

Lindenwood University

Department of Counseling

Professional Counseling Internship Handbook



Revised December 2012

Lindenwood University

Department of Counseling

Professional Counseling Internship Handbook

December 2012

This handbook is published through the Lindenwood University Department of Counseling, Lindenwood University Cultural Center, 400 North Kingshighway, Suite 301, St. Charles, Missouri 63301. This handbook is for information purposes only and does not constitute a contract. Although the handbook was prepared with the latest information available at the time of publication, information is subject to change without notice. It is recommended that the reader consult with the Program Coordinator or Assistant Dean for any changes that may occur after the publication date of this document.

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Student Responsibilities

The Professional Counseling Internship Handbook is intended to assist and inform students in the Professional Counseling Program at Lindenwood University. It is essential that students read and become aware of Program policies and procedures. It is the responsibility of each student to be familiar with the contents of the Professional Counseling Internship Handbook and, if necessary, to seek clarification of any information by contacting the course professor or an advisor.

The Department of Counseling must continue to meet the requirements of the Missouri Committee for Professional Counselors and the Missouri Department of Elementary and Secondary Education. This is an ongoing process; therefore, the Department reserves the right to change or revise any information, policy, or procedure. Revised information may supersede, modify, or eliminate existing information. Students can access updates to the Professional Counseling Program on the Department of Counseling website, www.lindenwood.edu/counseling.

Mission Statement

The Department of Counseling at Lindenwood University develops students' potential as professional or school counselors. We recognize the uniqueness of human beings and are dedicated to helping students obtain the knowledge, skills, and experience necessary to facilitate their development as counseling professionals. We prepare students to be ethical, reflective practitioners for work in school and/or mental health settings with individuals, groups, and families. The Programs are designed to meet the academic requirements toward licensure as a Professional Counselor and/or for recommendation for certification as a School Counselor or School Psychological Examiner.

Counseling Internship Requirements

Students in the Lindenwood University Professional Counseling Program must complete two semesters of Professional Counseling Internship. During the Counseling Internship experience, the student will engage in the activities of a professional counselor under the supervision of a Licensed Professional Counselor or another licensed professional in the counseling field and a Lindenwood University faculty member in a group supervision class (IPC 59000).

It is the student's responsibility to secure his or her Internship site. The student should begin the process of arranging an Internship site at least one semester prior to the term in which he or she plans to begin the Internship. To begin the process, the student should contact the agency in which he or she is interested in doing his or her Internship. Agencies vary with respect to the requirements for accepting students for Internship. The student must inquire about and comply with the requirements of the agency. Some students elect to complete their Internship at their place of employment. Students who choose to do so will be required to have an Internship Site Supervisor that is not their work supervisor.

The student must submit a completed Counseling Internship Application Packet. Students can find the Counseling Internship Application Packet and instructions in the appendices of this handbook. Students will not be allowed to enroll in Counseling Internship until the completed Counseling Internship Application Packet has been submitted and approved. The Counseling Internship Application Packet includes the Counseling Internship Approval Form, Counseling Internship Description, Counseling Internship Learning Goals, Acknowledgement of Handbook Review, Counseling Internship Program Contract, Counseling Internship Pre-Hours Contract (if applicable), a copy of the Site Supervisor's resume or license, proof of Student Liability Insurance, and an Counseling Internship Site brochure (if available).

The completed Counseling Internship Application Packet must be submitted to the student's faculty advisor. Counseling Internship Application Packets may be submitted when registration opens for the term in which the student intends to complete his or her Internship. The completed Counseling Internship Application Packet must be submitted no later than 5:00 p.m. on the Monday two weeks prior to the beginning of the term. Application Packets **will not** be accepted beyond the deadline.

Counseling Internship Course

Counseling Internship is also a class that meets throughout the semester. Students are required to attend and participate. Students are required to keep records of their Internship and submit original documentation of their work at the end of each term to the class professor. Failure to submit completed documents in a timely fashion may result in loss of Internship credit for the term. **Students should keep copies of all the Internship forms and records they submit to their faculty supervisor.** Graduates who plan to pursue licensure as a Professional Counselor will need to report Internship information during the application process.

