



Counselor Education Clinical Mental Health Counseling  
Internship Manual

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## Introduction

This manual provides information about the professional experiences in clinical mental health counseling (CMHC) in the Department of Counselor Education, in the School of Education, at North Dakota State University, and is a supplement to the Department's main master's handbook. Although "field experiences" refer to many components of a counseling program (e.g., practicum, internship, supervision), this manual focuses exclusively on the clinical mental health internship as part of the NDSU counseling program.

Internship is a critical component of the CMHC track, and is part of the M.S. and M.Ed. programs. Whereas Practicum is designed to help students develop requisite counseling skills and knowledge of the applied setting, the Internship provides students with experience in all aspects of professional functioning applicable to clinical mental health counseling.

## Overview

The CMHC internship (CNED 794B, CNED 794D) is an arranged, supervised opportunity for the students to perform all the activities that a professional in a particular setting would be expected to fulfill. For example, a clinical mental health counselor would attend clinical staff meetings, consultation meetings, fill out paperwork for the agency or insurance companies, as well as counsel individuals, families, couples, and groups.

Each internship equates one semester. All CMHC master's students are required to complete a minimum of two semesters (CNED 794B in the fall; CNED 794D in the spring) of internship and pass all required courses before enrolling. Those master's students completing a dual track program are required to complete each respective internship (i.e., school counseling internship, CMHC internship) separately.

The Clinical Mental Health Counseling Internship is generally completed at a single mental health center, social service agency, or counseling service center. The following processes provide an overview of expectations. For more specific information and policies, students should consult the *NDSU Counselor Education Internship Handbook*. Questions regarding the Clinical Mental Health Counseling Internship should be directed to the Clinical Mental Health Counseling Coordinator.

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## Course Prerequisites

CMHC students will typically enroll in internship during the last two semesters of their program (year 3 in the program). Students must successfully pass Practicum before enrolling for Internship. The internship supervisor may request faculty approval for internship plans when a

student has not completed specific courses that may be viewed as necessary for the internship experience.

### **Mandatory Internship Informational Meeting**

A mandatory internship informational meeting will be held by the internship coordinator late in the fall semester or early in the spring semester before their internship begins the subsequent fall semester. This meeting is required for all students in the CMHC track who are planning on doing their first internship that fall semester. If a student does not attend the informational meeting, she or he will not be able to enroll or register for Internship the following semester.

### **Site Exploration**

Students should begin exploring (e.g., looking through their websites, speaking to their advisors, speaking to other students) possible sites early in the semester before Internship. Sites must honor confidentiality and privacy for individual and group counseling. This initial exploration will help students complete the internship application; however, no sites are to be contacted until they are approved.

### **Internship Application**

Students must submit an application to the CMHC coordinator by April 1<sup>st</sup> to enroll in fall Internship. (The *Master's Internship Application* can be found in the appendix; students can turn this in anytime during the spring semester before Internship, but no later than April 1<sup>st</sup>). Failure to do so will delay one's approval for Internship. Students will *not* need to complete a second application if they are continuing at the same site. However, if an additional site is added, or students switch sites during Internship, a new application must be submitted and approved. Counselor Education faculty members reserve the right to delay Internship enrollment for reasons other than academic concerns.

On the application form, the student will list up to 3 possible internship sites that are appropriate. An appropriate site location is one where the student can become familiar with a variety of professional activities, including direct and indirect service work, and technological resources. It provides the opportunity for the students to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, forms of paperwork and documentation, and professional literature and research. Appropriate sites also have a supervisor available who has achieved the degree level being sought by the intern and who possesses appropriate licenses, and has a minimum of two years of pertinent professional experience. An appropriate site is also one dedicated to helping those struggling with mental and emotional problems, consistent with the Clinical Mental Health Counseling Track.

