

INTERNSHIP MANUAL

M.A. CLINICAL MENTAL HEALTH COUNSELING

CMHC Internship website:

<https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

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(CACREP 2016, Sec 3.
Professional Practice)

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GUIDELINES FOR ALL STUDENTS IN EPS 694, CMHC INTERNSHIP

The purpose of these guidelines is to clarify the objectives of the Master of Arts in Clinical Mental Health Counseling Internship and to outline the specific responsibilities of the Student Intern, the Student's Practicum Instructor, the NAU faculty Internship Instructor, the Agency, and the Agency Supervisor. All students in the Masters of Arts in Clinical Mental Health Counseling are required to complete 600 hours (6 credit hours) of internship. Internship can only begin after successful completion of all required coursework, including EPS 692: Counseling Practicum. The internship can be completed:

- as a full-time (40 hours per week over one semester) experience in a single approved agency during the last semester of the student's program, or,
- as a half-time (20 hours per week over about 8-9 months) experience in an approved agency during the last two semesters of the student's program.

On occasion, students may opt to split their internship between two agencies, however, this requires approval of the NAU Internship supervisor. Also, if splitting between 2 agencies, the work at both agencies must be spread out over the course of the entire span of the internship.

Questions about internship should be submitted to the student's Practicum Instructor (during the Practicum semester) or NAU faculty internship supervisor. All internship options need prior approval from the student's Practicum Instructor or Internship instructor.

Paid internships are encouraged but not required. If an intern is able to secure a paid internship, it's highly recommended to work out the details of the payment arrangements with the Agency Supervisor before the internship begins.

The internship provides the students with the opportunity to apply the theoretical concepts and skills learned in their academic program and supplement the knowledge and skills with practical experience. The internship also allows students to make the transition from the academic setting to the actual work setting and therefore adapt more realistically to the professional lives they are about to enter. The student performs under supervision, all the activities that a regularly employed staff member in the setting would be expected to perform.

OBJECTIVES OF THE INTERNSHIP

1. To successfully engage in individual and group counseling (as well as couples, parents and families, when applicable) that enhances their knowledge and skills in the following areas: (a) human growth and development, (b) social and cultural foundations and multicultural competencies, (c) helping relationships, (d) groups, (e) career and lifestyle development, (f) appraisal, conceptualization and diagnosis, (g) research and program evaluation, (h) professional orientation (including legal and ethical issues), and (i) foundations, contextual dimensions and practice of clinical mental health counseling.
2. To operate successfully within the function, structure, and goals of the agency.
3. To learn how to establish and maintain effective working relationships with supervisors, coworkers, outside-agency personnel (when called for) and to appropriately apply legal and ethical codes and multicultural competencies in all clinical contexts.
4. To develop written and oral communication skills that are considered essential to functioning effectively within the agency.

5. To gain supervised experience in the use of a variety of professional resources such as assessment instruments, technology, print and non-print media, professional literature, research, and information and referral to appropriate providers.
6. To perform the duties required of a regularly employed staff member who is occupying the professional role similar to which the student is aspiring.

Internship Roles

1. Intern Candidate
2. Site Supervisor (Agency Supervisor) – licensed supervisor at agency who's responsible for supervision and evaluating intern (aka Agency Supervisor)
3. Agency Administrative supervisor – the administrative supervisor is typically a different role from the licensed site supervisor. The administrative supervisor
4. NAU Internship Faculty – NAU faculty member who is overseeing CMHC intern's overall internship experience, assigning the final grade, etc.
5. NAU Practicum Instructor – during practicum (which precedes internship), the Practicum instructor prepares CMHC interns for internship

