Site/Site Supervisor Information Form (Appendix 3) online at: https://wright.ca1.qualtrics.com/jfe/form/SV_7X4FWnfdujrp4R
 - A copy of the site supervisors professional license must be uploaded with the form
- Students will upload their liability insurance and CT Status (if site requires it) online at https://wright.ca1.qualtrics.com/jfe/form/SV_5sSHPzKbvXs5FAO
- Submit unofficial transcript/academic advising report from Wings Express
- Practicum/Internship Graduate Assistant (GA) will reach out to students regarding registering for the practicum class.

INTERNSHIP POLICIES

APPLICANT APPROVAL

All internship sites must be approved by the clinical coordinator. The clinical coordinator has the right to deny any site deemed inappropriate for the student or internship experience.

A student will be admitted to internship if all prerequisites have been met, with a grade of B, or better, upon completion of a successful professional dispositions review and all paperwork is complete and submitted by the due date.

DEADLINES

Occasionally it is not possible to accommodate all students applying for internship. Should this occur, a priority list will be developed based on the following criteria:

- a. full time student on a leave of absence or sabbatical
- b. percentage of coursework completed (students with a greater percentage of coursework completed will be given priority)
- c. grade point average
- d. order in which paperwork is submitted (i.e. first come, first serve)

All deadlines are strictly enforced. The application and site materials are current for ONE semester only. If a student drops the class without notifying the GA for Practicum & Internship, the student will not be eligible for internship the following semester unless there is space available after all other applications have been received.

Registration fees must be paid or the student can be removed from the assigned internship section.

REMOVAL

The DHS works with all involved parties to ensure a positive experience for the internship student, the site supervisor and the clients/students served at the site. Despite these efforts, situations may arise in which an internship student is removed from a placement. Internship students are guests on any site. If the site asks a student to leave for any reason, the internship student must immediately comply.

Students may be removed from a site by the site supervisor, a site administrator, the internship instructor or the clinical coordinator.

Circumstances under which a student may be removed include but are not limited to:

- Non-adherence to policy and/or procedures of the field experience placement site.
- Lack of a current, valid, and acceptable BCI/FBI background check.
- Failure to comply with field experience placement site and WSU attendance and punctuality directives.
- Failure to meet course expectations as outlined in the course syllabus and practicum or internship manual
- Unsatisfactory progress on student evaluations
- Failure to meet moral and ethical standards of the profession as defined by both the appropriate professional organization
- Insubordination, disrespect to school, agency or university personnel
- Posing an immediate threat to the safety, health, or welfare of the practicum student, clients/students served, program peers, WSU faculty, the field experience placement site personnel, and/or other constituencies.

If an internship student is removed from a field placement site, the clinical coordinator will work with the candidate's advisor, and university supervisor to determine one of the following courses of action for the candidate:

- The student will receive a grade of Fail and be called in for a Concern Conference. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and university supervisor. The candidate will be given one additional opportunity to apply to repeat the field experience during another semester. If the candidate is not successful in completing the field experience on the second attempt, the candidate will not be permitted to re-apply to repeat the field experience course.
- The candidate may be permitted to finish the field experience, during the same academic semester, at a new placement site based on the specific context of the removal. Permission to transfer to a new placement site will be at the discretion of the clinical coordinator based on the facts surrounding the removal. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and the university supervisor. If the candidate is not successful in completing the field experience at the new placement site, the student will fail internship, and will not be permitted to re-apply to repeat the field experience course.

Students who are not able to complete their field experience components of their respective degree programs as a result of the situations outlined above will be unable to complete their programs of study.

STUDENT REQUIREMENTS AND RESPONSIBILITIES

CREDIT HOURS OPTIONS FOR INTERNSHIP

Fall & Spring semesters (15 weeks)

6 Credit Hours Clinical Rehabilitation and Addictions Students Only

- a. Fall and Spring Semesters Only (15 weeks)
- b. 600 Clock Hours.
- c. Minimum of 40 hours per week on site
- d. Minimum of 240 direct contact over semester.

4 Credit hours

- a. A minimum of 14 clock hours per week at the site (200 clock hours minimum per semester).
- b. A minimum of 80 direct client contact clock hours per semester (these 80 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum met of 10% or 8 clock hours of the direct client contact in individual counseling and a minimum of 10% or 8 clock hours of the direct client contact in group work).
- c. A minimum of 1.0 clock hour per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hours per week of group supervision with the University Faculty Supervisor.
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

3 Credit Hours

- a. A minimum of 20 clock hours per week at the site (300 clock hours minimum per semester).
- b. A minimum of 120 direct client contact clock hours per semester (these 120 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 12 clock hours of the direct client contact in individual counseling and a minimum of 10% or 12 clock hours of the direct client contact in group work)
- c. A minimum of 1.0 clock hour per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hours per week of group supervision with the University Faculty Supervisor
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