Professional Conduct

Students are expected to act in a professional manner and abide by the ethical principles of the Missouri Committee for Professional Counselors and the American Counseling Association (ACA). Students are expected to be present at their Internship sites during the hours for which they have been scheduled to work; be punctual for appointments with clients or supervisors and other scheduled meetings; be prepared to submit all agency reports and records; and be respectful toward clients, staff, and any individuals with whom they have contact. **Failure to follow these expectations may result in dismissal from the Program.**

Hours

Each semester of Counseling Internship requires a minimum of 300 clock hours and must include a minimum of 120 hours engaged in the provision of direct service to clients. During the Internship, a minimum of 30 hours will be spent in class in group supervision. Up to 150 hours per term may be spent engaged in the provision of indirect services. Direct service includes activities such as intake interviewing; individual, couples, family, and group therapy; crisis intervention; and assessment. This must be face-to-face contact. Indirect service includes activities such as individual and/or group supervision, training, staff meetings, case preparation, telephone calls, and report writing. Students may carry over excess hours from the first semester Counseling Internship and apply them to their second semester.

Counseling Internship students are required to spend a minimum of one clock hour per week in individual face-to-face supervision with his or her Internship Site Supervisor. The Weekly Activity Log (See Appendix) must be submitted to document these hours. Individual supervision occurs when the student and the on-Site Supervisor meet on a one-on-one basis to discuss the student's work with clients. Administrative supervision does not count towards this requirement. Students are encouraged to arrange for as much agency supervision as possible. Supervision is essential to the student's development as a competent therapist.

When all Counseling Internship hours have been completed, an Internship Weekly Activity Log (See Appendix) must be submitted. This form must be signed by the Internship Site Supervisor on a weekly basis.

Collecting Pre-Hours

Under certain circumstances, students enrolled in Counseling Internship classes may collect pre-hours prior to the beginning of the semester. To collect pre-hours, several conditions must be met. A completed Counseling Internship Application Packet must be submitted and approved for the site, the student must be enrolled in the appropriate Counseling Internship class, and the Counseling Internship Site Supervisor, on behalf of the site, must agree to accept responsibility for any liability incurred by the student's

actions should the student collect direct hours during that time. The Counseling Internship Site Supervisor should provide documentation of his or her acceptance of liability by completing the Counseling Internship Pre-Hours Contract. **The Counseling Internship Pre-Hours Contract must be submitted with the Counseling Internship Application Packet prior to the collection of pre-hours.** The Contract can be found in the appendices of this handbook. Should students fail to comply with all conditions regarding the collection of pre-hours, hours collected during that time will not be accepted.

Counseling Internship Extension

Should a student be unable to complete the required hours of Counseling Internship within the semester, he or she will receive an Incomplete for a grade. If the student receiving an Incomplete is in the first semester of Counseling Internship and has completed more than half the required hours of Counseling Internship, the student should enroll in the second semester of Counseling Internship the following term. Any student unable to complete the required hours of the second semester Counseling Internship must enroll in a section of Counseling Internship Extension the following term. Enrolling in the Counseling Internship Extension course will allow students to continue to receive supervision from Lindenwood University faculty by attending the Counseling Internship class as they complete their Internship hours. All other coursework for Counseling Internship must be completed prior to enrolling in Counseling Internship Extension. Counseling Internship Extension is a zero credit hour course. A \$50.00 fee is charged for each extension.

Incomplete Coursework

A grade of I (Incomplete) is given at the end of a term only for failure to complete course work due to exceptional circumstances beyond the student's control. Such circumstances include documented illnesses or extremely disruptive personal circumstances. A grade of Incomplete is also appropriate when a Field Placement or Counseling Internship did not provide sufficient hours to satisfy requirements. In the case of Field Placement or Internship shortages of hours, all other course work should be completed on time. When the requirements for the course have been met, the Professor will complete a Change of Grade Form which is then submitted to the Assistant Dean for approval. An I grade must be resolved prior to the end of the next term (see catalog deadline dates), otherwise it automatically becomes an F. In rare circumstances a request to extend the time needed to resolve an Incomplete grade may be submitted to the Registrar no later than two weeks before the date the grade is due. Such a request will then be sent to the Provost to be considered for approval. In some cases, students may not be allowed to register for future terms until the Incomplete grade is resolved.

