

---

**CNL 867**  
**GRADUATE INTERNSHIP MANUAL**  
**Community Counseling**

---

Department of Human Services  
College of Education and Human Services  
Wright State University  
M052 Creative Arts Center  
3640 Colonel Glenn Highway  
Dayton, Ohio 45435  
(937) 775-2075  
TDD (937) 775-3153

*Revised Winter, 2009*

# TABLE OF CONTENTS

PURPOSE OF MANUAL .....	3
COLLEGE OF EDUCATION AND HUMAN SERVICES REQUIREMENTS FOR INTERNSHIP .....	3
PREREQUISITE EXPERIENCES.....	3
PURPOSE OF THIS COURSE .....	4
CNL 867 COURSE OBJECTIVES .....	4
APPLICATION PROCEDURE .....	6
Registration Options and Requirements for Community Counseling .....	7
REQUIREMENTS AND RESPONSIBILITIES FOR ALL CNL 867 INTERNSHIPS.....	8
University Supervisor .....	8
Student .....	8
Internship Site and Site Supervisor.....	9
PROGRAM FACULTY .....	9
APPENDIX 1: Application for Internship.....	10
APPENDIX 2: Contract/Memo of Understanding .....	12
APPENDIX 3: Site Supervisor Information Sheet.....	15
APPENDIX 4: Site Information Sheet .....	18
APPENDIX 5: Site Supervisor Evaluation of Student.....	19
APPENDIX 6: Student's Placement Evaluation .....	21
APPENDIX 7: Time Log.....	23
APPENDIX 8: Ohio Counselor and Social Worker Board Information .....	24

The master's degree program in Community Counseling is offered by the Department of Human Services in the College of Education and Human Services at Wright State University. The faculty provide counselor trainees with skills to work in a wide variety of human service and community counseling settings. The internship experience is viewed as the culminating experience for our graduate students and takes place in many different settings primarily throughout southwestern Ohio.

### **PURPOSE OF MANUAL**

The purpose of this manual is to provide the faculty, intern, and internship supervisor with guidelines for the internship experience. It is designed to provide a liaison between Wright State University's Counselor Education program and the various community sites that voluntarily accept our interns. It is intended to ensure that all obligations are met within State licensure and CACREP guidelines for community counseling. Therefore, this manual has been developed in order to communicate more explicitly the procedures and requirements relative to the internship.

### **COLLEGE OF EDUCATION AND HUMAN SERVICES REQUIREMENTS FOR INTERNSHIP**

In addition to the following prerequisite experiences, prior to receiving departmental approval for internship, students are to be in good standing in the College of Education and Human Services and maintain a grade point average of 3.0.

### **PREREQUISITE EXPERIENCES**

#### **Marriage and Family Counseling Majors**

For Community Counseling the following courses must be completed with a grade of "B" or better before enrolling in CNL 867:

- 4 hours - RHB 701 - Counseling Theory and Practice
- 4 hours - CNL 863 - Techniques of Counseling
- 4 hours - EDL 751 - Educational Statistics and Research

The following courses must be completed with a Passing grade on a Pass/Fail grading system:

- 4 hours - CNL 865 - Individual & Group Practicum

In addition, the following courses must also be completed:

- 4 hours - CNL 663 - Mental Health I
- 4 hours - CNL 664 - Crisis Intervention Counseling
- 4 hours - CNL 779 - Marriage and Family Counseling
- 4 hours - CNL 972 - Legal, Professional and Ethical Issues in Human Services
- 4 hours - RHB 705 - Behavioral Assessment
- 4 hours - CNL 767 - Group Process **OR**
- 4 hours - CNL 667 - Group Background and Theory

### **Portfolio Requirement Community Counseling**

All Community Counseling students are required to submit artifacts that will be used to make up their academic portfolio. These artifacts represent the six strands of the College of Education and Human Services Conceptual Framework. The strands of the Conceptual Framework include:

1. Pedagogical Content Knowledge
2. Technology
3. Emotional Intelligence

4. Professionalism
5. Diversity
6. Content Knowledge

## **Components of the Conceptual Framework**

### **Content Knowledge (Strand 1)**

*Counselor Education candidates are knowledgeable in their chosen fields.*

This strand represents our commitment to assuring professional counselors are knowledgeable in their chosen fields and can impart this knowledge to help all clients learn, achieve goals, or change behaviors. This knowledge is not limited to known and existing information, but includes the ability to generate and understand innovations in the field, and the possession of the skills and dispositions necessary to remain current in the field. Content Knowledge includes a broad general foundation in the arts and sciences, as well as a depth of knowledge appropriate for each level of expertise in a specific field. Content Knowledge is essential for critical thinking and problem solving in a professional role.