2 Credit Hours

- a. A minimum of 27 clock hours per week at the site (400 clock hours minimum over the course of the semester).
- b. A minimum of 160 direct client contact clock hours per semester (these 160 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 16 clock hours of direct client contact in individual counseling and a minimum of 10% or 16 clock hours of the direct client contact in group work)
- c. A minimum of 1.0 clock hours per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hours per week of group supervision with the University Faculty Supervisor.
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship

Summer semester (12 weeks):

4 Credit hours

- a. A minimum of 17 clock hours per week at the site (200 clock hours minimum over the course of the semester).
- b. A minimum of 80 direct client contact clock hours per semester (these 80 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum met of 10% or 8 clock hours of the direct client contact in individual counseling and a minimum of 10% or 8 clock hours of the direct client contact in group work).
- c. A minimum of 1.0 clock hour per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hour per week of group supervision with the University Faculty Supervisor.
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

3 Credit hours

- a. A minimum of 34 clock hours per week at the site (400 clock hours minimum over the course of the semester).
- b. A minimum of 160 direct client contact clock hours per semester (these 160 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 16 clock hours of direct client contact in individual counseling and a minimum of 10% or 16 clock hours of the direct client contact in group work)
- c. A minimum of 1.0 clock hours per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hours per week of group supervision with the University Faculty Supervisor.
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

2 Credit hours

- a. A minimum of 25 clock hours per week at the site (300 clock hours minimum over the course of the semester).
- b. A minimum of 120 direct client contact clock hours per semester (these 120 hours can be divided as needed between individual and group direct client counseling as long as there is a minimum of 10% or 12 clock hours of the direct client contact in individual counseling and a minimum of 10% or 12 clock hours of the direct client contact in group work)
- c. A minimum of 1.0 clock hours per week of direct face-to-face individual supervision with the Site Supervisor.
- d. A minimum of 1.0 clock hours per week of group supervision with the University Faculty Supervisor.
- e. Student must track 3 clients' progress to conduct an impact on student learning/client needs form the last semester of internship.

Clinical Mental Health Counseling

Internship students are expected to complete the following requirements:

- Class - attend weekly on-campus university supervisory sessions.
- Log - A log (time log on website) of internship experience must be maintained and turned into the University Supervisor at the end of the semester.

- Recordings - audio or video preferred, a minimum of one session per week. Internship students must obtain permission to tape from the Site Supervisor and written permission from the client(s). Internship students must comply with the rules and regulations of the site and the ACA, OCSWMFTB, and/or NBCC Code of Ethics and Standards of Practice related to recording sessions. The recordings are intended to be used as a learning tool for the student and will be reviewed by the University Supervisor for the purpose of evaluation. In addition, other internship students may review the recordings during CNL 8670 class meetings.
- Orientation - Internship students are required to participate in supervised site orientation prior to the start of internship. Internship students should become familiar with site operations, resources, professional literature, computer systems, referral procedures, assessment instruments and other mechanisms crucial to the site operation.
- Internship Student Evaluation - Each internship student is expected to provide his/her Site Supervisor with the CNL 8670 Internship Evaluation Form (Appendix 5). The internship student is responsible for ensuring that the evaluation form is sent to the University Supervisor no later than finals week of the semester in which internship occurs.
- Internship Site Evaluation – Internship students are required at the end of each semester to provide for the University Supervisor a completed Site Evaluation form (Appendix 6) that will be filed in a Practicum/Internship binder (located in 108 ALLYN HALL) for reference by future students seeking internship sites (Due finals week of the semester).
- Supervision Registration - All internship students must register their internship site, supervisor and anticipated hours of supervision and supervised experience with the OCSWMFTB (Appendix 8).

Clinical Rehabilitation Counseling and Addictions

- Maintain a regular attendance schedule and complete all assignments.
- Conform to agency rules, regulations, and standards.
- Demonstrate an awareness of personal skills and limitations by taking initiative when appropriate, yet seeking assistance when necessary.
- Keep a log of all activities and reactions. The log should include:
 - a.) Date and number of hours spent at the internship;

b.) Description of activities (interviewing, personal or vocational counseling, interaction with staff and other professionals, planning, in-service training, utilization of community resources, placement activities, attendance at conferences, workshops, and any other job duties performed);

c.) weekly personal reaction to activities performed.

- Establish personal objectives to be met during the internship.
- Provide an evaluation report of the internship experience using form in Appendix 6.
- Clinical Rehabilitation Counseling students only: Abide by the NRCA, CRCC, and ACA/ARCA Code of Ethics.

School Counseling

The student is responsible for finding a school and site supervisor for the internship.

The student will:

- Participate in site orientation activities as designed by the site supervisor. The orientation should include 5-10 hours of observation. The observation hours may be completed prior to the beginning of internship. The purpose of the observation period is for students to learn the role and function of the school counselor at the site, and set goals with the site supervisor for the semester.
- Complete a minimum of 600 clock hours at the school, taken across 2 semesters. Within the 600 clock hours, complete a minimum of 240 direct service contact hours.