Evaluations

During the Internship experience, students are expected to audio or videotape counseling sessions. These tapes are used for training and evaluation purposes. It is the student's responsibility to obtain permission to tape any counseling sessions from his or her Site Supervisor. In addition, the Client Consent Form (See Appendix) must be completed for each client granting permission to be taped. Students are asked to submit five taped counseling sessions and transcriptions to their course professor. The tapes are reviewed and student skills are evaluated using the Skills Rating Form.

If the site does not allow taping, students should discuss alternative arrangements with their advisor. A plan should be in place to compensate for tapings before the semester starts. This compensation should be noted in the Internship Description and discussed with their course professor at the start of the term.

In addition to the evaluation of the student's taped sessions, the student's Internship Site Supervisor will complete a Skills Rating Form (See Appendix) at the end of the term. The Site Supervisor will meet with the student to discuss the evaluation prior to submitting it to the course professor. Each student's Internship site will also be visited by a University faculty member. The faculty member will meet with the intern Site Supervisor to discuss the student's progress.

Grading Policies

Students must earn a grade of A or B in each of their Counseling Internship courses. A grade of C will necessitate repeating the Internship course. A grade of F in a Counseling Internship course will result in dismissal from the Program.

Students may appeal a grade they believe was calculated in error within the term following the term in which the grade was posted. The disposition of all appeals must take place before the last day of the term following the term in which the grade was posted. After that date the grades will be irreversible.

Field Placement / Counseling Internship Dress Code

It is important to dress professionally each day. Interns must make a special effort for people to view them seriously and professionally. The professionals that students work with during their field experiences will be the people providing important references later.

Interns should wear clothes that make them look mature and professional. They should notice what their colleagues at the Internship site are wearing and dress similar to their more formally dressed colleagues. Clothes should be clean and unwrinkled. Modest

attire is recommended. As such, women may want to wear a dress or either slacks or a skirt (knee length or below) with a sweater or jacket. Men may want to wear dress slacks, khakis, or a suit. Notice whether or not the other men in the office are wearing ties, and choose accordingly. It is better to be a little more formal than casual in comparison to what others in the office are wearing.

Interns should not wear revealing, low-cut, or overly tight shirts or short skirts. They should not dress in dirty or wrinkled clothes. Interns should not wear jeans, shorts, sweat shirts, or sweat pants. They should not wear sneakers, flip-flops, hiking boots, or informal sandals. They should not wear hats or inappropriate head coverings.

When a Counseling Internship or Field Placement site has dress-down Fridays, it is recommended that the Intern still dress professionally. Unlike the full-time permanent staff counselors, Interns have to demonstrate on a daily basis that they are at a professional level. Appropriate attire is a first step in conveying the right impression.

Student Liability Insurance

Lindenwood University does not provide liability insurance for students. Students are required to purchase and show proof of student liability insurance prior to beginning Counseling Internship. Students are required to purchase and show proof of student liability insurance as part of their Counseling Internship Application Packet. Student liability insurance may be purchased through the American Counseling Association (ACA), the American School Counselor Association (ASCA), Healthcare Providers Service Organization (HPSO), or the National Education Association (NEA).

Code of Ethics

Students and faculty are expected to adhere to the ethical standards and statements as defined by the American Counseling Association, American School Counselor Association, and the Missouri Committee for Professional Counselors. Proven violations of professional or ethical conduct may result in dismissal from the Program.