Content Knowledge interweaves with the other five strands in the Conceptual Framework to develop the art and science of counseling. Content Knowledge is necessary to make appropriate clinical decisions based upon one's knowledge of diverse groups, of technological applications to support learning, of emotional intelligence to establish rapport and communicate effectively, and of the qualities and dispositions of a professional counselor.

**Pedagogical Content Knowledge (Strand 2)** *Counselor candidates demonstrate appropriate pedagogical content knowledge to help all clients achieve their stated goals.*

This strand represents our commitment to assuring professional counselors are knowledgeable and able to integrate knowledge of human development, behavior and learning, counseling theories and techniques, and content-appropriate strategies to provide effective intervention and assessment for all clients. Pedagogical Content Knowledge is the ability to contextualize clinical practice based upon knowledge of how people learn/change in a particular content area and how that learning or change can best be facilitated. Professional counselors should be able to demonstrate pedagogical content knowledge by anticipating and recognizing common misconceptions, typical misunderstandings, and developmentally appropriate responses to instruction and assessment for the content area.

Pedagogical Content Knowledge interweaves with the other five strands in the Conceptual Framework to develop the art and science of counseling. Pedagogical Content Knowledge is necessary to make appropriate pedagogical decisions based upon complex interconnections with the other strands. Pedagogical Content Knowledge interacts with pedagogical knowledge to develop content appropriate intervention and assessment in the context of understanding the diversity of clients' backgrounds, experiences, motivations, goals, abilities and interests. Other interactions include the potential for technology to broaden the scope of readily accessible knowledge and enhance instruction, behavior change, the impact of emotional intelligence on knowledge acquisition, and the professional qualities and dispositions of the counselor.

**Diversity (Strand 3)** *Counselor candidates are knowledgeable, competent, and sensitive in working with diverse populations and in diverse settings.*

This strand represents our commitment to assuring counselors are knowledgeable, competent, and sensitive in working with diverse populations and in diverse settings. This strand includes valuing diversity as socially and culturally beneficial, appreciating the contributions of diverse populations, understanding how to adapt personal responses and professional practices in different contexts, and supporting equitable access and outcomes for all populations.

Diversity interweaves with the other five strands in the Conceptual Framework to develop the art

and science of counseling. Diversity is an important component in framing content knowledge, delivering services to meet individual, family and community needs, making pedagogical decisions and applying technology to facilitate learning/change. Diversity is fused with the development of Emotional Intelligence and Professionalism to facilitate sensitive, respectful and effective communication in all settings.

**Technology (Strand 4)** *Counselor candidates apply appropriate technology to add value to the counseling process.*

The technology strand represents the program's commitment to assuring counselors are knowledgeable and able to make thoughtful, appropriate applications of technology to add value to the counseling process, to determine the essential conditions for effective use, and to understand its powerful role in shaping individual lives and society.

Technology interweaves with the other five strands in the Conceptual Framework to develop the art and science of counseling. Technology is an important component in making appropriate content and pedagogy decisions related to appropriate assessment and intervention, research requirements, and information technology literacy requirements. Technology can support the application of emotional intelligence to enhance client outcomes for diverse populations through innovative options for intervention and assessment. Technology can also support professionalism by facilitating productivity, planning, and clinical and administrative functions.

**Professionalism (Strand 5)** *Counselor candidates understand and demonstrate the qualities and dispositions of professionals.*

This strand represents our commitment to assuring counselors and candidates demonstrate the qualities and dispositions of professionals. Professionalism is demonstrated through communication and collaboration skills evidenced in interactions with other professionals, community members, clients, and families. Team building and the principles of lifelong learning are included in the shared values of human services professions.

Professionalism interweaves with the other five strands in the Conceptual Framework to develop the art and science of counseling. Professionalism is an important component in guiding content knowledge applications and therapeutic decisions, communicating effectively with technology, appropriately demonstrating the five emotional intelligence attributes (as listed below), and in engaging in relationships with diverse populations or in diverse settings.