Direct Service Activities

- Counseling: Individual and small group
- Individual Student Planning: Advisement, Appraisal
- School Counseling Core Curriculum: Classroom Guidance, Group Activities

The remainders of the internship hours include completing indirect service activities.

Indirect Services

- Consultation
- Referrals
- Collaborating
- Coordinating
- Planning

- Office Management Activities
- Supervision time with site supervisor: Site supervision averages one hour per week.

Note: Refer to the ASCA National Model for further explanation of direct and indirect student services. Also, refer to the ASCA National Model for inappropriate activities.

- Generate goals of desired outcomes for the internship experience with the site supervisor, each semester of internship. Submit the goals to the university supervisor prior to the start of each semester of internship.
- Maintain a log indicating dates and number of hours completed at the site, and brief description of the activities.
- Participate in weekly supervision with site supervisor (an average of one hour per week).
- Participate in weekly group supervision with University Supervisor (one and one-half hours). Note: Students should be prepared to provide audio or videotapes of individual or group sessions. Students must secure all written permissions to tape as stated by the site supervisor, school administrator, and school district policy.
- Provide the site supervisor with the midterm and final evaluation forms for submission to the site supervisor.
- Complete and submit the Internship Site Evaluation form at the end of each semester of internship to the university supervisor.

SITE AND SITE SUPERVISOR REQUIREMENTS

- All students are **REQUIRED** to find their own site. If struggles persist, a binder that holds student reviews from local site locations can be found in 108 Allyn Hall.
 - For School Counseling students, some directs may require requests to be made through their human resources department. Other schools will allow agreements to be made directly with the school counselor. It is the student's responsibility to find out the appropriate process for the school they are interested in.

Clinical Mental Health Counseling

- The internship student must choose a site that is based on the internship student's career goals in consultation with the University Supervisor and projected OCSWMFTB areas of competencies. The internship student will be expected to carry out professional duties that a paid staff member at the site is expected to perform (such as counseling, appraisal, writing

treatment plans, updating case notes, attending staff meetings). The opportunity for recording client sessions is required and must follow ethical guidelines.

- For site approval, the site supervisor must be a Professional Clinical Counselor (PCC-S) with supervision endorsement. The site supervisor must have a minimum of two (2) years of relevant professional experience. In addition, the site supervisor should have knowledge of program's expectations, requirements, and evaluation procedures for students. The site supervisor should have written training curriculum for the internship student.
- The Site Supervisor agrees to provide a minimum of one (1) clock hour of direct individual supervision for up to twenty (20) clock hours that the internship student spends at the site per week. The Site Supervisor also agrees to be available by phone and/or e-mail and on-site visits with the University Supervisor for consultation concerning the internship student's progress. The Site Supervisor will complete an Internship Student Evaluation (provided by the internship student), and review it with the internship student, and return it to the internship student, who will turn it into the University Supervisor, Department of Human Services (108 ALLYN HALL) twice per semester.
- If students use their place of employment as the internship site, arrangements must be made for them to be supervised by someone other than regular supervisor and do their work in an area other than that in which they are employed (if place of employment please note how this is being done on your contract).

Clinical Rehabilitation Counseling

Agencies should assign one staff member to supervise the intern. (However, if no one at the agency has both a CRC and (L)PC, or CCDC III and (L)PPC you will need two supervisors.) This supervisor may assign the intern to other professional staff in the agency but is responsible for making sure the intern's supervision and assignments best meet the needs of the intern and the agency. The internship site supervisor is responsible for planning, assigning internship duties, observing and monitoring the interns work performance as well as setting up priorities in terms of work tasks.

On-site supervision includes:

- Assign work assignments according to the student's level of competence based upon the student's education and experience level.
- Schedule weekly conferences to review the work of the intern, to monitor work

performance, and to establish goals. This enables both the intern and supervisor to modify the internship experience to meet the needs of both parties.

- Communicate with University Supervisor if any problems arise and to give feedback regarding the intern's quality of work.
- The internship student will be expected to carry out professional duties that a paid staff member at the site is expected to perform (such as counseling, appraisal, writing treatment plans, updating case notes, attending staff meetings). The opportunity for recording client sessions is required and must follow ethical guidelines.
- Abide by the ethical standards of the rehabilitation counseling profession and/or the ethical standards of the primary professional organization of the agency supervisor.
- Completion of final evaluation of intern's work.

Addictions Counseling

For site approval, the site supervisor must be a Professional Clinical Counselor (PCC-S) with supervision endorsement. The site supervisor must have a minimum of two (2) years of relevant professional experience. In addition, the site supervisor should have knowledge of program's expectations, requirements, and evaluation procedures for students.