RESPONSIBILITIES OF THE INTERN CANDIDATE

1. To secure an internship contract from a Licensed Supervisor at a desired agency site (with guidance from NAU faculty, who provide connections to Internship partners, etc.)
2. To obtain evidence of the Agency Supervisor's active licensure and current resume.
3. To enroll in EPS 694, Counseling Internship, well in advance of the Internship semester (typically during Practicum). The EPS Department office
4. To understand and practice the procedures, policies, and regulations established by the agency.
5. To ask for assistance and supervision when needed, especially in clinical crisis situations, to assure the client receives adequate services.
6. To seek the assistance of one's supervisor as well appropriate staff members to address problems and register complaints.
7. To attend conferences, staff meetings, and training sessions that are assigned by the Agency Supervisor.
8. To conform to the dress code of the agency.
9. To inform the supervisor when she/he will be late or absent, or, cannot meet the hours as specified in the contract.
10. To complete Activity Log Sheets weekly and submit them to the Student's Faculty Supervisor every month. The activities must include:
 - a. a minimum of 240 hours of direct service with clients,
 - b. at least 600 total internship hours (combination of direct services and indirect services)
 - c. a minimum of 1 hour per week of individual supervision with the contracted site supervisor

- (or their licensed designee if the contracted supervisor is absent)
- d. active participation in a minimum of (an average of) 1½ hours per week of group supervision throughout internship as provided by the NAU Internship supervisor
11. To successfully complete all required documentation as specified on the CMHC Internship website: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>
 12. To manage client referral and termination processes successfully. Given that the approximate end of internship date is pre-set, it is very important that interns discuss and actively monitor client's therapeutic needs with their licensed site supervisor, including managing client termination and referral processes in optimal ways.
 13. To maintain a professional disposition and attitude throughout internship, focusing on:
 - a. Client well-being as a top priority.
 - b. Counselor self-care and healthy work-life balance.
 - c. Aiming to leave the site better than you found it, especially maintaining an advocacy stance.
 - d. Taking a professional, co-partner stance as opposed to a stance of "just getting my hours"
 - e. Actively approaching rather than avoiding difficult therapeutic situations, and difficult therapeutic conversations.

ADMONITIONS REGARDING STUDENTS' BEHAVIOR DURING THE INTERNSHIP

The student's conduct should conform to the rules and regulations of the agency and the ethical standards of the American Counseling Association (ACA) at all times during the internship. Students must avoid sexual and harmful dual relationships with clients, coworkers, and supervisors that could impair their professional judgment or increase the risk of exploitation.

If during the course of the internship, the Agency Supervisor, Student's Advisor, or Student Intern determine that the student has difficulty functioning effectively at the setting, steps will be taken to correct the situation. The Student's Advisor will arrange a meeting that will include the Student Intern, Agency Supervisor, and the Student's Advisor. Corrective action will be discussed and if continuation is agreed upon, a Professional Growth Plan (PGP) will be developed by the group. If discontinuation is agreed upon, the Student's Advisor and Student Intern will determine if the Student Intern can be immediately reassigned to another agency or if reassignment will occur for a following semester. Students will not receive credit for hours accumulated in a discontinued internship.

When a Student Intern's behavior is found to be unethical following the rules and regulations of the agency and the ethical standards of the American Counseling Association, the student may be dropped from the internship and from the Educational Psychology Program. The Student Intern may appeal this decision. The first step of the appeal process is for the student to request an appeal hearing through the Student's Advisor. The Student's Advisor will set up a meeting with the Student Intern, the Student's Advisor, the Coordinator of the Counseling Committee, and the Chair of Educational Psychology. If the Student Intern is not satisfied with the Educational Psychology Department Committee, he or she may appeal next to the Associate Dean of the College of Education.

Social Media: Interns should be extremely cautious and prudent when using social media at

all times, and should not use social media to express sentiments or actions related to their internship.