### **Internship Approval**

Once the faculty advisor and CMCH coordinator have approved the sites listed on the application, and the faculty have determined the student has successfully completed all prerequisites and indicated his/her progress in the program is deemed as satisfactory, the student will receive an e-mail informing him/her that they can proceed with contacting their sites and scheduling interviews. Internship sites are not to be contacted by the student prior to receiving the approval.

### **Site Selection**

Once students have received the approval notice, they may contact potential internship sites and set up interviews.

### **List of Approved Internship Sites**

The CMHC Internship Coordinator has compiled a list of approved internship sites and contact information on an Excel spreadsheet that can be provided upon request. Please note that the spreadsheet is a work on progress and that not all approved sites have been listed; it is being consistently updated. A goal of the CMHC Internship Coordinator is to eventually place this on the CNED website for students to access online.

### **New Internship Sites Approval**

Sometimes students are interested in an internship site that is not currently in the internship database or has not been previously approved by the Counselor Education faculty. It is possible to get a new internship site approved. The steps to gain approval of a new internship site (or site that is not in the internship database) include:

1. Inquire about the possibility of the site with the CMHC coordinator. Sometimes there are reasons unbeknownst to students of why a site is not approved. Thus, before contacting the site, approval to contact the site of a new internship location must be sought from the CMHC coordinator.
2. Once approval has been received from the CMHC coordinator, the student can contact the possible internship site to inquire if they accept counseling interns. The student should be knowledgeable about the requirements of the CNED department Internship in case the agency asks for type of hours and clients needed for Internship. This contact should be an inquiry if the site is interested in hosting an intern, not an interview for an internship site.
3. If the site is interested in the possibility of hosting an intern, the student should provide the site with the Internship handbook and ensure that the site can provide the appropriate supervision, clinical hours, and abide by specific CNED policies.
4. The site name should be given (by the student, or via mail or fax) to the CMHC coordinator for final approval. If the student is waiting for site approval, he or she should contact the CMHC coordinator to check on the status of acceptance of the site. Usually, site approval can be accomplished in a timely manner. Once the site is approved, the student can then place it within the formal application for internship.

### **Site Supervisor Requirements**

Along with selecting a site, students need to find an appropriate supervisor. Site supervisors are expected to meet the following requirements:

1. Minimum of a master's degree, preferably in counseling, or a related profession
2. Relevant licenses and/or certifications
3. Minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
4. Knowledge of the program's expectations, requirements, and evaluation procedures for students
5. Relevant training in counseling supervision

### **University Supervisor Requirements**

The Counselor Education program determines who will teach Internship each semester. However, it is important to note that university supervisors must meet the following requirements:

1. Relevant experience
2. Professional credentials (e.g., NCC)
3. Counseling supervision training and experience

### **Supervision Letter of Agreement**

Before supervision begins, a written supervision letter of agreement must be documented and signed. (See the appendix.) This document defines the roles and responsibilities of the university supervisor, site supervisor, and student during Internship.

### **Professional Liability Insurance**

Before students begin and throughout the Internship experience, students must maintain professional liability insurance. A copy of students' professional liability insurance is due on the first day of Internship class.

Liability insurance is available at student rates from the American Counseling Association (ACA). Information about liability insurance and student membership in ACA can be found online at the ACA website: [www.counseling.org](http://www.counseling.org) or at the ACA Insurance Trust website: <http://www.acait.com/>.

### **Supervision Requirements**

Students must engage in one hour of weekly individual or triadic supervision with the site supervisor and 1.5 hours of weekly group supervision (the Internship class) with the university supervisor. Site supervisors and/or university supervisors may require additional supervision hours.

### **Site Initiation**

Students start their internship on the first day of the semester in which they are enrolled. However, many agencies require interns to participate in orientations and trainings before the start of the fall semester. In these situations, it is appropriate to attend these activities as needed. Please contact the scheduled internship instructor to let him or her know you will be starting some activities early. However, under no circumstances can an intern see clients before the start of the semester (i.e., no direct hours can be earned before the semester begins).