On-site supervision includes:

- Assign work assignments according to the student's level of competence based upon the student's education and experience level.
- Schedule weekly conferences to review the work of the intern, to monitor work performance, and to establish goals for the next week or two weeks. This enables both the intern and supervisor to modify the internship experience to meet the needs of both parties.
- Communicate with University Supervisor if any problems arise and to give feedback regarding the intern's quality of work.
- The internship student will be expected to carry out professional duties that a paid staff member at the site is expected to perform (such as counseling, appraisal, writing treatment plans, updating case notes, attending staff meetings). The opportunity for recording client sessions is required and must follow ethical guidelines.
- Abide by the ethical standards of the primary professional organization of the agency supervisor.

- Completion of final evaluation of intern's work.

School Counseling

School Counseling site supervisors must hold a Master's degree in School Counseling and be a certified/licensed School Counselor. The counselor must have at least 2 years of professional experience.

UNIVERSITY SUPERVISOR REQUIREMENTS

Clinical Mental Health Counseling

Formal evaluation (in consultation with the site supervisor) and periodic monitoring of the internship experience will be conducted throughout the internship. The University Supervisor will be available for consultation with the Site Supervisor personally, by phone and e-mail and may make on-site visits to monitor the internship student's progress, in accordance with the signed Counseling Internship Contract/Memo of Understanding-CNL 8670.

Clinical Rehabilitation Counseling and Addictions

The University Supervisor will review progress of the internship students on a regular basis, as well as contact internship Site Supervisor at least twice within the semester. The University Supervisor reserves the right of final retention or dismissal of the student, and agrees to withdraw the student from the internship site when the student's practice and/or behavior does not meet minimum standards of the Agency and is so requested by the Site Supervisor.

School Counseling

Formal evaluation (in consultation with the site supervisor) and periodic monitoring of the internship experience will be conducted throughout the internship. The University Supervisor will be available for consultation with the Site Supervisor personally, by phone and e-mail and may make on-site visits to monitor the internship student's progress, in accordance with the signed Counseling Internship Contract/Memo of Understanding-CNL 8670.

INTERNSHIP REQUIREMENTS

All sites:

- The site must provide adequate and appropriate experiences and facilities.
- The site supervisor and the student are jointly responsible for obtaining experiences that are suitable based on the student's level of experience and training.
- The university requires that there are opportunities for counseling sessions to be audio or video recorded for purposes of supervision with the following criteria observed:
 - Consent of client and/or guardian
 - No identifying information on the recording
 - Played only for university supervision and educational purposes except with permission of the site and parties involved
- Practicum and internship students and sites are expected to abide by ethical standards American Counseling Association (ACA), American School Counselor Association (ASCA), National Board of Certified Counselors (NBCC), American Mental Health Counselors Association (AMHCA), International Association of Marriage and Family Counselors (IAMFC), Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensure Board.
- The university supervisor should be privileged to observe an internship student at times that are mutually agreeable to each and to the site. When taping is not appropriate, another method of continuous feedback must be developed for the university supervisor to be apprised of the practicum student's progress.
- If the student's site requires Counselor Trainee (CT) status, then the student must apply for Counselor Trainee status with CSWMFT Board. Students can download the application at: <http://www.cswmft.ohio.gov/forms.stm>. The student will need to print out the application, fill out the area designated for the student, and have the site supervisor(s) fill out the site supervisor section of the application. Once the application is completed, the student will need to attach a copy of their schedule, as proof that they are taking practicum, and mail it to the Ohio CSWMFT Board. The Board's address is 50 West Broad Street, Suite 1075, Columbus, OH 43215-5919. School counselors do not go through the CSWMFT board because CT status is not required. Some sites may require a background check but will be determined by individual sites.

APPLICATION & REGISTRATION PROCEDURES

Practicum Application Deadlines

Phase 1:

- Summer and Fall Semester- February 15 (the student must apply 2 times, once for summer and again for fall)
- Spring Semester- October 10

Phase 2:

- Summer semester- March 1
- Fall semester- March 15
- Spring semester- October 30

The following procedures are to be observed to register for practicum:

The student must file an application EACH SEMESTER of internship by the specified date.

PHASE 1

- Complete Background Check
 - Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints (mail to the Ohio CSWMFT Board)
 - Note: Only those school-counseling majors completing their practicum in a community mental health agency should submit their background checks and fingerprints to the Ohio CSWMFT Board.
 - School-counseling majors completing their practicum in a school should have an electronic copy of the background check sent to the Ohio Department of Education **AND** a copy mailed to Wright State's Office of Partnership & Field Experience.

Wright State University, CEHS, Attn: OPFE
3640 Colonel Glenn Highway 378 Allyn Hall
Dayton OH 45435

- Complete and submit the application (Appendix 1) online at

<https://forms.office.com/Pages/ResponsePage.aspx?id=XdZGXFzuE0WM1K-Y0V5oM7kvoT1rsvtIoLFgoeRiIpUNTdWTkc1S1hBQ1lOVzNUUEZJWTRJV0ZESS4u>

- Students must schedule and have a Dispositions Review meeting with their advisor prior to the start of practicum.
- Practicum/Internship Graduate Assistant will reach out to students regarding Phase II approval; once notified by their university advisor.

