



ASHLAND
THEOLOGICAL SEMINARY
A GRADUATE DIVISION OF
ASHLAND UNIVERSITY

CLINICAL MENTAL HEALTH COUNSELING (CMHC)

INTERNSHIP HANDBOOK

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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 university 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-V 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.

Participation in the counseling internship requires a commitment of time and effort. The expertise of the site supervisor, and her/his willingness to participate, should be valued and appreciated. Throughout the internship, the CMHC Internship Coordinator welcomes feedback and is happy to discuss any questions and/or concerns.

This handbook will provide information regarding the internship. The information offers guidelines and students should work closely with the Internship Coordinator to assure that all degree requirements are met.

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, 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 who has supervising counselor status (PCC-S or LPCC-S).

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**;
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; these hours do not count towards direct or indirect hours;
3. student becomes familiar with a variety of professional activities other than direct service;
4. students receive live supervision or videotape counseling sessions for use in supervision; one session must be documented;
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 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. At least one session must be documented.**
 - 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 **Log sheet 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 instructor.
 - c. Oversee assignment of course grades in consultation with the internship instructor.
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 **professional 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 and complete assignments for all 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 **Log sheet 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 hour verification at the end of the internship experience.

NOTE: It is the student's responsibility to make sure that these log sheets are submitted to the internship instructor by the date identified in the syllabus. The log sheets 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. 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 **Log sheet of Hours** form need to be signed by the site supervisor and turned in at the end of the internship.
11. Complete and submit to the Internship Coordinator the **Site Evaluation** and **Counselor Trainee Evaluation of Supervisor** forms at the end of the internship.
12. The CMHC program strongly suggests students complete internship in two semesters. The conspectus reflects this as four required credits of internship. However, if a student completes the internship in one semester, students must earn the additional two credits as advanced clinical electives.

Grading Internship

1. Students need to complete a minimum total of 600 hours, including a minimum 240 direct hours; attend the class sessions, missing no more than two classes per enrolled semester; complete all assignments to earn grade.
2. If a student does not meet this criterion after the successful completion of one semester of internship, the student will earn an IP. The grade of IP has implications for financial aid and will require the student to be placed on a list that goes before the SAP committee. Students may not remain on the list for more than 2 semesters.
3. A student will receive a grade of F if the student misses more than 2 class periods per enrolled semester of internship.
4. The course is an educational component and cannot count as either direct or indirect hours.
5. If a student needs to take additional offerings of the internship course due to receiving an IP, the student record will reflect that this is an additional taking of the course and not a repeat of the course.
4. If a student needs to take additional offerings of the internship course due to receiving a F, the student record will reflect that this is a repeat of the course.

5. Students have not completed internship until all criteria have been met. Students will not be eligible for graduation until an earned grade has been received.
6. Any additional semesters taken after the program prescribed allowance will be counted towards general electives. These classes may not count towards advanced clinical electives. These classes will be graded as pass/fail.

Checklist for Field Experience Site

1. Contact information for Site
 - a. Name of agency, department, program, site
 - b. Agency's practicum/internship coordinator, telephone number, e-mail address
2. Site information
 - a. Turnover rate of therapist
 - b. Number of practicum/internship students
 - c. Office location of Counselor Trainee
 - d. Number of Counselor Trainees
 - e. Average length of time at site to complete hours
 - f. Expected number of direct hours to earn weekly
3. Supervision
 - a. Contact information for supervisor
 - b. LPCC-S or PCC-S supervisor
 - c. Weekly, hour-long supervision
 - d. Location of supervisor in relation to site
 - e. Cost of supervision
 - f. Availability of live/recorded supervision of session
 - g. Names of primary and backup supervisors
 - h. Specify how feedback will be provided
 - i. Expected time frame for supervisor's feedback to student concerning written work
4. Hours
 - a. Days/times available to see clients
 - b. Starting and ending dates
 - i. Days and hours of work (allow for minimum 7-9 hours, with a maximum of 20 hours per week)
 - ii. Expected number of clients of various types (assessment; treatment; individual, family, group, etc.)
5. Experience
 - a. Type of orientation/training
 - b. Training/continuing education opportunities

- c. Type of clientele
 - i. Specify the ways in which diversity will be addressed in this placement (e.g., by exposure to clients from various ethnic or cultural backgrounds, etc.)
- d. Goals
 - i. Specify the major competencies, skills and values which the student hopes to acquire or develop during this practicum placement
- e. Intended activities
 - i. Regular meetings which the student is expected to attend
- f. Other activities
- g. Written work
 - i. Time frame for preparation of initial drafts (reports, progress notes, etc.)

Paperwork Checklist

Assignment	Points	Due Date
Internship Affiliation Agreement First semester of Internship only	2pts.	November 1 st for Spring Internship April 1 st for Summer Internship July 1 st for Fall Internship
Proof of Professional Liability Insurance and CT status	3pts.	1 st class (before seeing clients)
“Possible Key Topics for Internship”	5pts	2 nd class
Supervisor Evaluation of Student CT	5pts	15 th week
Supervisor Observation form	5pts	15 th week
Student evaluation of supervisor	5pts	15 th week
Student evaluation of site	5pts	15 th week
Student Self Evaluation (CCEC form)	5pts	15 th week
Instructor Evaluation (CCEC form)	5pts	15 th week
Internship Log sheet of Hours	5pts	15 th week
Verification of Completion of Internship Hours form Final semester of Internship only	5pts	15 th week

NOTE: All above forms are to be turned in to the internship instructor who will in turn submit them for placement in the student’s permanent file by the Internship Coordinator.

It is the responsibility of the student to maintain records of field experiences. Make copies of everything and keep them in a safe place after graduation!