PROFESSIONAL CODE OF ETHICS AND CERTIFICATION GUIDELINES

Students in this Master's program should follow the professional code of ethics and certification guidelines established by the following two organizations:

National Board of Certified Counselors

3-D Terrace Way
Greensboro, NC 27403
(919) 547-0607
www.nbcc.org

American Counseling Association

5999 Stevenson Ave.
Alexandria, VA 22304
(703) 823-9800
www.counseling.org

THE ROLE OF THE NAU PRACTICUM INSTRUCTOR

The NAU faculty member who's serving as the student's Practicum Instructor is essential in the transition from Practicum to Internship since Practicum immediately precedes Internship. Therefore, the Practicum Instructor plays an integral role (during Practicum itself) in helping each student prepare well ahead of time for Internship by orienting the Practicum Student to Internship, assisting the Internship contract and site-based information required by the Internship Site Supervisor, and generally assisting in the overall smooth transition from Practicum to Internship. The academic caveat is that Practicum is a pre-requisite for Internship. The Practicum Instructor's Roles are:

1. To assist all Practicum Students in the transition from Practicum to Internship by orienting all Practicum Students to Internship policies and procedures no later than halfway through the Practicum semester.
2. To ask the student to collect information well in advance of the Internship, including:
 - a. Internship Site Supervisor credentials, proof of licensure, curriculum vitae or resume, and proof of participation in recent, relevant training in the supervision of counselors (found in the resume). Students should collect and maintain these documents as pdf's, as they will eventually be shared with the Internship instructor
 - b. The Internship contract
3. To provide the completed documentation to the EPS office so that the administrative staff can verify that all Internship documentation has been collected. This allows the administrative staff to register each student for their respective section of Internship.
4. To communicate to the NAU Internship Faculty Supervisor about the status of each student transitioning from Practicum to Internship.

THE ROLES OF THE AGENCY

1. To provide the student with an opportunity to intern in a professional counseling setting with supervision, working with coworkers, providing services to clients, and using community resources.
2. To provide opportunities to integrate knowledge with practice in the following areas: (a) human growth and development, (b) social and cultural foundations and multicultural

competencies, (c) helping relationships, (d) groups, (e) career and lifestyle development, (f) appraisal, conceptualization and diagnosis, (g) research and program evaluation, (h) professional orientation (including legal and ethical issues), and (i) foundations, contextual dimensions and practice of clinical mental health counseling.

3. To provide best practice models of counseling services.
4. To provide the students with the opportunity to interact with professional role models.
5. To provide students with the opportunities to identify with the clinical mental health counseling profession.
6. To provide students with the opportunities to become familiar with a variety of professional activities other than direct service.
7. To provide students with the opportunities to use session recordings *or* live supervision of the student's interactions with clients appropriate to the specialization for use in supervision.
8. To provide students with the opportunities to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

PROCEDURE TO BECOME AN AGENCY SUPERVISOR *(site supervisor and Agency supervisor are used interchangeably)*

QUALIFICATIONS

Students must complete internships in clinical mental health counseling settings with access to on-site supervision from an appropriately licensed master's or doctoral level behavioral health professional who meets CACREP 2016 Standards (Section 3, Professional Practice) as follows:

Site supervisors have:

- (1) a minimum of a master's degree, preferably in counseling, or a related profession;*
- (2) relevant certifications and/or licenses;*
- (3) a 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; and*
- (5) relevant training in counseling supervision.*

THE ROLES OF THE AGENCY SUPERVISOR

1. To interview and discuss all relevant training themes with intern candidates as shown in the contract (provided online under the Clinical MH Counseling Internship section at: <https://nau.edu/ed-psych/forms-checklists-manuals/> - Practicum)
2. To complete and electronically sign the Internship contract. Per CACREP 2016, Sec. 3:
 - i. *Written supervision agreements define the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship. When individual/triadic practicum supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of*

consultation to monitor student learning.