### **Hour Requirements**

Students must complete and document a minimum of 600 hours of supervised experience if they are completing the M.S. and 900 hours of supervised experience if they are completing the M.Ed. Of these hours, 240 must be in direct service to clients, including individual counseling and group work. The hours should be accrued over the course of two semesters. (Thus, students are required to obtain 300 (M.S.)-450 (M.Ed.) total hours and 120 direct hours per semester.)

Sometimes students wish to work between semesters. We generally discourage students from collecting direct or indirect hours, or staying at their internship site during semester breaks. The

reason for this is that students are no longer enrolled in the course during an academic term, and thus are not formally assigned a university supervisor. However, in extenuating circumstances very few exceptions have been made in the past. If this applies to you, please notify the internship instructor as soon as possible before the break; the instructor must approve work at internship sites during semester break, and the intern must generate a supervision plan that outlines anticipated weekly hours and requested oversight of their work. Keep in mind that the internship instructor may not be available for supervision in which case another faculty member could provide oversight. However, there is no guaranteed that any other faculty will be available over break. Please note that it is not guaranteed that faculty would be available to provide the requisite supervision.

Students sometimes get confused about what constitutes a “direct” hour versus an “indirect” hour. Direct service is defined by seeing a client face-to-face in individual, family, or group counseling. For more examples of direct service, please see the following table. If a student has any questions about what services constitute as direct or indirect service, she or he is encouraged to talk to the university supervisor.

All remaining hours are deemed “indirect” hours. The indirect service is generally completed on site at the agency setting and includes activities such as completing case notes and treatment plans, attending clinical and staff meetings, filling out insurance paperwork, and other professional tasks that are typical of counselors at the internship site. Indirect service does *not* include transportation time to and from the site. Individual supervision from the site supervisor, as well as group supervision time (Internship class) does count toward the indirect clock hours needed for internship.

Students who see clients away from their internship site as part of their internship must receive prior approval from their university supervisor. This includes in-home counseling. It should be noted that regardless of where counseling is taking place, interns are not to transport clients in their vehicles.

<p>Examples of Direct Service Activities</p>	<ol style="list-style-type: none"> <li>1. Individual, couples, family, and group counseling sessions</li> <li>2. Psychoeducational (only if a therapeutic component is included) or therapeutic group</li> <li>3. Non-scheduled, drop-in clients</li> <li>4. Discussion about possible career options with an undergraduate student</li> <li>5. Substance abuse counseling</li> <li>6. Crisis intervention on a hotline at the internship site</li> <li>7. Intakes and psychological assessments</li> <li>8. Resume-building and career development that includes therapeutic component</li> </ol>
	<ol style="list-style-type: none"> <li>1. Consultation with another professional about a client you are seeing</li> <li>2. Observing a counseling session</li> </ol>

Examples of Indirect Service Activities	<ol style="list-style-type: none"> <li>3. Scheduling a counseling session with a parent or client in person or over the phone</li> <li>4. Editing a client's resume</li> <li>5. Planning for the next counseling session or group</li> <li>6. Writing case notes and treatment plans</li> <li>7. Attending staff meetings</li> <li>8. Site and university individual and group supervision</li> </ol>
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### **Logbook of Hours**

Students are also required to keep a logbook of their direct and indirect clock hours. Students may choose to use the form included in this handbook (see the appendix), or they may choose a form of their choice. It is important to obtain site supervisor signatures regularly. Logbooks may be checked periodically, so students should bring them to each Internship class.

### **Live Supervision/Recordings**

As part of CACREP requirements, students must be observed by their site supervisors at least once during the semester. If it is more feasible and desired by the site supervisor, students may record a session for review by the university supervisor. Before doing this, it is critical that students ensure that their sites allow them to record, secure written permission from the client (or parent if the client is a minor) before recording, store recording devices in a locked box, and delete recordings immediately after review. Document permission using the Confidentiality Release Form (see the appendix).