**Emotional Intelligence (Strand 6)** *Counselor candidates develop Emotional Intelligence and are cognizant of its significance as a positive disposition in counseling, therapy, and practice.*

Faculty identified Emotional Intelligence as a critical disposition in the development of candidates. This strand represents a commitment to assuring professional counselors develop Emotional Intelligence and are cognizant of the significant role Emotional Intelligence plays in effective counseling, learning, and development. Emotional Intelligence includes:

- 1) An awareness of one's own emotions and the emotions of others (competence)
- 2) Constructively expressing and controlling feelings (self-regulation)
- 3) A recognition that life is full of choices and each person is responsible for his or her decisions' and actions (motivation)
- 4) The ability to take the perspective of others (empathy) listening to others, understanding others, interpreting guidelines for social relationships, and cooperating as a team member (social skills)

Emotional Intelligence interweaves with the other five strands in the Conceptual Framework to develop the art and science of teaching/leadership/counseling. Emotional Intelligence is an

important component in learning and guides professional practice in selecting content, pedagogy/ techniques, and technology to facilitate learning and/or behavior change/growth for diverse populations.

**Submission Requirements:**

Practicum Application must include:

**Diversity Strand:** CNL 973 graded Reflection Paper (i.e., Life History, Reaction Paper, Cultural Visit Paper)

**Technology Strand:** PowerPoint, Excel, WebCT, or Elluminate Live graded assignment

**Professionalism Strand:** Professional Association membership (proof)

**Emotional Intelligence Strand:** Emotional intelligence assessment (results)

Last quarter of enrollment students must submit the following artifacts:

**Content Knowledge Strand:** NBCC exam or department comprehensive exam results (evidence of passing)

**Pedagogical Content Knowledge Strand:** CNL 865 and 867 Site Supervisor Practicum and Internship Evaluations. Impact on Client Needs forms (from practicum and internship) that show successful interventions.

Note: All portfolio artifacts will be housed in student's department folder.

## **PURPOSE OF THIS COURSE**

This course is designed to place students in the field, under supervision, to deliver counseling services to their clients. The student will receive supervision from a university and an internship site supervisor. In effect, it is a professional experience utilizing all skills and competencies of a counselor in a professional mental health setting or school.

## **CNL 867 COURSE OBJECTIVES**

In addition to the competencies described for CNL 863 and CNL 865 upon completion of CNL 867, the intern will:

### **Knowledge:**

1. Describe the behavioral effects of counseling strategies.
2. Describe the effects of counselee behavior on the counseling process and on counselor behavior.
3. Describe nonverbal behavior of counsees and counselors.
4. Summarize major counseling session themes.
5. Understand case formulation.
6. Understand the rationale for and use of treatment plans and progress notes.
7. Understand the process of referral.
8. Describe the major dynamics of the counselee as he/she relates to self, counselor, and environment.
9. Describe current medical status of counsees as appropriate.
10. Describe group dynamics.
11. Identify counseling and consultation theories including individual and systems perspectives as well as research and factors in applications.
12. Demonstrate an understanding of counselor and/or consultant characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills.
13. Demonstrate an understanding of client and/or consultee characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, traits, capabilities, and life circumstances.
14. Describe roles, functions, and professional identity of counselors.
15. Describe roles of counselors in a variety of settings and the relationship between counselors and other professionals in these settings.
16. Understand organizational, fiscal, and legal dimensions of the institutions and settings in which counselors practice.
17. Identify theories and techniques of needs assessment to design, implement, and evaluate counseling interventions, programs, and systems.
18. Identify client characteristics of individuals served by counseling services, including the effects of socioeconomic status, employment, aging, gender, culture, race, ethnicity, chronic illness, developmental transitions, and interpersonal, family, and community violence.
19. Describe principles of program development and service delivery for clients based on assumptions of normal development, including prevention, implementation of support groups, peer facilitation training, parent education, career information and counseling, and encouragement of self-help.
20. Identify principles of conducting an intake interview and history for planning counseling interventions.
21. Identify administration and organizational issues.
22. Knowledge of program evaluation procedures.

### **Performances:**

1. Practice holistically as a professional.
2. Demonstrate basic interviewing, assessment, counseling and consultation.
3. Demonstrate an understanding of counseling theory as it relates to the application technique.