3. To orient the student to the agency.
4. To provide the student with written or electronic materials describing the policies and procedures of the program, as well as the program's expectations, requirements, and evaluation procedures for students.
5. To sensitize the student to broad issues, trends, and dilemmas in the internship, so that she or he may gain some perspective as to the macro system in which the program operates.
6. To plan, organize, and coordinate activities and learning experiences for the student so that he or she will understand all of the functioning areas of the program.
7. To help the student in planning, organizing, and implementing her or his duties.
8. To set up learning situations such as interviews, staff meetings, and consultations in which the student is a participant.
9. To ensure that the student performs 600 contact hours of meaningful job duties related to professional counseling that include: (a) a minimum of 240 hours of direct service with clients and (b) a minimum of 1 hour per week of individual supervision. (Please note that the NAU Student's Practicum Instructor is responsible for providing the minimum of 1½ hours per week of group supervision to all interns).
10. To verify and sign the intern's internship logs on a monthly basis in a timely fashion
11. To provide formal and informal supervision in which policies, roles, activities, and client concerns can be discussed.
12. To inform the student of steps he or she should take to improve weakness and further develop strengths in job performance.
13. To review with the student her or his evaluations prior to submitting them to the
 - i. Student's Practicum Instructor. Two evaluations are completed for each internship. The first evaluation is completed at the mid-point and the second at the end of the internship.
14. To provide the student with the opportunity to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service, and staff meetings).
15. To provide the student with the opportunity to develop program-appropriate audio/visual recordings for use in the supervision *or* to provide the student with live supervision of his or her interactions with clients.
16. To provide the student with crisis response protocols, and with resources to contact the Site Supervisor (primarily) and/or other licensed professionals on staff in the event of an acute crisis.
17. To complete all required evaluations found at the internship link:
[https://nau.edu/ed-psych/forms-checklists-manuals/ - Practicum](https://nau.edu/ed-psych/forms-checklists-manuals/-Practicum)

THE ROLES AND RESPONSIBILITIES OF THE STUDENT'S Internship FACULTY SUPERVISOR

1. To provide the agency supervisor with the following:
 - Orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors. (CACREP 2016, Sec. 3, Professional Practice)
2. To provide the student with an average of 1½ hours per week of group supervision on a regular schedule throughout the internship.
 - To provide an opportunity for students to discuss their provision of counseling experiences with the Student's NAU Faculty Supervisor.
3. To ensure students and agency personnel that the University and Program remains involved and interested in their progress and studies.
4. To address any academic or clinical practice problems that may develop between the student and program in a timely fashion.
5. To evaluate the student's progress and professional potential and provide the student with feedback relative to professional development. Formal feedback is provided via the Mid-Point and Final NAU Internship Faculty evaluations and via the Mid-Point and Final NAU Internship Reflection papers. Informal feedback takes place during Group Supervision
6. To function as a liaison between the university and program. The Student's NAU Internship Instructor will make at least 3 contacts with both the Program Supervisor and Student Intern. The Student's Faculty Supervisor will complete the Student's Contact Forms for each contact to document supervision activities.
 - The **first contact** is designed to review the internship goals and expected activities, clarify the roles of the Agency Supervisor, Student Intern, Student's Faculty Instructor, and specify the documentation and evaluation process. The first contact generally takes place before or during the first week of internship
 - The purpose of the **second contact** is to conduct a mid-point evaluation of the Student's internship performance in a conference with the Agency Supervisor and Student Intern and develop objectives, activities, and timelines to support improvements in performance. This contact takes place when the intern has completed approximately 275-300 total hours, and can only take place after the agency supervisor has completed the mid-term evaluation.
 - During the **third contact**, the final evaluation of the student's internship performance is completed during a conference with the Agency Supervisor and the Student Intern.
 - The 3 contacts will be on-site agency visits when the internship is within 25 miles of each student's respective campus (Flagstaff, Phoenix, Tucson, etc.). For internships being completed greater than 25 miles from their respective campus and within Arizona, at least one of the contacts will be on-site and the other 2 contacts will be by telephone using conference calling that includes participation by the Agency Supervisor, the Student Intern, and the Student's Faculty Supervisor. For approved out-of-state internships, 3 telephone contacts will be conducted using conference calling that includes participation by the Agency Supervisor, the Student Intern, and the Student's Faculty Supervisor.

Timeline and Checklist for Internship

During First Semester of CMHC program

1. _____ Discuss initial ideas about internship with the Internship Coordinator and your Advisor in order to begin planning ahead for internship possibilities that match with student's career aspirations.