Appendices

Counseling Internship Application
Counseling Internship Approval Form
Counseling Internship Description
Counseling Internship Learning Goals
Acknowledgement of Handbook Review
Counseling Internship Program Contract
Counseling Internship Pre-Hours Contract
Client Consent Form
Consent for Taping Form
Counseling Internship Client Taping-Counseling Skills Checklist
Counseling Internship Evaluation by Site Supervisor
Counseling Internship Weekly Activity Log
Counseling Internship Verification Form
Frequently Asked Questions
Contact Information

Lindenwood University

Professional Counseling Program

Counseling Internship Application

Students in the Professional Counseling Program must complete two semesters of Counseling Internship. During the Counseling Internship experience, the student will engage in the activities of a professional counselor under the supervision of a Licensed Professional Counselor or another licensed professional in the counseling field and a Lindenwood University faculty member in a group supervision class (IPC 59000). Each semester of Counseling Internship requires a minimum of 300 clock hours and must include a minimum of 120 hours engaged in the provision of direct service to clients.

It is the student's responsibility to secure his or her Internship site. The student should begin the process of arranging an Internship site at least one semester prior to the term in which he or she plans to begin the Internship. To begin the process, the student should contact the counselor's office and/or agency at which he or she is interested in doing his or her Internship.

The student must submit a completed Counseling Internship Application Packet. The completed Application Packet includes:

- _____ **Counseling Internship Approval Form**
- _____ **Counseling Internship Description**
- _____ **Counseling Internship Learning Goals**
- _____ **Acknowledgment of Handbook Review**
- _____ **Counseling Internship Program Contract**
- _____ **Counseling Internship Pre-Hours Contract (if applicable)**
- _____ **Copy of Site Supervisor's resume or license**
- _____ **Proof of Student Liability Insurance**
- _____ **Counseling Internship Site brochure (if available)**

Students will not be allowed to enroll in Counseling Internship until the completed Counseling Internship Application Packet has been submitted and approved.

The completed Counseling Internship Application Packet must be submitted to the student's faculty advisor. Counseling Internship Application Packets may be submitted when registration opens for the term in which the student intends to complete his or her Internship. The completed Counseling Internship Application Packet must be submitted no later than 5:00 p.m. the Monday two weeks prior to the beginning of the term. Application Packets **will not** be accepted beyond the deadline.

Counseling Internship Approval Form

Counseling Internship Description

In the space provided below, please write a brief paragraph describing your internship site. Describe the clientele you will be serving and the type of activities that will be part of your internship experience. Include a list of the various activities that will be part of your internship experience and indicate the approximate number of hours per week that you will spend in each activity (i.e., intake interviews, individual therapy, group therapy, individual supervision, staff meetings, training or professional development meetings, on-site group supervision, and case preparation). If you plan to engage in group therapy, you will need to indicate the types of groups you will be conducting and the approximate number of people in each group.

Counseling Internship Learning Goals

In the space provided below, please identify three specific learning goals for your internship. These goals may be related to the development of psychotherapy skills and/or knowledge. The purpose of these goals is to provide a focus for your internship learning experience. They also provide a meaningful way to evaluate your progress.

**Lindenwood University
Professional Counseling Program**

Acknowledgement of Handbook Review

The Professional Counseling Handbook and the Counseling Internship Handbook are intended to assist and inform students in the Professional Counseling Program at Lindenwood University. It is essential that students read and become aware of all Department policies and procedures. It is the responsibility of each student to be familiar with the contents of the Professional Counseling Handbook and the Counseling Internship Handbook and, if necessary, to seek clarification of any information by contacting his or her advisor.

I have read the Professional Counseling Handbook and the Counseling Internship Handbook in full. I understand and agree to abide by the policies, procedures, and expectations set forth in both Handbooks.

Student Name (Printed)

Date

Signature

Date

**Lindenwood University
Professional Counseling Program**

Counseling Internship Program Contract

Student's name: _____

Semester/year: _____

Lindenwood University in St. Charles, Missouri has a Master of Arts degree program in Counseling and desires to establish internship programs at clinical centers in order to provide LU Professional Counseling students with applied educational experience while the students provide the centers with service.

_____, hereby referred to in this document as the Clinical Center, desires to cooperate with Department of Counseling at Lindenwood University in establishing a clinical internship program at the Clinical Center.