4. Demonstrate an understanding of cultural differences as they relate to counseling practices.
5. Demonstrate an understanding of the role and function of the counselor.
6. Demonstrate an understanding of counseling theory.
7. Demonstrate an understanding of problems and concerns many individuals confront (e.g. self concept development).
8. Demonstrate an understanding of the law and professional ethics as they apply to counseling and consultation.
9. Demonstrate an understanding of the facilitation role.
10. Demonstrate the understanding of the planning process as it relates to group counseling.
11. Demonstrate effective strategies for promoting client understanding of and access to community resources.
12. Demonstrate individual and group counseling and guidance approaches appropriate for the developmental stage and needs of clients.
13. Demonstrate group guidance approaches that are systematically designed to assist clients with developmental tasks.
14. Demonstrate developmental approaches to assist clients at points of educational transition.
15. Demonstrate methods of consultation, and treatment team staffing procedures.
16. Demonstrate time management skills.
17. Demonstrate client advocacy.
18. Demonstrate record keeping skills.

#### Dispositions

1. Demonstrate professionalism by the manner in which he/she conducts him/herself.
2. Practice according to ACA and NCC Code of Ethics.

## APPLICATION PROCEDURE

The following procedures are required in order to register for CNL 867:

1. The student needs to submit an application (Appendix 1) with their completed and signed (by the advisor and Dr. Fortson) Program of Study, Academic Transcript, and proof of insurance to Graduate Assistant for Practicum and Internship in the office of the Department of Human Services, M052 Creative Arts Center (CAC), by the dates specified below for **each** quarter of CNL 867.

**Summer Quarter and Fall Quarter - April 15**

**Winter Quarter - October 10**

**Spring Quarter - January 25**

*Applications apply for **one quarter only** - students **MUST** apply each quarter they plan to register for Internship.*

The student must supply **verification of liability insurance** at the time of **EACH** application. A photocopy of the insurance policy or letter of acceptance from the insurance company will fulfill this requirement. Checks or applications for insurance will not be accepted. Student applications to join the American Counseling Association (ACA) and applications for ACA Professional Liability Insurance are available in M052 CAC.

A copy of the student's academic advising report from Wings Express must be attached to this application to verify prerequisite coursework has been completed.

2. A student will be admitted to internship if all prerequisites have been met (see page 3) for internship. **Note:** Sometimes it is not possible to accommodate all students applying for internship as class size is limited. Students not permitted to register one quarter will be given priority the next quarter. A priority list will be developed based on the following criteria if this should occur:
  - a. full time students on leave of absence or sabbatical
  - b. percentage of coursework completed in program (students with greater percentage of coursework completed are given priority)
  - c. grade point average (G.P.A.)
  - d. order in which completed paperwork is submitted (i.e., first come, first serve)
3. Students will be assigned to the internship as follows:
  - a. The student will be notified by mail of conditional acceptance into CNL 867.
  - b. The student will be given approximately two weeks from receipt of the conditional letter of acceptance to return the **completed** paperwork to the Graduate Assistant for Practicum and Internship in the office of Department of Human Services (M052 CAC). In order for the student to be given departmental approval for registration into CNL 867 the following paper work must be completed and submitted: Appendix 2 - Contract with signatures of, Site Supervisor(s) and Student (the original and 1 copy); Appendix 3 - Site Supervisor Information Sheet including a copy of the supervisor's license(s); Appendix 4 - Site Information Sheet.
  - c. After departmental approval has been given, the student will be notified when a registration slip will be available for the student to pick up from the Department of Human Services in M052 CAC for the student to turn in to the Registrar's Office. Registration slips can be mailed or faxed to long distant students to be signed and returned to the Registrar's Office.
4. Policies
  - a. ***All deadlines are strictly enforced.***
  - b. The application process is current for one quarter only.
  - c. If a student drops the class or does not register for the internship without notifying the Graduate Assistant for Practicum and Internship, the student will not be eligible for

internship the following quarter, unless, after all applications have been received, there is space available in an internship section.

### **Registration Options and Requirements for Community Counseling**

The following are minimum internship requirements. The student is required to complete a total of 12 credits of CNL 867 for a minimum of 600 hours at his/her internship site.