Between your First Semester of CMHC program and before Practicum

1. _____ Continue to discuss ideas about internship with the Internship Coordinator and your Advisor, and begin to cultivate internship possibilities by reaching out to internship sites and supervisors.
2. _____ Our CMHC approved partnerships are updated annually, and can be found here under the Testimonials and Internship partners section:
<https://nau.edu/ed-psych/ma-clinical-mental-health-counseling/>
3. _____ Attend internship fairs and meetings as recommended by NAU faculty and continue to cultivate internship relationships

During Practicum, the semester before internship (or sooner)

1. _____ Meet with prospective internship sites and supervisors, and aim for at least 2-3 interviews.
2. _____ Once you have an informal offer to begin internship:
 - a. _____ Obtain the Site supervisor's CV/resume, and review it with your Practicum Instructor for approval (*it must meet all 5 components of the CACREP 2016 standards as mentioned above in Agency Supervisor Qualifications section*). Be sure to have an electronic version of this before Internship begins - you will be uploading it into BBL.
 - b. _____ Gather evidence that your site supervisor is currently licensed and in good standing by using the Verifications of Licensure tab at the azbbhe.us website (or state in which the supervisor is practicing). Be sure to have an electronic version of this before Internship begins - you will be uploading it into BBL.
 - c. _____ Once your Practicum Instructor approves of the prospective site supervisor's credentials, set up a meeting (preferably in-person) to discuss the Internship Contract with the site supervisor. Be sure both you and the prospective Site Supervisor both have hard copies of the "Internship Contract – First Draft" document found at the Internship website. Collaboratively sketch out all aspects of the contract. Be sure to discuss how the internship hour will be handled, and how crisis situations will be handled as well. Let your site supervisor know immediately if there will be days you will be absent.
 - d. _____ Once both parties agree to the terms of the contract, complete the online Internship Contract found at the Internship website. The contract will be automatically sent to your nau email address, the site supervisor's address and the faculty supervisor's address.
 - e. _____ Once you are certain the site supervisor has approved of the contract, be sure to get an email approving the contract directly from the site supervisor. Save this email as a pdf – you will be uploading it into BBL.
3. _____ Collect an electronic copy of your liability insurance that you initiated during Practicum - you will be uploading it into BBL.
4. _____ Site Supervisor received orientation from NAU Faculty member – we handle this!
5. _____ Register and pay for 3 or 6 Credit hours (3 credits for 20 hr/wk internships, 6 credits for 40 hr/wk internships. (The EPS office technically registers you once they hear that your contract and all supervisor credentials have been obtained and approved)
6. _____ Be sure to Complete Graduation application (discuss with your Advisor)
7. _____ Find out from your NAU Internship Faculty instructor when Group supervision will take place, and

book that time (1.5 hours per week on average) into your schedule.

Early Semester

1. _____ As semester begins, log onto BlackBoard Learn for Internship (EPS 694). Immediately upload all required documents within BBL (pdf of contract, evidence of liability insurance, and more – see instructions within BBL)
2. _____ Attend orientation and all trainings offered by the agency
3. _____ Attend and actively participate in your First Group SV Meeting at NAU (weekly schedule arranged by faculty.
4. _____ Arrange for and complete Contact #1 with site supervisor, NAU Internship Faculty member and yourself.
5. _____ Email site supervisor this link: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>
Explain that you will be reminding them at mid-point

Throughout Internship (daily/Weekly)

1. _____ Behave professionally and ethically throughout entire internship
2. _____ Complete all aspects of your Contract, including participating in individual supervision on a weekly basis
3. _____ Keep track of hours in Weekly Hour Log (in excel)
4. _____ Attend all Group supervision meetings at NAU in-person or via Skype. Weekly schedule for Group SV arranged by internship faculty. (If Skyping, you must use a headset with a microphone in order to participate effectively)
5. _____ At beginning of each new month, upload your signed hourly log from the previous month into BBL. Be sure that both you and your site supervisor have signed before uploading

Nearing Mid-Point of Internship (@ approximately 120 direct hours & 300 total hours)