This contract establishes an affiliation between the Department of Counseling at Lindenwood University and the Clinical Center and sets forth the terms under which Lindenwood University Professional Counseling students may participate in a clinical internship program at the Clinical Center. These terms are as follows:

1. Lindenwood University shall designate a fully qualified Lindenwood University faculty member in the Department of Counseling to work with the Clinical Center to establish a clinical internship program for Lindenwood University Professional Counseling students. The faculty member shall coordinate all internship activities involving Lindenwood University and the Clinical Center. The faculty member shall also assist the Clinical Center in whatever manner is necessary to facilitate the effective administration of the internship program and to resolve any problems with the program that may arise.
2. The Clinical Center shall appoint one of its employees, with the concurrence of Lindenwood University's Department of Counseling, to serve as the clinical instructor for the Center's internship program. The clinical instructor shall direct the program and be responsible for the planning and supervision of the experiences of Lindenwood University Professional Counseling students participating in the program.
3. The Department of Counseling at Lindenwood University, through its internship coordinator, shall designate students to participate in the clinical internship program at the Clinical Center. The time periods and the number of students assigned during any one clinical training period will be mutually agreed upon by the Department of Counseling and the Clinical Center. The Department of Counseling will provide the academic training and the clinical experiences of each student participating in the program, and this information shall be used by the clinical instructor solely for the purpose of developing the student's internship experience. The student's activities at the Clinical Center will be

planned, implemented, and supervised by the clinical instructor, and the student will be responsible to the clinical instructor during his or her participation in the program.

4. Client care is the responsibility of the Clinical Center and is under its control and supervision. Internship students will adhere to the policies and procedures and follow all the directives of the Clinical Center regarding client care.
5. The Clinical Center will conduct a complete orientation for each student with respect to the policies and the facilities of the Center, and will provide each student with the necessary instructional materials to be used during the clinical internship program.
6. Students will participate in providing counseling and psychological services at the Clinical Center as part of the internship program. They will also have the opportunity to take part in conferences and programs of interest that are related to professional counseling.
7. The Department of Counseling at Lindenwood University will provide group supervision sessions for its internship students. A qualified professional will conduct these sessions that will be held on a weekly basis.
8. The clinical instructor or another qualified professional will meet regularly with each internship student to supervise the student's clinical work at the Clinical Center.
9. The Department of Counseling agrees to provide evaluation forms to the Clinical Center to be used in rating student performance, and the Clinical Center agrees to provide evaluations at such times as these are called for by the Department of Counseling. Each student will be given the opportunity to discuss his or her evaluation with the clinical instructor of the internship program.
10. The Department of Counseling students and faculty will treat as confidential all client information gained during the clinical experience.
11. The Department of Counseling will not discriminate against any student in its assignments to the clinical internship because of race, color, religion, sex, and/or national origin. The Clinical Center will not discriminate against any internship student or applicant for the internship program because of race, color, religion, sex, and/or national origin.
12. The Clinical Center has the right to require that each student participating in the clinical internship program carry such professional liability insurance as it specifies.
13. Lindenwood University assumes no liability for any action of a Lindenwood University Professional Counseling student participating in the clinical internship program while at the Clinical Center.

14. The Clinical Center retains the right to withdraw from the clinical internship any student whose performance is unsatisfactory or whose characteristics and activities are detrimental to the Clinical Center. Except in extraordinary circumstances, the Clinical Center will discuss the situation with the Department of Counseling internship coordinator prior to exercising its right of dismissal.

This agreement shall be in effect from _____ through _____. It may be renewed annually through letters indicating that the contract terms are still acceptable to Lindenwood University's Department of Counseling and the Clinical Center.

This contract shall be considered in effect when signed by the appropriate representatives of Lindenwood University's Department of Counseling and the Clinical Center.

Lindenwood University

(Lindenwood University Representative Signature)

(Date)

Assistant Dean of Education
(Lindenwood University Representative Title)

Clinical Center

(Clinical Center Representative signature)

(Date)

(Clinical Center Representative Title)

**Lindenwood University
Professional Counseling Program**

Counseling Internship Pre-Hours Contract

Student's name: _____

Semester/year: _____

Counseling Internship Site: _____

Students in the Lindenwood University Professional Counseling Program must complete two semesters of Counseling Internship. Students in the Lindenwood University Professional Counseling Program must complete two semesters of Professional Counseling Internship. During the Counseling Internship experience, the student will engage in the activities of a professional counselor under the supervision of a Licensed Professional Counselor or another licensed professional in the counseling field and a Lindenwood University faculty member in a group supervision class. Counseling Internship are classes that meet throughout the semester. Students are required to attend and participate.