PHASE 2

- Appendix 2: Complete and sign the Contract online at:
<https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=8645ba68-c950-47bd-a45b-da5c5d3b9add&env=na3&acct=19c6331a-30b2-4781-bbd5-1a483a8ae920&v=2>
 - This form needs to be completed and signed by the student AND the Site Supervisor
 - Students must leave Dr. Adrienne Johnson's name on application form, so all parties receive completed contract form.
- Appendix 3: Site supervisor must complete and submit the Site/Site Supervisor Information Form online at:
https://wright.ca1.qualtrics.com/jfe/form/SV_7X4FWnfdurpg4R
 - A copy of the site supervisors professional license must be uploaded with the form
- Students will upload their liability insurance and CT Status (if site requires it) online at
https://wright.ca1.qualtrics.com/jfe/form/SV_5sSHPzKbvXs5FAO
- Submit unofficial transcript/academic advising report from Wings Express
- Practicum/Internship Graduate Assistant (GA) will reach out to students regarding registering for the practicum class.

APPENDIX 1-7 SUMMARY

APPENDIX 1 PURPOSE

Application to Internship

** This application is available online. Please visit the department website where the practicum and internship applications link can be found. This is the link to the form. You must sign in to access the form.

APPENDIX 2 PURPOSE

Internship Contract

** The contract is available below for your reference. However, you will receive a docusign link to digitally sign. After you complete the form it will go to your site supervisor and the clinical coordinator. Please do not use the form in this handbook. It is for reference only.

APPENDIX 3 PURPOSE

Site Supervisor Information Sheet

** The site supervisor information sheet is for your reference. You will receive a link to share with your site supervisor that will direct them to the form to complete online. Please do not use the form in this handbook. It is for reference only.

APPENDIX 4 PURPOSE

Internship Site Information

** The site information sheet is for your reference. You will receive a link that will direct you to a form you can complete online. Please do not use the form in this handbook. It is for reference only.

APPENDIX 5 PURPOSE

Site Supervisor Evaluation of Student

** This evaluation is for your supervisor to complete based on your performance. There is a link on the department website which will allow supervisors to print, complete, and sign the form.

APPENDIX 6 PURPOSE

Student's Internship Site Evaluation

** This evaluation is for you to complete based on your experience at your site with your supervisor. There is a link on the department website which will allow you to print, complete, and sign the form.

APPENDIX 6 PURPOSE

Counselor Training Supervision Agreement forms

** This document includes instructions on accessing the Ohio Counselor Social Worker and Marriage and Family Therapy board website to verify your hours.

APPENDIX 7 PURPOSE

Time log

** Please use this document to accurately document your hours.

**Department faculty's formal evaluation of students' professional dispositions will be evaluated using the professional dispositions scale and rubric. Students can find information about the professional dispositions in the graduate student handbook.

Appendix 1

Wright State University
College of Education and Human Services,
Department of Human Services 108 Allyn Hall, 3640
Colonel Glenn Highway, Dayton
Phone: 937.775.2075 Fax: 937.775.2042

Please Complete Online

Please fill out [Appendix 1 online](#) (you will be required to log in with
your W number and password).

Appendix 2: Contract
Wright State University

College of Education and Human Services, Department of Human
Services 108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

SEMESTER: Fall _____ Spring _____ Summer _____ **YEAR:** _____

Student: _____

Site: _____

Site Address: _____

City: _____ State: _____ Zip: _____

Site Phone: _____ Business E-mail: _____ Cell: _____

This Memo of Understanding is entered into between Dr./Mr./Ms./Mrs. _____ site supervisor for _____ an internship student from Wright State University, Department of Human Services, Counselor Education Program as represented by _____. The site supervisor agrees to assume responsibility for assisting the internship student in conducting counseling and appraisal activities related to his/her internship experience. These activities are here defined between the student (Internship student) and the College of Education and Human Services and are agreed to by the site supervisor. The University Supervisor agrees to be available for consultation with the Site Supervisor personally, by phone and/or e-mail and may make on-site visits to monitor student progress.

Student Responsibilities:

- 1) Behave according to the ACA, CSWMFT, ASCA, NCC, NRCA, ARCA, and CRCC Code of Ethics and meet the standards for quality service as specified by the internship site.
- 2) Be responsible for _____ hours at the internship site and maintain the mutually agreed upon time schedule.
- 3) Comply with the rules and regulations of the internship site and support the philosophy and objectives of the Agency and the department in which the experience is being obtained.
- 4) Be responsible for taping two counseling sessions
- 5) Be responsible for submitting daily/weekly log of internship experiences at the end of each week, and final submission of logs and evaluation forms by the Tuesday of finals week by 4 p.m.
- 6) Have written objectives and guidelines for the clinical experiences desired.