### **Beginning of the Semester Consultation**

Once the students have secured their internship sites and chosen their site supervisor, the university supervisor will contact each site supervisor and ensure that they feel welcome and address any questions/concerns they may have.

### **Midterm Evaluation and Consultation**

At the middle of the semester, students will be evaluated by their site supervisors and may be evaluated by the university supervisor. This formative feedback will inform students of their progress and areas that need to be improved in order to pass Internship. Also during this time, the university supervisor will consult (either by phone or in-person) with the student's site supervisor to gauge the student's progress and determine if any additional remediation or support is needed.

### **Final Evaluation and Consultation**

At the end of the semester, students will be evaluated by their site supervisors and university supervisor. This summative feedback will determine whether or not students pass Internship. Furthermore, the university supervisor will once again consult (either by phone or in-person) with the student's site supervisor to discuss the student's performance.



### **Professional Dispositions and Performance Standards**

Being an effective counselor requires more than what can be learned in a classroom setting. In addition to meeting the academic standards, students are expected to conduct themselves in an ethical, responsible, and professional manner. They must adhere to the most current American Counseling Association (ACA) Code of Ethics.

As counselor educators, faculty members expect prospective counselors to be emotionally stable and well adjusted (personally and professionally), to maintain effective interpersonal relationships, and to receive and give constructive feedback. Further, students are expected to behave in a manner that demonstrates fitness for a role in the counseling profession. Finally, faculty members expect students to be committed to continued personal growth and professional development and to demonstrate that commitment through self-reflection and responsiveness to supervision in all activities related to their degree program.

For the reasons cited above, the faculty will regularly monitor not only students' academic progress but also those personal characteristics, which will affect their performance as students and as future counselors. The purpose of this professional performance monitoring process is to ensure that all graduates of the North Dakota State University Counselor Education Program possess the personal and professional characteristics that ensure success in the field. Students may be dismissed from the program for substandard academic performance, ethical violations, impairment, and/or characterological issues that impinge upon professional development.

### **Internship Grading**

There are two grades given for internship, "S" (Satisfactory) or "U" (Unsatisfactory). A grade of "S" indicates completion of all site and university requirements at an acceptable level. A grade of "U" will be awarded when site or university requirements have not been accomplished in an acceptable manner. Students in the second semester of internship are expected to demonstrate higher level skills than those in the first semester. No grades are assigned until all paperwork/forms have been completed and submitted. The final grade is determined by the university supervisor.

In addition, a successful grade of "S" cannot be received if the intern does not have at minimum an average of "3" on all evaluative items in each section, and above a "3" on any legal or ethical items on the final evaluation. If these requirements are not met, the student will automatically receive a "U" in Internship. However, receiving an average of "3" on the final evaluation does not guarantee successful completion of Internship. Additional requirements (e.g., written contract) set by the university supervisor, advisor, or CMHC coordinator may need to be completed as well.

### **Student's Evaluation of Site and University Supervision**

Students will be required to complete evaluations on both the site and university supervisors. This information provides us with important knowledge on how we can improve Internship experiences.

### **Paid Internships**

Clinical Mental Health students may have a paid internship, although typically few paid experiences have been available. There are several important restrictions regarding paid internships.

- Students may not use current paid employment as their internship experience.
- The internship experience should be different from previous or current paid (or unpaid) work experience.

During paid internship, the student must remain enrolled in the internship course.

**Licensure**

If students are interested in becoming an LAPC in North Dakota, they are encouraged to read through the licensure application on the North Dakota Board of Counselor Examiner’s website and complete all required forms. Contact the licensure board with any questions you may have. Stay in touch with faculty who may need to confirm coursework, sign forms, or write a letter of reference. Please see this manual for more information on this process. It is encouraged that students (a) apply for licensure immediately upon graduation, and (b) turn the required forms in well before the required due date.