Under certain circumstances, students enrolled in Counseling Internship classes may collect pre-hours prior to the beginning of the semester. To collect pre-hours, several conditions must be met. A completed Counseling Internship Application Packet must be submitted and approved for the site, the student must be enrolled in the appropriate Counseling Internship class, and the Counseling Internship Site Supervisor, on behalf of the site, must agree to accept responsibility for any liability incurred by the student's actions should the student collect direct hours during that time. **The Counseling Internship Pre-Hours Contract must be submitted with the Counseling Internship Application Packet prior to the collection of pre-hours.** Should students fail to comply with all conditions regarding the collection of pre-hours, hours collected during that time will not be accepted.

This contract establishes that the Counseling Internship Site Supervisor, on behalf of the site, and the counseling student understands the stipulations regarding the collection of pre-hours. This agreement shall be in effect from _____ through _____. It may be renewed each semester of Counseling Internship through letters indicating that the contract terms are still acceptable to the Counseling Internship Site Supervisor. This contract shall be considered in effect when signed by the Counseling Internship Site Supervisor.

_____ (Counseling Student signature)	_____ (Date)
---	-----------------

_____ (Counseling Internship Site Supervisor signature)	_____ (Date)
--	-----------------

**Lindenwood University
Professional Counseling Program**

Client Consent Form

I, _____, hereby acknowledge that
(Name of client or parent)

_____ is currently a Counseling
(Name of intern)

Internship student at Lindenwood University, St. Charles, Missouri. I further hereby acknowledge that the information and audio or videotapes made of this counseling session will be used solely for the purpose of training and supervision. Finally, I understand that my identity as a client will be disguised and that the audio or videotapes will eventually be destroyed and not become a part of any permanent record.

(Signature of client or parent)

(Date)

**Lindenwood University
Professional Counseling Program**

Consent for Taping Form

I, _____, am aware of the fact that
(Name of client or parent)

_____ is currently a Counseling
(Name of intern)

Internship student at Lindenwood University and that the tapes made of counseling sessions will be heard by the student's Lindenwood supervisor for the purpose of training and supervision only. I am also aware that my/my child's identity as a client will be disguised in any written summary and that the tapes will be destroyed at the end of supervision. These tapes will not become part of a permanent record.

(Signature of client or parent)

(Date)

**Lindenwood University
Professional Counseling Program**

Counseling Internship Client Taping

Counseling Skills Checklist

Student: _____ Date: _____ Tape Number: _____

Rate the student's skill in each area by indicating the appropriate number below.

1 - Adequate 2 - Below Average 3 - Average 4 - Above Average 5 - Superior

Counseling Skill	Student Score	Instructor Score
Warmth/ability to put the client at ease	_____	_____
Getting details about who or what is important to the client	_____	_____
Effective use of closed & open questions	_____	_____
Exploring the client's key words	_____	_____
Summarizing	_____	_____
Strategic use of silence	_____	_____
Use of empathy	_____	_____
Maintaining the focus on the client	_____	_____
Remaining non-judgmental and avoiding assumptions	_____	_____
Exploring/emphasizing client's strengths	_____	_____
Identification of themes	_____	_____
Building the next question from client's last answer/ reasonable pace	_____	_____
Tracking client's goals	_____	_____
Maintaining appropriate interpersonal boundaries (time, content, touch, self-disclosure)	_____	_____
Written case presentation follows requirements in syllabus, thorough	_____	_____
Written goals & interventions make sense for client and theoretical orientation chosen	_____	_____
Written materials demonstrate appropriate language, grammar, sentence structure	_____	_____
Average score (Instructor will calculate)	_____	_____

Lindenwood University Professional Counseling

Counseling Internship Evaluation by Site Supervisor

Student: _____ Date: _____

Please rate the student's skill in each area by circling the appropriate number. Please attach a narrative regarding any ratings of one or two.