Site Supervisor agrees to:

1. provide the student (internship student) with the direct client contact (individual counseling and group

- counseling) hours per semester as indicated above.
- 2. provide the number of hour(s) of individual supervision per week with the internship student as indicated above.
- 3. complete the Student Evaluation Form and communicate same to student as a final feedback on the progress of the student.
- 4. be available for conferences with the internship student and/or University Supervisor as needed.
- 5. permit 1 clock hour for audio or 1 video (**preferred**) recording and observation per week and periodically review.
- 6. provide the internship student with adequate physical facilities in which to work.

Student agrees to:

- 1. act in a manner consistent with ACA, OCSWMFTB and NBCC Code of Ethics and Standards of Practice.
- 2. be responsible for the number of hours at the internship site as indicated above.
- 3. be responsible for being available to the site supervisor for conferences (e.g., staffings, consultation, etc.) as required by the site.
- 4. be responsible for 1 clock hour of audio or 1 video (**preferred**) recording per week.
- 5. be responsible for counseling, appraisal, and group facilitation (direct client contact) for the number of hours per semester as indicated above.
- 6. comply with the rules and regulations of site (e.g., report writing, in-service training, etc.)
- 7. maintain professional liability insurance.
- 8. if student is required by the site to have Counselor Trainee status, please check here _____
(If Counselor Trainee status is required, student must attach a copy of the Counselor Trainee application.)
- 9. Complete internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if internship site is also place of employment _____.

If the above statement is applicable, provide the following information:

Name of Work Supervisor: _____ Department: _____

University Supervisor agrees to:

- 1. make contact(s) with the internship Site Supervisor during the semester, one of which will include a site visitation (if the site is within a 50 mile radius of the University).
- 2. provide 1.5 hours minimum per week of group supervision and review the internship student's work on a weekly basis.
- 3. review a minimum of two tapes (audio or video preferred) with the internship student.
- 4. be responsible for collecting and verifying the internship student's logs, Site Supervision Evaluation, and Student Site Evaluation and assigning the internship student's grade.
- 5. be responsible for completing University Supervisory form and returning **all** the above paperwork for filing in student's advising folder no later than 1 week following finals week.

Site Supervisor's signature and date _____

Internship Student's signature and date _____

University Supervisor's signature and date _____

Appendix 3 Site Supervisor Information Form

Wright State University
College of Education and Human Services,
Department of Human Services 108 Allyn Hall, 3640
Colonel Glenn Highway, Dayton
Phone: 937.775.2075 Fax: 937.775.2042

Student Name _____ Date _____

Site Supervisor Information

Name _____

Site Name _____

Site Address _____

City _____ State _____ Zip _____

Phone _____

Present Position Title _____

Have you supervised WSU counseling students in the past? Yes No

If yes, when?

Education: (Begin with the most recent)

Institution _____

Degree/Year _____

Institution _____

Degree/Year _____

Certifications: _____

License Number _____

Renewal Date _____

Do you have supervisor counseling status with Ohio CSWMFT Board? _____

Have you attended trainings on providing supervision? _____

Other Related Educational Experiences: (Begin with most recent)

1) _____

2) _____

3) _____

Professional Experience: (Begin with the most recent)

Employer

Employer Address

Dates of Employment

Job Title

Employer

Employer Address

Dates of Employment

Job Title

Employer

Employer Address

Dates of Employment

Job Title

Professional Affiliations:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Site Supervisor Signature _____ Date _____

For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a \$100 stipend, which is to be distributed the following semester. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please email our Practicum and Internship

Graduate Assistant at hs10@wright.edu and he/she will send you the appropriate W- 9 and OPERS forms for you to fill out and email back to her/him in order to receive payment for your supervisee. The Practicum and Internship Graduate Assistant will send several emails throughout the semester regarding requirements for individual versus organizational stipends. If at anytime, you need assistance, please feel free to call or email her/him: 937-775-3916 OR hs10@wright.edu.

**Appendix 4: Counseling Internship Site
Information Sheet
(to be completed by student)**

Wright State University
College of Education and Human Services, Department of
Human Services 108 Allyn Hall, 3640 Colonel Glenn
Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Student Name _____

Phone: _____ E-mail: _____

Site Name _____

Site Address _____

City _____ State _____ Zip _____

Site Phone: _____

Site Supervisor (include degrees) _____

Clientele at site _____

Internship Student's Job Description and/or Special Requirements/Information

Appendix 5: Site Supervisor Evaluation of the Internship Student

Wright State University
 College of Education and Human Services, Department of Human Services
 108 Allyn Hall, 3640 Colonel Glenn Highway,
 Dayton, OH 45435
 Phone: 937.775.2075 Fax: 937.775.2042

Semester/Year _____

Internship Student Contact Information

Name _____ University Supervisor/Instructor _____

Address _____

Phone _____ E-mail _____

Site Supervisor Contact Information

Name _____

Site _____

Address _____

Phone _____ E-mail _____

Directions:

Please indicate below the degree each competency has been demonstrated using the following scale:

- 5 - Frequently demonstrated with a very high degree of competence.
- 4 - Frequently demonstrated with a high degree of competence.
- 3 - Demonstrated with an adequate degree of competence.
- 2 - Occasionally demonstrated or with a relatively low level of competence.
- 1 - Rarely demonstrated or with an extremely low level of competence.