**Site Supervisor Professional Development**

In accordance with CACREP standards, counselor education members (usually the CMHC coordinator) will provide orientation, consultation, and professional development opportunities for site supervisors. Students are not required to attend these meetings.

**“Cheat Sheet” of Important Forms, Activities, and Due Dates**

BEFORE INTERNSHIP EXPERIENCE			
Activity	Due Date	Person Responsible	Notes
Mandatory Internship informational meeting for those starting Internship	Late fall or early spring semester. Announcement will be sent over e-mail.	Students who will enroll in CNED 794B Fall semester	Mandatory meeting is <i>not</i> required for those enrolled in CNED 794D.
Internship Application Form	April 1 (spring semester PRIOR to enrolling in Internship)	Students who will enroll in CNED 794B Fall semester	If students remain at the same site for both CNED 794B and 794D, only one application form needs to be on file.
Supervision Letter of Agreement	First day of Internship class	CNED 794B students	If students remain at the same site for both CNED 794B and 794D, only one Letter of Agreement needs to be on file.
Professional Liability Insurance	First day of Internship class	CNED 794B students	If students remain in Internship over two consecutive semesters, for only copy of your professional liability insurance needs to be on file. (However, do not let it expire!)

<b>MIDDLE OF INTERNSHIP EXPERIENCE</b>			
<b>Activity</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Midterm Evaluation by Site Supervisor	Middle-of-semester (specific date in the syllabus)	Site supervisor	Students are responsible for ensuring that the site supervisor remembers and completes the evaluation.
Midterm Evaluation by University Supervisor (May not be required depending on supervisor.)	Middle-of-semester (specific date in the syllabus)	University supervisor	
Logbook of Hours	End-of-semester (specific date in the syllabus)	CNED 794B and CNED 794D students	This must be up-to-date and signed by site supervisor.
<b>END OF INTERNSHIP EXPERIENCE</b>			
<b>Activity</b>	<b>Due Date</b>	<b>Person Responsible</b>	<b>Notes</b>
Final Evaluation by Site Supervisor	End-of-semester (specific date in the syllabus)	Site supervisor	Students are responsible for ensuring that the site supervisor remembers and completes the evaluation.
Final Evaluation by University Supervisor	End -of-semester (specific date in the syllabus)	University supervisor	
Student’s Evaluation of Site Supervision	End-of-semester (specific date in the syllabus)	CNED 794B and CNED 794D students	This must be completed after each experience.
Student’s Evaluation of University Supervision	End-of-semester (specific date in the syllabus)	CNED 794B and CNED 794D students	This must be completed after each experience.
Logbook of Hours	End-of-semester (specific date in the syllabus)	CNED 794B and CNED 794D students	This must be up-to-date and signed by both supervisors.
Internship Summary Form	End-of-semester (specific date in the syllabus)	CNED 794D students	CNED 794B students do not need to complete this requirement until they have fully completed Internship.

# APPENDIX

**Master’s Internship Application**

This application form must be submitted to the Counselor Education Program Academic Assistant by April 1<sup>st</sup> to enroll in Internship for the following Fall.

Student Name (Please Print): \_\_\_\_\_

Start Date (Semester/Year): \_\_\_\_\_

Circle:            Clinical Mental Health Counseling            School Counseling            Both

Please complete the following table for each approved site.

<b>Internship Site #1</b>	
Site Supervisor	
Address	
Phone Number	
Approximate Start/End Dates	
Expected Number of Accrued Hours	
<b>Internship Site #2</b>	
Site Supervisor	
Address	
Phone Number	
Approximate Start/End Dates	
Expected Number of Accrued Hours	
<b>Internship Site #3</b>	
Site Supervisor	
Address	
Phone Number	
Approximate Start/End Dates	
Expected Number of Accrued Hours	

(continued on next page)

Please read carefully, sign, and date.

I hereby attest that I have successfully completed the coursework and prerequisites for Internship.