1. _____ Email your site supervisor to remind them to complete the Mid-pt evaluation of you online (re-send them the link if needed)
2. _____ Email your site supervisor and NAU faculty instructor to arrange for Contact #2 (be sure that all mid-pt requirements/evaluations are completed *before* Contact #2 takes place)
3. _____ Intern completes all mid-term requirements found at Internship website:
 - i. _____ Mid-Term reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and Resubmit this paper within one week IF required to do so.
 - ii. _____ Feedback for Agency Supervisor at mid-pt
 - iii. _____ Feedback for NAU faculty
 - iv. _____ Feedback for Site
 - v. _____ Mid-point Self-Evaluation, and discuss findings with your site supervisor.
 - vi. _____ Site Supervisor completes Mid-Point Evaluation of Intern. Evaluation results automatically get sent to the intern and their site supervisor, who then discuss the evaluation (strengths and areas to improve for second half of internship)
4. _____ Contact # 2 between Intern, Site Supervisor, and NAU faculty member
 - i. The meeting will primarily review the Site Supervisor's mid-pt evaluation, and identify strengths and areas of growth for the 2nd half of internship. The mid-term reflection paper and mid-term Feedback results will also be discussed. (A Professional Growth Plan can be implemented at this point if the mid-point evaluation requires a PGP)

End Point of Internship (@ approximately 240+ direct hours & 600 total hours)

1. _____ Email your site supervisor to remind them to complete the Final evaluation of you online (re-send

- them the link if needed)
2. _____ Email your site supervisor and NAU faculty instructor to arrange for Contact #3 (be sure that all mid-pt requirements/evaluations are completed *before* Contact #3 takes place)
 3. _____ Intern completes all final requirements found at Internship website:
 - i. _____ Final reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and Resubmit this paper within one week IF required to do so.
 - ii. _____ Feedback for Agency Supervisor (final)
 - iii. _____ Feedback for NAU faculty (final)
 - iv. _____ Feedback for Site (final)
 - v. _____ Final Self-Evaluation, and discuss findings with your site supervisor.
 - vi. _____ Site Supervisor completes Final Evaluation of Intern. Evaluation results automatically get sent to the intern and their site supervisor, who then discuss the evaluation (strengths and areas to improve for second half of internship)
 - vii. _____ Upload signed monthly logs, including the Summary log
 4. _____ Contact #3 between Intern, Site Supervisor, and NAU faculty member
 - i. The meeting will primarily review the Site Supervisor's Final evaluation, and identify strengths and areas of growth for the intern to address as they graduate and move into the field.
 5. _____ School/Agency Supervisor completes End of Internship Program Evaluation link online
 6. _____ NAU Faculty member enters grade of Pass, In-Progress or Fail for internship
 7. _____ NAU discusses graduation and post-graduation steps toward licensure during intern's final Group supervision meeting



College of Education

We develop educational leaders who create tomorrow's opportunities.

Our mission is to prepare competent and committed professionals who will make positive differences for children, young adults, and others in schools.

Department of Educational Psychology

EPS 694 - 001

Counseling Internship: Masters

Summer 2019

Syllabus

Total Units of Course Credit: 3

Course Pre-requisite(s), Co-requisite(s), Co-convened, and/or Cross-Listed Courses: Admission to Clinical Mental Health Counseling (MA) or Counseling-School Counseling (MEd) or Counseling-Student Affairs (MEd) or Educational Psychology-Counseling Psychology (PhD) and EPS 692

Mode of Instruction: Face-to-Face, traditional lecture and discussion, and some online components. Class meets in

Instructor's Name: Shane Haberstroh, Ed.D.

Instructor's Contact Information:

Office: Eastburn 206I
Phone / email: 928.523.0051; shane.haberstroh@nau.edu

Instructor's Availability:

Office Hours: 1:30 -3:30 Tuesdays and by Appointment

Course Purpose: The purpose of this course is for students to gain supervised experience at an agency. According to CACREP (2016), internship “provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel clients who represent the ethnic and demographic diversity of their community.”