This may be accomplished in one of the following sequences:

**1) 3 credits per quarter for 4 quarters:**

- a. 15 hours minimum per week at the site (150 hours minimum per quarter).
- b. 75 direct client contact hours minimum per quarter
- c. 1 hour per week minimum of direct supervision with the Site Supervisor per week.
- d. 1.5 hours per week minimum of group supervision with the University Faculty Supervisor.
- e. the Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over four quarters.

**2) 4 credits per quarter for 3 quarters:**

- a. 20 hours minimum per week at site (200 hours minimum per quarter)
- b. 100 direct client contact hours minimum per quarter
- c. 1 hour minimum per week of direct supervision with Site Supervisor
- d. 1.5 hours minimum per week of group supervision with University Faculty Supervision
- e. The Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 3 quarters.

**3) 6 credits per quarter for 2 quarters:**

- a. 30 hours minimum per week at the site (300 hours minimum per quarter)
- b. 150 direct client contact hours minimum per quarter
- c. 1.5 hours minimum per week of direct supervision with the Site Supervisor
- d. 1.5 hours minimum per week of group supervision with the University Faculty Supervisor
- e. the Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 2 quarters.

## REQUIREMENTS AND RESPONSIBILITIES FOR CNL 867 INTERNSHIPS

### **University Supervisor**

Formal evaluation (in consultation with 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, e-mail, and may make an on-site visit to monitor the counselor trainee's progress.

### **Student**

Students are expected to complete the following requirements:

- 1) Contact - Students are required to attend weekly university supervisory sessions.
- 2) Log - A log (Appendix 7) of internship experience must be maintained, indicating dates and number of hours at the site, number of hours and type of direct client contact (individual, group, couple/family), hours of supervision.
- 3) Taping - Student's are required to tape (audio or video) a minimum of one session per week. Students must obtain permission to tape from their Site Supervisor and written permission from the client(s). Students must comply with the rules and regulations of the site and the ACA and NBCC Code of Ethics related to taping sessions. The tapes 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.
- 4) Orientation - Students are required to participate in supervised site orientation prior to the start of internship. Students should become familiar with site operations, resources, professional literature, computer systems, referral procedures, assessment instruments and any other mechanisms crucial to the site operation.
- 5) Internship Student Evaluation - Each internship student is expected to provide his/her Site Supervisor with the CNL 867 Internship Evaluation Form (Appendix 5) during the first week of the quarter. The student is responsible for ensuring that the evaluation form is sent to the University Supervisor no later than the tenth (10th) week of the quarter in which internship occurs.
- 6) Internship Site Evaluation - Internship Students are required at the end of each quarter to provide for the University Supervisor a completed Site Evaluation form (Appendix 6) that will be filed in a Practicum/Internship binder (located in M052 CAC) for reference by future students seeking internship sites. (Due tenth (10th) week of the quarter).
- 7) Supervision Registration - All interns must register their internship site, supervisor and anticipated hours of supervision and supervised experience with the Ohio Counselor and Social Worker Licensure Board (Appendix 8). Exceptions to this requirement may be waived if requested.

### **Internship Site and Site Supervisor**

- 1) The intern must choose a site that is based on the intern's career goals. The intern will be expected to carry out professional duties that a paid staff member at the site is expected to perform (such as counseling, writing treatment plans, updating case notes, attending staff meetings). The opportunity for taping client sessions is required and must follow ACA and NBCC guidelines.
- 2) The site supervisor must have a minimum of a M.S./M.A. in counseling and be a Professional Clinical Counselor (PCC) with supervisor designation. The site supervisor must have a minimum of two (2) years of relevant professional experience. In addition, the site supervisor should have a knowledge of program's expectations, requirements, and evaluation procedures for students.
- 3) The Site Supervisor agrees to provide a minimum of one (1) hour of direct supervision for every fifteen (15) - twenty (20) hours that the student spends at the site per week. The Site Supervisor also agrees to be available by phone and on-site visits with the University Supervisor for consultation concerning the student's progress. By the 10th week of the academic quarter the Site Supervisor will complete an Internship Student Evaluation, provided by the student, reviewed with the student, and returned to the student in order for the student to return the evaluation to the University Supervisor, Department of Human Services (M052 CAC) no later than the tenth (10th) week of the quarter.

### **PROGRAM FACULTY**

Program faculty offices are located in M052 Creative Arts Center. Program faculty may be reached by phone at 937-775-2075.