I have read and understand the most current *American Counseling Association (ACA) Code of Ethics* and will practice my counseling in accordance with these standards. Any breach of these ethics or other unethical behavior on my part will result in my removal from Internship, a failing grade, and possible expulsion from the program. Documentation of such behavior will become part of my permanent record.

I agree to adhere to the administrative policies, rules, standards, and practices of the internship site.

I understand that in order to enroll in the Internship course, I must provide proof of liability insurance.

I understand that my responsibilities include keeping my internship supervisor informed regarding my internship experiences.

I understand that to receive a passing grade in Internship, I must demonstrate the specified minimal level of counseling skill, knowledge, and competence as well as meet all course requirements outlined by the instructor.

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

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

Advisor Signature: \_\_\_\_\_

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

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



### Supervision Letter of Agreement

This letter is an expression of professional cooperation between the North Dakota State University's School of Education, Counselor Education Program and your agency.

This process is initiated by our intern interview with your agency. If the intern is acceptable to the agency, the Counselor Education Program will assign the approved intern to the site supervisor identified below, for the dates and number of hours stated.

The intern will be encouraged to assume the responsibilities of a clinical/general counselor at the discretion of the on-site supervisor(s). If the student must work over a university break, she or he has to create a plan for supervision.

The intern understands that he/she must comply with the policies and procedures of the agency. The on-site supervisor agrees to assist and supervise the intern and provide a minimum of one hour of individual supervision per week. Group supervision is also encouraged.

Our faculty supervisor will meet weekly with the intern on campus. Near the middle and end of the academic semester, the university supervisor will send an evaluation form to the site supervisor, or the intern will provide one to the site supervisor. In addition, the university supervisor will be available to discuss intern progress.

In accordance with NDSU policy, we are committed to providing our students with a healthy and supportive environment where everyone can learn and work in a respectful atmosphere free from all forms of discrimination and harassment, including sexual harassment. This commitment extends to all aspects of the learning environment, including classrooms and internship sites. Therefore, as we enter into an agreement with your agency to provide internship placement opportunities for our graduate students, we wish to clarify our expectation that your agency will also support this commitment to a healthy and supportive learning environment for our students.

If the counseling internship experience is not satisfactory for the agency or intern, the agreement may be canceled. If any party wishes to terminate this agreement, 30 days written notice is requested.

This agreement is approved by the following:

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Agency: \_\_\_\_\_

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

Supervisor e-mail address: \_\_\_\_\_

Agency Director (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_

Intern (student) (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_

University Supervisor (Print and Sign) \_\_\_\_\_ Date \_\_\_\_\_

Dates contracted for: \_\_\_\_\_ Total Number of hours at site: \_\_\_\_\_



**Evaluation by Site Supervisor**

This form is to be filled out at the middle and end of each semester by the site supervisor and submitted to the university supervisor.

**Intern:** \_\_\_\_\_

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

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

**Midterm**

**Final**

#	Item	No Opportunity to Observe	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	Intern worked at developing a professional counselor identity	0	1	2	3	4	5
2	Intern demonstrated acceptance and respect of the supervisor as a person	0	1	2	3	4	5
3	Intern demonstrated professional relationships with staff members at the internship site	0	1	2	3	4	5
4	Intern met for supervision at established times and for the agreed upon time	0	1	2	3	4	5
5	Intern worked effectively at conceptualizing clients from theoretical model(s)	0	1	2	3	4	5
6	Intern worked effectively at clarifying objectives for counseling sessions	0	1	2	3	4	5
7	Intern was effectively involved with organizing relevant case data in planning procedures for working with clients	0	1	2	3	4	5
8	Intern was effectively involved in generating his/her own solutions to challenges faced with clients	0	1	2	3	4	5
9	Intern was receptive to supervisory feedback regarding his/her counseling skills	0	1	2	3	4	5



10	Intern was receptive to supervisory feedback regarding how his/her personal style influenced clients	0	1	2	3	4	5
11	Intern was aware of and used his/her strengths and abilities during the internship	0	1	2	3	4	5
12	Intern used appraisal instruments constructively in counseling	0	1	2	3	4	5
13	Intern was receptive to supervisory feedback regarding his/her report writing	0	1	2	3	4	5
14	Intern was effectively involved in evaluating his/her work with clients	0	1	2	3	4	5
15	Intern conducted her/himself ethically and professionally	0	1	2	3	4	5

Please feel free to provide additional comments on the student’s work during this internship.