Course Student Learning Outcomes (Associated with the CACREP 2016 Standards 3.J, 3.K, 3.L, 3.M):

The course is aligned with the following CACREP 2016 standards:

- A. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.
- B. Internship students complete at least 240 clock hours of direct service.

- C. Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member.
- D. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (<https://www.cacrep.org/section-3-professional-practice/>)

Learning Outcomes

- 1. To successfully engage in individual and group counseling (as well as couples, parents and families, when applicable) that enhances their knowledge and skills in the following areas: (a) human growth and development, (b) social and cultural foundations and multicultural competencies, (c) helping relationships, (d) groups, (e) career and lifestyle development, (f) appraisal, conceptualization and diagnosis, (g) research and program evaluation, (h) professional orientation (including legal and ethical issues), and (i) foundations, contextual dimensions and practice of clinical mental health counseling.
- 2. To operate successfully within the function, structure, and goals of the agency.
- 3. To learn how to establish and maintain effective working relationships with supervisors, coworkers, outside-agency personnel (when called for) and to appropriately apply legal and ethical codes and multicultural competencies in all clinical contexts.
- 4. To develop written and oral communication skills that are considered essential to functioning effectively within the agency.
- 5. To gain supervised experience in the use of a variety of professional resources such as assessment instruments, technology, print and non-print media, professional literature, research, and information and referral to appropriate providers.
- 6. To perform the duties required of a regularly employed staff member who is occupying the professional role similar to which the student is aspiring.

Assignments/Assessments of Course Student Learning Outcomes:

1. Submission of Materials Prior to Beginning Internship Direct Hours

- a. Copy of the internship contract
- b. Copy of student's liability insurance
- c. Copy of supervisor's CV/resume
- d. Copy of current licensure verification for supervisor

2. Site Supervisor, University Supervisor, and Student Meetings

- a. Arrange and attend 3 supervision meetings with your site supervisor and your faculty supervisor.
 - i. **Meeting 1** will occur at the start of your internship, **Meeting 2** will occur after the midpoint evaluation is completed by your site supervisor, and **Meeting 3** will occur after your site supervisor completes your final evaluation.
 - ii. Prior to meeting 1, email your site supervisor the following link and discuss the evaluation forms and processes: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>.

3. Monthly Logs

- a. Please upload signed copies of your monthly logs to BB Learn.

4. Site Supervisor Mid Term and Final Evaluations

- a. The midterm site supervisor evaluation is completed after you have gained approximately 120 direct hours and 300 total hours. Please provide your supervisor with the link to: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

- b. The midterm site supervisor evaluation is completed after you have gained approximately 240 direct hours and 600 total hours. Please provide your supervisor with the link to: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

5. Mid Term and Final Reflection Papers

- a. After you have gained approximately 120 direct hours and 300 total hours, please complete the Mid-Term reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and Resubmit this paper within one week IF needed. Rubric and instructions at: https://nau.co1.qualtrics.com/jfe/form/SV_eUT43gj95WVNBnn
- b. After you have gained approximately 240 direct hours and 600 total hours, please complete the Final reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and Resubmit this paper within one week IF required to do so. Rubric and instructions at: https://nau.co1.qualtrics.com/jfe/form/SV_eUT43gj95WVNBnn

6. Completion of Final Feedback Surveys and Self Evaluation

After you have gained approximately 240 direct hours and 600 total hours, please complete the

- a. Feedback for Agency Supervisor (final)
- b. Feedback for NAU faculty (final)
- c. Feedback for Site (final)
- d. Final Self-Evaluation, and discuss findings with your site supervisor.
- e. Ask your supervisor to complete the: End of Internship Program Evaluation link online

These forms can all be found at: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

7. Participation and Ethical Practice

- a. Adhere to the professional and ethical standards referenced within the Internship Handbook
- b. Lead assigned case discussions and staffings in group supervision
- c. Behave professionally and ethically throughout entire internship
- d. Complete all aspects of your Contract, including participating in individual supervision on a weekly basis
- e. Keep track of hours in Weekly Hour Log (in excel)
- f. Attend all group supervision meetings at NAU in-person or via Skype.
- g. SV arranged by internship faculty. (If Skyping, you must use a headset with a microphone in order to participate effectively)

Grading System:

Depending on you progress, the instructor will assign a P, F, or IP. To pass the course, you must demonstrate passing performance on each of the assignments.