Interpersonal Relations

	Needs Considerable Improvement	Needs Improvement	Typical for Level of Training and Experience	Above Average for Level of Training & Experience	Clear Strength/Exceptional	Not Applicable
Works well with staff	1	2	3	4	5	n/a
Works well with internship students	1	2	3	4	5	n/a
Establishes good rapport with clients	1	2	3	4	5	n/a

Personal Qualities

Demonstrates maturity (e.g., responsible)	1	2	3	4	5	n/a
Functions independently	1	2	3	4	5	n/a
Starts projects on own initiative	1	2	3	4	5	n/a
Completes projects	1	2	3	4	5	n/a
Demonstrates enthusiasm	1	2	3	4	5	n/a
Adapts to new situations	1	2	3	4	5	n/a
Exercises good judgment	1	2	3	4	5	n/a

Supervision

Prepares for supervisory sessions	1	2	3	4	5	n/a
Makes effective use of supervisory sessions	1	2	3	4	5	n/a
Responds positively to feedback	1	2	3	4	5	n/a
Applies supervisory feedback	1	2	3	4	5	n/a
Supervises others effectively	1	2	3	4	5	n/a

Counseling Skills

Demonstrates knowledge of counseling theories	1	2	3	4	5	n/a
Demonstrates knowledge of therapeutic techniques	1	2	3	4	5	n/a
Displays appropriate use of paraphrasing and summarizing	1	2	3	4	5	n/a
Displays empathetic understanding toward clients	1	2	3	4	5	n/a
Uses questions appropriately	1	2	3	4	5	n/a
Uses voice in a therapeutic manner	1	2	3	4	5	n/a

Maintains focus with clients	1	2	3	4	5	n/a
Develops appropriate goals and treatment plans	1	2	3	4	5	n/a
Demonstrates effective group counseling skills	1	2	3	4	5	n/a
Demonstrates effective family counseling skills	1	2	3	4	5	n/a
Demonstrates effective couple counseling skills	1	2	3	4	5	n/a
Demonstrates effective individual counseling skills	1	2	3	4	5	n/a
Demonstrates effective case conceptualization skills	1	2	3	4	5	n/a

Assessment Skills (Formal Testing)

Behavioral	1	2	3	4	5	n/a
Cognitive/achievement	1	2	3	4	5	n/a
Vocational	1	2	3	4	5	n/a
Personality	1	2	3	4	5	n/a
Writes accurate reports	1	2	3	4	5	n/a

Team Meeting (Group Supervision/Case Conference)

Produces an organized and professional presentation	1	2	3	4	5	n/a
Contributes to meeting activities	1	2	3	4	5	n/a

Others (Please Specify)

***I believe these ratings to be an accurate reflection of the student's abilities in these areas.
I have discussed this evaluation with the Internship student.***

(Site Supervisor's signature)

(Date)

My supervisor has discussed this evaluation with me. My signature does not imply my agreement with the ratings and comments, only that I have seen this evaluation.

(Student's signature)

(Date)

Counseling Internship

Weekly Activity Log

Name of Student	Week #	Dates
Name of Professor	Site Name	

Directions:

Record the number of hours spent in the following counseling activities each week during the counseling internship. At the end of each week, please submit your Weekly Activity Log to your professor. At the end of the semester, a cumulative report of experiences will be available to you from your professor.

<u>Type of Experience</u>	<u>Clock Hours</u>
I. Direct Service to Clients	
A. Individual counseling sessions (intakes, therapy, etc.)	_____
B. Group counseling	_____
C. Couples counseling	_____
D. Family counseling	_____
E. TOTAL DIRECT SERVICES	_____
II. Indirect Service	
A. Professional development	
1. Supervision received	
a. Individually (site supervisor)	_____
b. As a group or class (LU class)	_____
2. Training/other (In-Service or Workshop)	_____
B. Staff & community (Staffing, collaboration, consultation)	_____
C. Preparation of internship activities (taping, case present.)	_____
D. Other (Specify) _____	_____
E. TOTAL INDIRECT SERVICES	_____
TOTAL HOURS:	_____

Student Signature	Supervisor's Signature*	Date
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*Supervisor's signature indicates that a one hour face-to-face meeting took place during this time period and that the hours reported are accurate.