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

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

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

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

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

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



**Evaluation by University Supervisor**

This form is to be filled out at the middle and end of each semester by the university supervisor.

**Intern:** \_\_\_\_\_ **University Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Midterm** **Final**

#	Item	No Opportunity to Observe	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1	Student worked at developing a professional counselor identity	0	1	2	3	4	5
2	Student demonstrated acceptance and respect of the supervisor as a person	0	1	2	3	4	5
3	Student demonstrated professional relationships with peers in group supervision	0	1	2	3	4	5
4	Student attended and participated in group supervision sessions	0	1	2	3	4	5
5	Student worked effectively at conceptualizing clients from theoretical model(s)	0	1	2	3	4	5
6	Student worked effectively at clarifying objectives for counseling sessions	0	1	2	3	4	5
7	Student was effectively involved with organizing relevant case data in planning procedures for working with clients	0	1	2	3	4	5
8	Student was effectively involved in generating his/her own solutions to challenges faced with clients	0	1	2	3	4	5
9	Student was receptive to supervisory feedback regarding his/her counseling skills	0	1	2	3	4	5

10	Student was receptive to supervisory feedback regarding how his/her personal style influenced clients	0	1	2	3	4	5
11	Student was aware of and used his/her strengths and abilities during the internship	0	1	2	3	4	5
12	Student completed all necessary hours for Internship	0	1	2	3	4	5
13	Student completed all necessary forms and assignments for the course in a timely manner	0	1	2	3	4	5
14	Intern was effectively involved in evaluating his/her work with clients	0	1	2	3	4	5
15	Student conducted her/himself ethically and professionally	0	1	2	3	4	5

Please feel free to provide additional comments on the student’s work during this internship.

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

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

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

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

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

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

Internship Week # \_\_\_\_\_



**Logbook of Hours**

Student's Name \_\_\_\_\_ Dates Covered \_\_\_\_\_

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

Date	Direct Hours	Indirect Hours	Description of Internship Activities

	Direct Hours	Indirect Hours	Supervision Hours	Grand Total
<b>Current Hours</b>				
<b>Previous Hours</b>				
<b>Accumulated Total</b>				

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

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

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

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

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

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

### Student's Evaluation of Site Supervision

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

Name of Internship Site: \_\_\_\_\_

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

Semester and Year: \_\_\_\_\_

The following questions give you an opportunity to evaluate your site supervisor. Circle the number that best represents your evaluation of the supervisor. **On the back** you may make comments or observations of the site, supervisor, or quality of the experience. Please turn this in to your university supervisor.

#### The Site Supervisor

		<u>POOR</u>	<u>ADEQUATE</u>	<u>VERY GOOD</u>		
1.	reliably was available for supervision	1	2	3	4	5
2.	offered his/her suggestions in a professional manner	1	2	3	4	5
3.	discussed topical and current counseling issues	1	2	3	4	5
4.	acknowledged my strengths and abilities	1	2	3	4	5
5.	was reasonable and fair	1	2	3	4	5
6.	discussed ethical issues relevant to my cases or the site	1	2	3	4	5
7.	was respectful toward different approaches	1	2	3	4	5
8.	allowed me to discuss problems about the site or site personnel	1	2	3	4	5
9.	suggested different techniques when appropriate	1	2	3	4	5
10.	showed sensitivity while critiquing cases	1	2	3	4	5
11.	could refer me to other resources when appropriate	1	2	3	4	5
12.	was flexible and adaptive (not dogmatic or rigid)	1	2	3	4	5
13.	was knowledgeable of more than one counseling theory	1	2	3	4	5
14.	was experienced in his/her field	1	2	3	4	5
15.	seemed to be current with the field	1	2	3	4	5
16.	was willing to call on others for help	1	2	3	4	5