Readings and Materials: This is a field placement class, we will primarily use articles and resources in BB Learn.

Note on the Emergency Textbook Loan Program: NAU has partnered with Follett to create the Emergency Textbook Loan program. The program is administered by the LEADS Center. The program assists students with unmet financial need in obtaining required textbook(s) and other materials for courses. Students must apply and meet eligibility criteria before textbooks are purchased on their behalf. Textbooks must be returned at the end of the term in which the textbooks were loaned. More information can be found online: <http://nau.edu/LEADS-Center/Textbook-Loan-Program/>

Course Schedule:

Week	Topic Please note the course schedule and topics may change due to class progress	Assignments
1 5/14/19	1. Intro to Course & Syllabus	Review Syllabus, BB Learn Shell Submit all required materials to begin internship practice.
2	Discussion of cases, topics, and internship experience	
3	Discussion of cases, topics, and internship experience	
4	Discussion of cases, topics, and internship experience	
5	Discussion of cases, topics, and internship experience	
6	Discussion of cases, topics, and internship experience	
7	Discussion of cases, topics, and internship experience	
8	Discussion of cases, topics, and internship experience	
9	Discussion of cases, topics, and internship experience	

Week	Topic Please note the course schedule and topics may change due to class progress	Assignments
10	Discussion of cases, topics, and internship experience	
11	Discussion of cases, topics, and internship experience	
12	Discussion of cases, topics, and internship experience	
13	Discussion of cases, topics, and internship experience	
14	Discussion of cases, topics, and internship experience	
15	Discussion of cases, topics, and internship experience	

Class Policies:

1. Attendance Policy

The class attendance policy is as follows: You may miss 2 group supervision sessions over the course of your internship experience. If you know ahead of time that you are going to miss class, contact the instructor in advance. Please provide evidence of a reasonable excuse (family/medical emergency, etc.) if you will be missing class.

The NAU attendance policy states:

Regular class attendance is a strong predictor of student success.

The student is responsible for regularly attending all courses for which she/he is enrolled. Should an absence from class be unavoidable, the student is responsible for reporting the reason to her/his instructors.

In addition, students are responsible for making up any work they miss. Instructors are under no obligation to make special arrangements for students who have been absent.

Be aware that Fronske/Campus Health Services Center does not provide documentation of student health problems.

2. **Religious beliefs or practices**

The Arizona Board of Regents' policy forbids discrimination because of religious beliefs or practices or any absences resulting from them. In addition, students cannot be discriminated against for seeking a religious accommodation pursuant to this policy.

1. **Disability Accommodations**

If a qualified student with a disability believes he or she may not be able to abide by the attendance policy for disability-related reasons, the student should contact the Office of Disability Resources prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. To qualify, students must be activated by the Office of Disability Resources.

For more information on accommodation, please see the Attendance Accommodation policy.

https://nau.edu/uploadedFiles/Administrative/EMSA_Sites/Health_Services/Folder_Templates/_Forms/Attendance_Accommodation.pdf

2. **Late Assignment Policy**

Assignments turned in after their respective deadlines can be accepted, depending on the rationale, but will be graded at 70% of their maximum point value unless the student has contacted the instructor ahead of time and is able to provide evidence of a reasonable excuse (family/medical emergency, etc.) for the tardiness.

3. **Cell Phones, Pagers, etc.**

The distraction of hearing cell phones and other electronic devices go off during class is disruptive to the learning process. Generally, it is expected that you will not receive calls during class time. If you absolutely must be available to others during class time, be sure that you are using a non-auditory signal for incoming calls. Take a seat close to the door and please answer your call once you have left the room.

University Policies:

Please access the NAU University policies at:

<https://nau.edu/coe/wp-content/uploads/sites/30/SyllabusPolicyStmts-as-of-3-29-17-1.pdf>