Greg Bernhardt, Ed.D., LPCC, NCC, Psychologist  
Diane Frey, Ph.D., NCC, Psychologist  
Mary Ann Jones, Ph.D., Psychologist  
Jan La Forge, Ph.D, CRC, LPC, NCC  
Donna Tromski-Kingshirn, Ph.D., PCC, NCC  
Carol Wagner Williams, Ph.D., CRC, CVE, CWA, LSW

Stephen Fortson, Ed.D., LPCC  
Phyllis Henderson, Ed.D., LPC, NCSC  
Joseph Keferl, Rh.D., CRC  
Eileen Self, Ph.D., NCC, Psychologist  
Richard Wantz, Ed.D., NCC, Psychologist

**APPENDIX 1**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services**  
**M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

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

**Community Counseling Application For Internship - CNL 867**

1. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_  
 University ID Number \_\_\_\_\_

2. Application for: (please check appropriately) Year \_\_\_\_\_  
 \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

**Deadlines For Application:**  
**Summer & Fall - April 15, Winter - October 10, Spring - January 26**

3. Will this be your first quarter of CNL 867? \_\_\_\_\_ yes \_\_\_\_\_ no

4. Please indicate when you completed the following prerequisites and the grade received:

**Community Counseling Majors:**

Prerequisites	Grade	Qtr. Completed		Grade	Qtr. Completed
RHB 701	_____	_____	CNL 663	_____	_____
CNL 863	_____	_____	CNL 664	_____	_____
EDL 751	_____	_____	CNL 667 or 767	_____	_____
RHB705	_____	_____	CNL 779	_____	_____
CNL 972	_____	_____			

5. List courses in which you are presently enrolled.

<u>Course No.</u>	<u>Instructor</u>
_____	_____
_____	_____

6. **Verification of liability insurance must be attached to this application.** No student shall be admitted to internship without such documentation.

7. **A copy of your academic advising report from Wings Express must be attached to this application.** No student shall be admitted to internship without such documentation.

8. Approximate number of credit hours completed to date \_\_\_\_\_

9. Anticipated date of graduation \_\_\_\_\_

10. \_\_\_\_\_ Full-time student or \_\_\_\_\_

Part-time student

11. Number of **credit hours desired**: (Please check one)

\_\_\_\_\_ 3 credit hours (min. 15 hours per week at site)

\_\_\_\_\_ 4 credit hours (min. 20 hours per week at site)

\_\_\_\_\_ 6 credit hours (min. 30 hours per week at site)

12. Are you on an approved, limited leave of absence or sabbatical?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please attach appropriate documentation from employer.

13. Registration Commitment:

**By signing below for this class, CNL 867:**

- (1) I acknowledge the commitment of the Department of Human Services to hold a place for me until the mass registration date for this term, as class size allows.
- (2) I accept the responsibility for registering as indicated. I realize that failure to do so on my part deprives another student of the opportunity and leaves the Department with partially filled classes, and that my slot may be given to a student on the waiting list.
- (3) If conditions arise so that registration is not possible, I will notify the Department Practicum/Internship Graduate Assistant before the mass registration date for the term.
- (4) I certify that I will have completed all prescribed course work and that I am eligible to take the course designated.
- (5) I understand that failure to register and/or failure to provide notification may result in my being denied the opportunity to take this course for the next term.

14. Comments:

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Counseling Internship Contract / Memo Of Understanding

### CREDIT HOURS OPTION SELECTED (check one):

#### 1)      2 credit hours per quarter for 6 quarters:

- a. 10 hours minimum per week at the site (100 hours minimum per quarter)
- b. 50 direct client contact hours minimum per quarter
- c. 1 hour per week minimum of direct supervision with the Site Supervisor
- d. 1.5 hours per week minimum of group supervision with the University Faculty Supervisor
- e. The Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 6 quarters

#### 2)      3 credit hours per quarter for 4 quarters:

- a. 15 hours minimum per week at the site (150 hours minimum per quarter)
- b. 75 direct client contact hours minimum per quarter
- c. 1 hour per week minimum of direct supervision with the Site Supervisor
- d. 1.5 hours per week minimum of group supervision with the University Faculty Supervisor
- e. The Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 4 quarters.

#### 3)      4 credits per quarter for 3 quarters:

- a. 20 hours minimum per week at the site (200 hours minimum per quarter)
- b. 100 direct client contact hours minimum per quarter
- c. 1 hour minimum per week of direct supervision with the Site Supervisor
- d. 1.5 hours minimum per week of group supervision with the University Faculty Supervisor
- e. The Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 3 quarters.