### Student's Evaluation of University Supervision

Name of NDSU University Internship Supervisor(s) \_\_\_\_\_

Semester and Year \_\_\_\_\_

The following questions give you an opportunity to evaluate the faculty-supervised internship. Circle the number which best represents your evaluation of the supervisor(s). **On the back or by mail**, if you prefer, you may make comments or observations of the class, the process, supervisors, etc.

<b>The Supervisor(s):</b>	<u>POOR</u>	<u>ADEQUATE</u>	<u>VERY GOOD</u>	<u>VERY GOOD</u>
1. readily gave me time and opportunity in class.	1	2	3	5
2. offered his/her observations or suggestions in a helpful manner.	1	2	3	5
3. acknowledged my strengths and abilities.	1	2	3	5
4. discussed ethical issues relevant to case discussion.	1	2	3	5
5. allowed me the opportunity to discuss problems that may have occurred in my intern setting.	1	2	3	5
6. suggested different methods when appropriate.	1	2	3	5
7. discussed relevant issues.	1	2	3	5
8. showed sensitivity while critiquing cases.	1	2	3	5
9. offered resource information when appropriate.	1	2	3	5
10. was flexible and adaptive (not dogmatic or rigid).	1	2	3	5
11. was capable of offering alternative methods without being excessively critical of me or other students.	1	2	3	5
12. encouraged other student counselors to give feedback.	1	2	3	5

**Internship Summary Form**

**Name:** \_\_\_\_\_ **Semesters:** \_\_\_\_\_

Please fill out the following table based on your entire Internship experience.

Total Group Supervision (Class) Hours	
Total Site Supervision Hours	
Total Indirect Hours	
Total Direct Hours	
Total Internship Hours	

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

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

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



**Clinical Mental Health Counseling Internship  
Confidentiality Release Form**

This form is to be signed by the client and/or the parent, along with the intern in order to make any audio and/or videotaped sessions.

It is understood that any taped session would be viewed only by the intern and other interns under the supervision of the NDSU supervisor and/or, on-site supervisor within one month of the taping and the tape would be erased by the intern. The recording will only be used for the professional development of the intern.

I, \_\_\_\_\_, give \_\_\_\_\_  
*Client's first and last name* *Intern's name*

permission to tape this session on \_\_\_\_\_ for the professional purposes described above.

\_\_\_\_\_  
*Signature of client (and parent/guardian if client is under 18)* *Date*

I verify that the above tape will be used only in the aforementioned manner and will be erased on or before \_\_\_\_\_ (*insert date*).

\_\_\_\_\_  
*Signature of Intern* *Date*





**Internship Exception Form**

Please complete this form if you are considering working at your internship site over a semester break at NDSU. Usually, your internship instructor will provide university supervision during this time, although this is *not* guaranteed. If the university instructor cannot provide supervision, then you will need to ask another faculty member if they can supervise you during this time.

Intern Name: \_\_\_\_\_

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

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

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

Semester break you plan to work at your internship site: \_\_\_\_\_

Anticipated start date at site: \_\_\_\_\_

Anticipated hours per week at site: \_\_\_\_\_

    Anticipated direct hours: \_\_\_\_\_

    Anticipated non-direct hours: \_\_\_\_\_

Faculty supervisor: \_\_\_\_\_

Briefly specify a supervision plan during this time (e.g., schedule of supervision at site, schedule of supervision by faculty, availability, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signatures:* Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*Approved:*

Internship coordinator: \_\_\_\_\_ Date: \_\_\_\_\_