1	1	Demonstrated an understanding of counseling theory as it relates to the application of techniques.
2	2	Demonstrated an understanding of strategies for personal and professional self-evaluation and implications for practice (1.K)
3	3	Practiced self-care strategies appropriate to the counselor role (1.L)

4		Understood the role of counseling supervision in the profession (1.M)
5		Understood the systemic and environmental factors that affect human development, functioning, and behavior (3.F)
6		Displayed multicultural counseling competencies (2.C)
7		Demonstrated an understanding of the role and function of the counselor.
8		Demonstrated an understanding of problems and concerns many individuals confront (e.g., self-concept development).
9		Demonstrated an understanding of the law and professional ethics as they apply to counseling.
10		Described the behavioral effects of counseling strategies.
11		Described the effects of client behavior on the counseling process and counselor behavior.
12		Described non-verbal behavior of clients and counselors.
13		Demonstrated understanding of the major themes discussed in sessions.
14		Demonstrated an understanding of ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan (3.I)
15		Understood the various approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors (4.B)
16		Demonstrated an understanding of strategies for assessing abilities, interests, values, personality and other factors that contribute to career development (4.E)
17		Demonstrated an understanding of strategies for career development program planning, organization, implementation, administration, and evaluation (4.F)
18		Demonstrated an understanding of strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy (4.G)
19		Demonstrated an understanding of strategies for facilitating client skill development for career, educational, and life- work planning and management (4.H)
20		Understands methods of identifying and using assessment tools and techniques relevant to career planning and decision making (4.I)

21	Demonstrated an understanding of ethical and culturally relevant strategies for addressing career development (4.J)
22	Demonstrated an understanding of a systems approach to case conceptualization. (5.B)
23	Demonstrated an understanding of theories, models, and strategies for understanding and practicing consultation (5.A&C)
24	Understands ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships (5.D)
25	Understands the impact of technology on the counseling process (5.E)
26	Understands counselor characteristics and behaviors that influence the counseling process (5.F)
27	Demonstrated an understanding of essential interviewing, counseling, and case conceptualization skills (5.G)
28	Demonstrated an understanding of developmentally relevant counseling treatment or intervention plans (5.H)
29	Demonstrated an understanding of co-creating measurable outcomes with clients (5.I)
30	Demonstrated an understanding of evidence-based counseling strategies and techniques for prevention and intervention (5.J)
31	Understands suicide prevention models and strategies (5.L)
32	Understands crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid (5.M)
33	Demonstrated an understanding of dynamics associated with group process and development (6.B)
34	Understands therapeutic factors and how they contribute to group effectiveness (6.C)
35	Demonstrated an understanding of characteristics and functions of effective group leaders (6.D)
36	Demonstrated an understanding of approaches to group formation, including recruiting, screening, and selecting members (6.E)
37	Understands ethical and culturally relevant strategies for designing and facilitating groups (6.G)

38	Demonstrated an understanding of methods of effectively preparing for and conducting initial intakes and diagnostic assessments (7.B)
39	Demonstrated an understanding of procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide (7.C)
40	Demonstrated an understanding of procedures for identifying trauma and abuse and for reporting abuse (7.D)
41	Demonstrated an understanding of use of assessments for diagnostic and treatment planning purposes (7.E)
42	Demonstrated an understanding of basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments (7.F)
43	Demonstrated an understanding of use of assessment results to diagnose developmental, behavioral, and mental disorders (7.L)
44	Understands ethical and culturally relevant strategies for selecting, administering, and interpreting assessment and test results (7.M)
45	Demonstrated an understanding of identification of evidence-based counseling practices (8.B)
46	Demonstrated an understanding of a needs assessments (8.C)
47	Demonstrated an understanding of evaluation of counseling interventions and programs (8.E)
48	Understood the rationale for and use of treatment plans and progress notes.
49	Understood the process or referral.
50	Described the major dynamics of the counselee as he/she relates to self, counselor, and environment.
51	Described the current medical status of counselees as appropriate.
52	Practice holistically as a professional
53	Demonstrated professionalism by manner of conducting self.
54	Practiced according to ACA, NBCC, and OCSWMFTB Code of Ethics.

1) In your overall judgment what professional strengths does the intern possess?

2) What areas of growth do you feel are necessary for the intern? What goals do you have for next semester?

3) Add any information which may clarify above responses or add insight into the intern's overall assessment?

Site Supervisor's Signature

Date

Internship Student's Signature

Date

Please Return to Counselor Education Program, **University Supervisor (Internship Professor)**, Wright State University, Department of Human Services, 108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton, Ohio 45435-0001.