Lindenwood University Professional Counseling

Counseling Internship Verification

This form is to be completed by the Site Supervisor when the Counseling Internship requirements have been satisfied.

Student's name: _____

Internship site: _____

Internship site address: _____

City, state, zip code: _____

Internship Site Supervisor's Telephone (with area code): _____

Internship Site Supervisor(s): _____

Term and year: _____

Period covered by this report (Month/Day/Year)

From: _____ To: _____

Hours Completed:

Indirect Hours: _____ Direct Hours: _____ Total Hours: _____

I hereby attest and confirm that the information provided on this form is accurate and complete.

(Site Supervisor's signature)

(Date)

Frequently Asked Questions

How do I find an Internship site?

It is the student's responsibility to secure his or her Internship site. The student should begin the process of arranging an Internship site at least one semester prior to the term in which he or she plans to begin the Internship. To begin the process, the student should contact the counselor's office and/or agency at which he or she is interested in doing his or her Internship. Lindenwood University has compiled a list of potential Counseling Internship sites that have interest in hosting Lindenwood University Professional Counseling students. The contact list is available online at www.lindenwood.edu/counseling.

I have completed the application for Internship. How do I get the completed Counseling Internship Application to my faculty advisor?

You may e-mail, mail, or drop off the completed application to your advisor. The address is 400 North Kingshighway, Suite 301, St. Charles, MO 63301.

I have not submitted my application for Counseling Internship. Can I enroll in the Counseling Internship class and turn in the paperwork later?

No. Anyone who is intending to enroll in Counseling Internship must submit a completed Counseling Internship Application Packet and must receive approval from his or her advisor prior to enrolling in a Counseling Internship class. You can find the Counseling Internship Application Packet in the appendices of this handbook.

I would like to do my Counseling Internship at the agency at which I am currently working. Would this be an acceptable placement?

If you work at a mental health or social service agency that provides counseling and there are licensed mental health workers who can supervise your work, you may be allowed to use your workplace as a Internship site. There are two important stipulations for this possibility: your supervisor must provide clients who are not in your normal caseload as part of your job and your supervisor cannot be the person to whom you report for your job. Check with your advisor to make sure your circumstances meet with the Program's expectations.

I am a member of the American Counseling Association (ACA). My membership with ACA includes insurance. Will that be appropriate for the Proof of Student Liability Insurance?

Check with them to make sure that your membership includes insurance that covers activities done as a student trainee. Their response should be included with your application for our records. For additional information regarding student liability insurance through your ACA membership, contact ACA. Such agencies will send students a statement of coverage upon request.

If I work at an agency and will do my Counseling Internship there, do I have to have student liability insurance?

We need a statement from your place of employment that your liability insurance covers student activities. This information will go into your application file. We prefer that students not take chances with liability when for approximately \$29 they can be sure they are protected.

Can I carry over hours from my first Counseling Internship to my second Counseling Internship if I get more than the required number of hours?

Yes, as long as your hours are documented as usual. Hours will automatically be recalculated based on the requirements for direct, indirect, and total hours.

I am going to be doing my second Counseling Internship at the same site at which I completed my first Counseling Internship. Can I submit a new Counseling Internship Approval Form or do I need to submit another application packet?

You should submit a new Counseling Internship Approval Form and Counseling Internship Program Contract. You do not have to submit another application packet.

Is there an addition to the financial aid loan that graduate counseling students can request that might help supplement income while they are completing their Internship or Field Placement?

You definitely should contact financial aid and read any loan application VERY carefully. Typically, graduate students may borrow funds in excess of the cost of tuition and books to assist with living expenses such as housing, food, and transportation, within certain limits. Sometimes the extra funds come from loans that do not have interest subsidies. We would recommend that you carefully consider the amount you need and the true costs of borrowing the money before applying for a financial aid loan.

Contact Information

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