#### 4)      6 credit hours per quarter for 2 quarters:

- a. 30 hours minimum per week at the site (300 hours minimum per quarter)
- b. 150 direct client contact hours minimum per quarter
- c. 1.5 hours minimum per week of direct supervision with the Site Supervisor
- d. 1.5 hours minimum per week of group supervision with the University Faculty Supervisor
- e. The Intern must complete 35 hours of leading or co-leading a group. The group hours can take place over 2 quarters.

### Site Supervisor agrees to:

- (1) Provide the student with the direct client contact hours per quarter as indicated above.
- (2) Provide the number of hour(s) of supervision per week with the 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 student and/or University Supervisor as needed.
- (5) Permit a minimum of 1 hour for audio or 1 hour for video (preferred) tapings or observation per week and periodically review these.
- (6) Provide the student with adequate physical facilities in which to work.

### Student agrees to:

- (1) Act in a manner consistent with ACA and NBCC Code of Ethics.
- (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., staff meetings, consultation, etc.) as required by the site.
- (4) If student is required by their 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.)
- (5) Be responsible for 1 hour audio or 1 hour video (preferred) tapings per week.
- (6) Be responsible for counseling (direct client contact) for the number of hours per quarter as indicated above.
- (7) Comply with the rules and regulations of site (e.g. report writing, in-service training, etc.)
- (8) Maintain professional liability insurance.

**University Supervisor agrees to:**

- (1) make contacts with internship Site Supervisor at least 3 times within the quarter
  - a) One of these should be a site visitation (if the site is within a 50 mile radius of the University).
  - b) A phone contact should be made within the first 2 weeks of the quarter.
  - c) A phone contact should be made within the last 2 weeks of the quarter.
- (2) provide 1.5 hours minimum per week of group supervision and review students' work on a weekly basis.
- (3) review a minimum of 2 tapes (audio or video) with the student.
- (4) be responsible for collecting and verifying the student logs, Site Supervision Evaluation, and Student Site Evaluation and assigning the Student grade.
- (5) be responsible for completing University Supervisory form and returning **all** the above paperwork for filing in Student Folder no later than 1 week following finals week.

---

Site Supervisor's signature and date

---

University Supervisor's signature and date

---

Student's signature and date

*\*Please obtain the Site Supervisor's signature and date, and sign and date yourself, **before** turning in to Graduate Assistant for Practicum and Internship.*

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 3**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services, M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

**Community Counseling Site Supervisor Information Sheet - CNL 867**

*\*\* Please attach the most recent copy of renewal license card*

Dr., Mrs., Mr., Ms. \_\_\_\_\_

Site Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Business Email \_\_\_\_\_

Present Position Title \_\_\_\_\_

Professional Certification/License(s) \_\_\_\_\_

Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

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

If yes, when? \_\_\_\_

Who was your university contact? \_\_\_\_\_

Do you have supervising counselor status with OCSWMFTB? \_\_\_\_\_

**Education:** (Begin with most recent.)

Institution \_\_\_\_\_

Degree/Year \_\_\_\_\_

Institution \_\_\_\_\_

Degree/Year \_\_\_\_\_

Institution \_\_\_\_\_

Degree/Year \_\_\_\_\_

**Other Related Educational Experiences:** (Begin with most recent.)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Site Supervisor Information Sheet (continued)**

**Professional Experience:** (Begin with most recent.)

Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Job Title \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Job Title \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Job Title \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_

Therapeutic Orientation/Strategy (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Professional Affiliations:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

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 quarter. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please complete one of the following sections:

- I would like to have the check made out to my agency or school.

Site \_\_\_\_\_

Site Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax ID # \_\_\_\_\_

- I would like to have the check made out to myself.

Name \_\_\_\_\_

(as it appears on your social security card)

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Social Security # \_\_\_\_\_

- I and/or my site are unable to accept the stipend.

