

CLINICAL MENTAL HEALTH COUNSELING (CMHC)

INTERNSHIP HANDBOOK



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CLINICAL MENTAL HEALTH COUNSELING PROGRAM INTERNSHIP HANDBOOK

INTRODUCTION

The internship is one of the most important experiences in the student's preparation as a professional counselor. The internship experience follows practicum and provides further opportunity for students to assume the role of professional counselor-in-training (counselor trainee) and to provide clinical services within a community agency, school, or private group practice under appropriate supervision. In the internship, students have the opportunity to synthesize and apply what they have learned in theory, practice, and research in an actual counseling setting. While in this setting, the site supervisor serves as an important role model and mentor, guiding the intern as she/he works with clients. Thus the internship is intended to be an experience from which the student, clients, the internship site, and the school can all benefit.

It is important that each student chooses an internship setting that is as close as possible to the one in which the student will eventually seek employment. Consideration should be given to selecting an internship site that offers opportunities for the student to engage in both individual and group counseling. The internship experience must provide the student with opportunities to engage in clinical counseling services; that is, the student must engage in the diagnosis and treatment of mental disorders. Additional clinical services include, but are not limited to, gaining experience in conducting assessments, determining DSM-IV diagnoses, providing appropriate treatment interventions to clients, and constructing individualized treatment plans, all provided under appropriate supervision. The clinical nature of the internship experience fulfills state licensure eligibility requirements.

Your participation in this counseling internship requires a commitment of time and effort. The expertise of the site supervisor, and their willingness to participate, should be valued and appreciated. Throughout the internship, we welcome feedback and would be happy to discuss any questions and/or concerns you or your site supervisor may have.

This handbook will acquaint you with information regarding the internship. Remember that these only serve as guidelines and you should work closely with the Internship Coordinator, Dr. Lee Wetherbee, LPCC-S, to assure that you meet all the requirements necessary for completion of your degree.

INTERNSHIP PLACEMENT

Consideration should be given to selecting an internship site that offers opportunities for a student to engage in both individual and group counseling. Internship provides an opportunity for the student to perform, under supervision, a variety of activities that a regularly employed staff member would be expected to perform in that particular setting. A regularly employed staff member is defined as a person occupying the professional role to which the student is aspiring.

TIME REQUIREMENTS

The State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board requires counseling students to complete a supervised internship of 600 clock hours that is begun after successful completion of the student's practicum (Ohio Administrative Code, Section 4757-13-01). Students will need a **minimum of** one hour of supervision per twenty hours work performed (Ohio Administrative Code, Section 4757-17-01). The additional hours will be comprised of professional development, staff meetings, documentation, etc. These hours must be accrued on site. According to Ohio law (OAC 4757-17-01), the supervisor must be a professional clinical counselor (PCC-S or LPCC-S) who has supervising counselor status.

The internship experience includes:

1. a **minimum** of 240 hours of **direct service** to clients (examples include counseling [with individuals, couples, and/or families], co-leading counseling sessions with the supervisor or another counselor, and group counseling) which includes the **diagnosis and treatment of mental and emotional disorders and conditions** and the **opportunity to work with groups**;
2. a **minimum** of one (1) hour of face-to-face individual or triadic (composed of one supervisor and 2 Counselor Trainees) supervision **per week** by the site supervisor. One hour of supervision is required per 20 hours worked (covering direct **and** indirect hours) for a minimum of 30 hours of supervision logged during internship;
3. the opportunity for the student to become familiar with a variety of professional activities other than direct service;
4. the opportunity for the student to receive live supervision or to videotape counseling sessions for use in supervision (only with written consent by the client[s]);
5. the opportunity for the student to gain supervised experience in the use of a variety of professional resources, including print and non-print media, professional literature, research, and information and referral to appropriate providers; and
6. formal evaluations of the student's performance during the internship by the site supervisor.

INTERNSHIP RESPONSIBILITIES

Responsibilities of the Cooperating Internship Site

1. Interview potential internship student.
2. Designate a counseling site supervisor for the student. Once the student is approved for placement, all contact regarding the student will be directed to the site supervisor. A site supervisor should meet the following criteria:
 - a. a **Professional Clinical Counselor** who has **supervising counselor status** (PCC-S or LPCC-S);
 - b. knowledge of the program's expectations, requirements, and evaluation procedures for students.
3. Provide an opportunity for the internship student to participate in the routine professional activities appropriate for their area of specialization.
4. Provide opportunities to process sessions the internship student observes, participates in, or conducts.
5. The designated counseling site supervisor will:
 - a. Provide the internship student with the rules and guidelines for the conduct of the internship site.
 - b. Co-sign the **Internship Affiliation Agreement** form with the student and the CMHC program's Internship Coordinator.
 - c. Meet **weekly** with the student for supervision (maintaining a minimum of 1 hour of supervision per 20 hours worked) of the student's work (direct and indirect service hours) for a minimum of 30 hours of supervision. The supervision may be individual or triadic (composed of one supervisor and 2 Counselor Trainees). Additionally, as required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP Standards, Section III.G.5), internship students must have the **opportunity to receive either live supervision or videotaping capability of sessions that may be reviewed by their supervisor.**
 - d. Encourage the student to attend the meetings, training sessions, and workshops that the site supervisor attends as a part of their related duties.
 - e. Complete **Field Supervisor Evaluation of Student** evaluation of the internship student each semester the student is enrolled in internship.
 - f. Review and sign the **Logsheet of Hours** provided by the student.