Appendix 6: Student Evaluation of the Internship Site

Wright State University

College of Education and Human Services, Department of Human Services
108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

Internship Student's Name: _____ Semester: _____ Year: _____

Placement Site: _____

Site Address: _____

City: _____ State: _____ Zip: _____

Site Phone: _____ Site Supervisor: _____

Site accessibility for individuals with disabilities: Yes or No

Type of Clientele: _____

University Supervisor: _____

A. Please rate your Site on the following areas from 1 (very poor) to 5 (very good). Please note: this evaluation will be accessible to future students in the department in order to assist them in locating practicum/internship sites.

- | | | | | | |
|--|---|---|---|---|---|
| 1. Adequate assistance in meeting university requirements. | 1 | 2 | 3 | 4 | 5 |
| 2. Staff acceptance of you as an internship student. | 1 | 2 | 3 | 4 | 5 |
| 3. Support and cooperation of the administrative staff. | 1 | 2 | 3 | 4 | 5 |
| 4. Physical facilities. | 1 | 2 | 3 | 4 | 5 |
| 5. Flexibility of site in meeting internship student's and client's needs. | 1 | 2 | 3 | 4 | 5 |
| 6. Site requirements were reasonable. | 1 | 2 | 3 | 4 | 5 |
| 7. Over-all evaluation of site. | 1 | 2 | 3 | 4 | 5 |

B. Please rate your Site Supervisor on the following areas from 1 (not very much) to 5 (very much).

- | | | | | | |
|---|---|---|---|---|---|
| 1. He/she offered constructive criticism. | 1 | 2 | 3 | 4 | 5 |
| 2. He/she provided support when needed. | 1 | 2 | 3 | 4 | 5 |
| 3. He/she provided assistance or referred you to someone who could. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | |
|---|---|---|---|---|---|
| 4. He/she allowed adequate time for individual supervision. | 1 | 2 | 3 | 4 | 5 |
| 5. He/she helped me integrate theory and practice. | 1 | 2 | 3 | 4 | 5 |
| 6. Overall evaluation of supervision. | 1 | 2 | 3 | 4 | 5 |

C. 1. Is there anything not previously mentioned that you especially liked or disliked about the site or supervision?

2. Was the internship a learning experience for you? Please explain.

3. What kind of supervision did you have? (e.g. listening to tapes, direct observation, group supervision, etc.)

4. Number of hours per week required by site:

5. How would you characterize your Site Supervisor's style of supervision? (e.g., positive reinforcement, concentrating on counselor dynamics, concentrating on client dynamics, criticism, no criticism, etc.)

6. Other comments:

Please Return to Counselor Education Program, University Supervisor, Wright State University, Department of Human Services, 108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton, Ohio 45435-0001

*Provide one copy to your *University Supervisor (CNL 8670 professor)*.

Appendix 7: Time Log

Wright State University

College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640

Colonel Glenn Highway, Dayton, OH 45435

Phone: 937.775.2075 Fax: 937.775.2042

Date:	Non-direct Hours			Sub Total	Direct Hours			Sub Total	Total/ Day
	Supervision	Prof. Dev.	Other		Assessment	Individual Counseling	Group Counseling		
				Non-direct Hrs:				Direct Hrs:	Total Hours:
Sub Totals:									
Cumulative Total Semester Hrs:									

(Site Supervisor Signature and Date)

(Student Supervisor Signature and Date)

***Submit this form and all workshop materials for proof of Professional Development to your University Supervisor*

Appendix 8: Counselor Trainee Instructions

Wright State University
College of Education and Human Services, Department of Human Services 108 Allyn Hall, 3640
Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

For students working toward the PC or PCC license or completing your experience at a community mental health center, please Note:

Counselor Training Supervision Agreement forms must be filed with the Counselor, Social Worker, Marriage and Family Therapy Licensure Board before beginning your supervised experience, if your site requires that you have Counselor Trainee (CT) status. It is the student's responsibility to file this form with the Board.

Counselor, Social Worker, Marriage and Family Therapy Licensure Board 50 West Broad Street,
Suite 1075
Columbus, OH 43215-5919
Phone (614) 466-6462

These forms can be retrieved from the board's website at <http://www.cswmft.ohio.gov/forms.stm>

The form to obtain status as a counselor trainee is to be submitted at the beginning of the practicum and again for the 1st semester of internship: Trainee Supervision Agreement.

(For the following semesters of internship, the board only requires the student to send a copy of their class schedule, informing them of enrollment in the course and the need to renew CT status.)

The form to be submitted within 30 days of completing the experience is

For practicum: Not Applicable

For internship: Internship Supervision Evaluation

Copies of the Trainee Supervision Agreement need to be submitted to the graduate assistant for practicum and internship when you submit appendix 2, 3, and 4 at the beginning of practicum and the 1st semester of internship.

It is highly recommended each student obtain a copy of the Rules and Regulations for Licensure from the State Board. This document contains information vital to your future as a counselor!