If you have questions or concerns regarding the stipend, please direct them towards:

The Graduate Assistant for Practicum and Internship

M052 Creative Arts Center

937.775.4208

Or

The Chair of the Department of Human Services

Stephen B. Fortson, Ed.D., LPCC

M052 Creative Arts Center

937.775.2075

University Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX 4**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services**  
**M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

**Community Counseling Site Information Sheet - CNL 867**

Student's Name \_\_\_\_\_

Site Name \_\_\_\_\_

Site Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Site Supervisor (including degrees) \_\_\_\_\_

Clientele at site \_\_\_\_\_

Directions to site *(include approximate mileage & time from WSU - Iway)* \_\_\_\_\_

Job Description and/or Special Requirements/Information \_\_\_\_\_

**APPENDIX 5**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services**  
**M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

**Community Counseling Site Supervisor Evaluation For Internship Students - CNL 867**

I. Quarter/Year \_\_\_\_\_

University Supervisor \_\_\_\_\_

II. Identifying Information (Student)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

III. Identifying Information (Site Supervisor)

Name \_\_\_\_\_

Site \_\_\_\_\_ Phone \_\_\_\_\_

Site Address \_\_\_\_\_

Satellite (if applicable) \_\_\_\_\_

IV. 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. Demonstrated an understanding of counseling theory as it relates to the application of techniques.
- \_\_\_\_\_ 2. Demonstrated an understanding of cultural differences as they relate to counseling practices.
- \_\_\_\_\_ 3. Demonstrated an understanding of the role and function of the counselor.
- \_\_\_\_\_ 4. Demonstrated an understanding of counseling theory.
- \_\_\_\_\_ 5. Demonstrated an understanding of problems and concerns many individuals confront (e.g. self-concept development).
- \_\_\_\_\_ 6. Demonstrated an understanding of the law and professional ethics as they apply to counseling.
- \_\_\_\_\_ 7. Described the behavioral effects of counseling strategies.
- \_\_\_\_\_ 8. Described the effects of counselee behavior on the counseling process and counselor behavior.
- \_\_\_\_\_ 9. Described non-verbal behavior of counsees and counselors.
- \_\_\_\_\_ 10. Summarized major counseling session themes.
- \_\_\_\_\_ 11. Understood case formulation.
- \_\_\_\_\_ 12. Understood the rationale for and use of treatment plans and progress notes.
- \_\_\_\_\_ 13. Understood the process of referral.
- \_\_\_\_\_ 14. Described the major dynamics of the counselee as he/she relates to self, counselor and environment.
- \_\_\_\_\_ 15. Described the current medical status of counsees as appropriate.
- \_\_\_\_\_ 16. Demonstrated the knowledge of group counseling techniques.
- \_\_\_\_\_ 17. Demonstrated an understanding of the facilitation role.

- \_\_\_\_\_ 18. Described group dynamics.
- \_\_\_\_\_ 19. Demonstrated the understanding of the planning process as it relates to group counseling.
- \_\_\_\_\_ 20. Practiced holistically as a professional.
- \_\_\_\_\_ 21. Demonstrated professionalism by manner of conducting self.
- \_\_\_\_\_ 22. Practiced according to ACA and NBCC Code of Ethics.

V. 1) In your overall judgment do you feel this person has the potential to be an effective counselor? Please explain.

2) Would you recommend this student for a counseling position in your setting? Please explain.

VI. Add any information that may clarify above responses or add insight into this student's qualifications.

\_\_\_\_\_  
Site Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please Return to: University Supervisor**

**APPENDIX 6**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services**  
**M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

**Community Counseling Student's Internship Placement Evaluation - CNL 867**

Student's Name: \_\_\_\_\_ Quarter: \_\_\_\_\_ 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).

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Adequate assistance in meeting university requirements.    | 1 | 2 | 3 | 4 | 5 |
| 2. Staff acceptance of you as a counselor trainee.            | 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 student 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. Over-all evaluation of supervision.                              | 1 | 2 | 3 | 4 | 5 |

## Internship Placement Evaluation (continued)

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

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

- 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 required per week 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 one copy of Appendix 6 to the University Supervisor and one copy to the Graduate Assistant.**



**APPENDIX 8**  
**Wright State University**  
**College of Education and Human Services**  
**Department of Human Services**  
**M052 Creative Arts Center**  
**Dayton, Ohio 45435**  
**(937) 775-2075**

**For student's working toward the PC or PCC license, 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. 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 [www.cswmft.ohio.gov/forms.stm](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 quarter of internship: Trainee Supervision Agreement.

*(For the following quarters 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 internship is the Internship Supervision Evaluation. Also, include the time logs with the 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 quarter 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!