6. A site supervisor may obtain, as a result of her/his role:
 - a. Input from the Internship Coordinator as the primary contact person for the internship.
 - b. An opportunity to engage in mentoring a counselor trainee.
 - c. Assistance from an internship student in providing counseling services to clients.

Responsibilities of Clinical Mental Health Counseling Program

1. Approve students for internship registration and placement through the program's Internship Coordinator.
2. Provide an Internship Coordinator who will serve as a resource and primary contact person during the internship.
3. The Internship Coordinator's responsibilities are to:
 - a. Be available for contact by the site supervisor during the internship.
 - b. Critique the internship student's performance in consultation with the internship small group facilitators.
 - c. Oversee assignment of course grades in consultation with the internship small group facilitators.
4. Work with the participating internship site to ensure that the internship is a reciprocal arrangement benefiting all involved.

Responsibilities of the Internship Student

1. Arrange internship and complete the **Internship Affiliation Agreement** form for submission to the Internship Coordinator. The student is responsible for meeting deadlines to ensure appropriate placement. The student is responsible to perform the counseling functions agreed to and other functions as directed by the site supervisor.
2. Complete and submit the **State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board Counselor Trainee Initial Application** which includes having a **Criminal Records Check**.
3. Secure appropriate **liability insurance** and provide documentation to both the site supervisor and the Internship Coordinator that verifies liability insurance. This will be placed in the student's file. ***Note: If liability insurance has already been purchased during the practicum and is still valid, a copy of this verification may be provided. It is the student's responsibility to keep the liability insurance policy active throughout the internship.***

4. Attend weekly internship classes.
5. Continuously work to improve their performance in response to feedback made by the site supervisor, small group professor and peer feedback.
6. Keep a record of client contact hours, indirect service hours, and supervisory hours in accordance with the guidelines using the **Logsheet of Hours** form. These must be signed by your supervisor and accompany the supervisor's evaluation at the end of each semester as well as the hours verification at the end of the internship experience. **NOTE: It is the student's responsibility to make sure that these logsheets are submitted to the small group facilitator by the date identified in the syllabus. The logsheets will then become part of the student's permanent file.**
7. Follow consistently the requirements and procedure policies of the internship site.
8. Demonstrate behavior in accordance with the highest ethical and professional standards.
9. Meet weekly with the site supervisor for supervision of work, including direct and indirect service (at least 1 hour of supervision is required per every 20 hours worked).
10. Give a **Internship Supervisor Evaluation of Student** form to the site supervisor to complete each semester enrolled in internship. **NOTE: It is the student's responsibility to make sure that these evaluations are returned to the small group facilitator by the date identified in the syllabus. The evaluations will then become part of the student's permanent file.**
11. Complete a **minimum of 600 hours** at the internship site. Of the 600 hours, 240 hours must be direct service with clients. The additional hours can be comprised of professional development, documentation, etc. The **Internship Hours Verification** form and the **Logsheet of Hours** form need to be signed by the site supervisor and turned in at the end of the internship.
12. Complete and submit to the Internship Coordinator the **Site Evaluation** and **Counselor Trainee Evaluation of Supervisor** forms at the end of the internship.
13. Submit the **Internship Supervisor Evaluation Rating Form** to the State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board within 30 days of the successful completion of the internship.

PAPERWORK CHECKLIST

Assignment	Due Date
Internship Affiliation Agreement	<input type="checkbox"/> Due before starting at your internship site
<p>State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board Counselor Trainee Initial Application and Criminal Records Check</p> <p><i>If students register by the registration deadline, the State will be notified by a program representative of the student’s enrollment. Otherwise, a photocopy of your transcript showing enrollment in an internship class will serve as proof needed by the State each semester.</i></p>	<input type="checkbox"/> Counselor Trainee Initial Application and Criminal Records Check must be completed with the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board before starting at your internship site.
Proof of Professional Liability Insurance	<input type="checkbox"/> Due before starting at your internship site
Field Supervisor Evaluation of Student	<input type="checkbox"/> Due end of each semester student is enrolled in internship (see syllabus)
Logsheets of Hours	<input type="checkbox"/> Due at end of each semester and accompany the Field Supervisor Evaluation of Student <u>and</u> a final logsheet is to be attached to the Internship Hours Verification form (see syllabus)
Counselor Trainee Evaluation of Supervisor	<input type="checkbox"/> Due at end of the 600 hour internship
Site Evaluation	<input type="checkbox"/> Due at end of the 600 hour internship
Internship Hours Verification <i>with final logsheet attached</i>	<input type="checkbox"/> Due at end of the 600 hour internship
Internship Supervisor Evaluation Rating Form	<input type="checkbox"/> Must be submitted to the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board within 30 days of completion of successful internship

NOTE: All above forms are to be turned in to the small group facilitator who will in turn submit them for placement in the student’s permanent file by the Internship Coordinator except for what must be sent to the State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board as indicated above in **bold type**. *Make copies of everything and keep them in a safe place!*