UNIVERSITY OF WISCONSIN–STOUT

MASTERS OF SCIENCE
IN
CLINICAL MENTAL HEALTH COUNSELING

COUN 794: INTERNSHIP HANDBOOK

Revised 03/22/16
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Internship Overview

Internship is an advanced supervised field experience course in which the counselors-in-training enhance counseling and conceptual skills and continue integrating professional knowledge under close supervision. Students will also begin developing an effective counseling style. Upon completion of this course, students will possess an enhanced understanding of their professional strengths and limitations related to the helping profession.

Students are responsible for acquiring internship positions and obtaining approval from the Program Director. Specific placements depend somewhat on the background, experience, maturity, and capability of the student at the time of placement, as well as chosen concentration or interest area. No particular kind of placement can be guaranteed. Students may choose to continue their supervision with the practicum site if the Program Director and site supervisor agree that it is appropriate.

Site supervisors should have a master’s degree in counseling or a related field and a minimum of two years of experience. Weekly site supervision should include processing of students’ experience with clients, review of goals, review of progress towards goals, and review or processing of other tasks as assigned by the site supervisor.

Throughout the course, students are required to attend group supervision classes as scheduled. During these classes they will present either a video tape of a counseling session for review or a written client case conceptualization. Students are further expected to engage in class by asking questions, reflecting on experiences, and providing professional insight on classroom topics.

Additional information and specific class assignments are described in the Evaluation and Assessment section of the handbook.

Course Prerequisites

Prerequisites for COUN-794 CMHC Internship are as follows: Foundations of Clinical Mental Health Counseling (COUN-715), Counseling Process Laboratory (COUN-788), Group Dynamics (COUN-752) and Cognitive Behavior Therapy (COUN-789). A minimum of 150 hours must be completed during the semester for a minimum of 2 registered credit hours.
Course Objectives

At the end of the semester, students will be able to demonstrate the following:

1) Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling (CACREP CMHC STANDARD B1).

2) Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling (CACREP CMHC STANDARD B2).

3) Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling (CACREP CMHC STANDARD D1).

4) Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC STANDARD D3).

5) Applies effective strategies to promote client understanding of and access to a variety of community resources (CACREP CMHC STANDARD D4).

6) Demonstrates the ability to use procedures for assessing and managing suicide risk and can differentiate between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events (CACREP CMHC STANDARD D6, L3).

7) Applies current record-keeping standards related to clinical mental health counseling (CACREP CMHC STANDARD D7).

8) Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate (CACREP CMHC STANDARD D9).

9) Maintains information regarding community resources to make appropriate referrals (CACREP CMHC STANDARD F1).

10) Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients (CACREP CMHC STANDARD F2).

11) Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments and is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals (CACREP CMHC STANDARD L1, L2).

**CACREP SECTION 3 STANDARDS MET: G1-G6.**

The Council for Accreditation of Counseling and Counseling-Related Educational Programs (CACREP) is an independent agency recognized by the Council for Higher Education Accreditation to accredit master’s degree counseling programs. Most of the policies and procedures for practicum reflect CACREP standards. Programs are regularly reviewed for CACREP compliance. This accreditation is a highly valued standard in the counseling profession. For more information, visit [http://www.cacrep.org/](http://www.cacrep.org/).
General Course Expectations and Requirements

**Internship Student Responsibilities:**
1. Secure an approved site
2. Follow the directions as stated in the internship syllabus and manual
3. Work within the regulatory framework of the internship site and participate in the activities assigned at the site
4. Participate in COUN 794 Group Supervision (bi-weekly)
5. Complete videotape or case conceptualization (as required by instructor)
6. Present bi-weekly Time Logs
7. Complete Self-Evaluation at mid-term and at the conclusion of the semester (using Internship Evaluation, Appendix E)
8. Complete Internship Site Evaluation at the conclusion of the semester
9. Submit all documentation and evaluation materials at the conclusion of the semester
10. Represent self and the university in a professional manner
11. Follow the most recent edition of the American Counseling Association’s Ethical Guidelines

**Internship Supervisor Responsibilities:**
1. Provide a minimum of one (1) hour of weekly individual or group supervision
2. Review Internship Handbook
3. Assist the student with the planning of the internship experience
4. Maintain contact with the student's university supervisor to express any concerns that may arise
5. Complete Student Evaluation at mid-term and at the conclusion of the semester
6. Be available for at least one site visit or phone conference from the university supervisor during internship (*site visit preferred*)
7. Provide the student professional counseling and related experiences and supervision
8. Provide the student an opportunity to perform all the activities that an employed mental health staff member would be expected to perform in this setting as appropriate
Evaluation and Assessment of Course Expectations and Requirements

**Attendance and Participation:**

*Group Supervision Class:* Students are required to attend and participate in all scheduled group supervision classes (scheduled every other week for three hours). Evidence of participation will be determined by the student’s involvement in class discussions (i.e., asking questions, providing personal/professional reflections, and/or professionally related insights regarding class topics). Failure to participate in more than two classes could result in a lowered final grade by one full grade point.

*Internship site requirements:* Students are expected to accrue a total of 600 hours of service at their internship site with a minimum of 150 hours completed during the enrolled semester for a minimum of 2 registered credits. **240 of these hours are to be in direct contact with clients (individual or group counseling);** 360 hours can be in an indirect capacity (i.e., note taking, trainings, supervision).

**Oral and Written Case Reports:**

Internship students may choose to present at least one client case in both oral and written form during the semester. An in-depth written summary will be turned in to the university supervisor at the time of the presentation. Presentations should last approximately 30 minutes with time for questions and discussion. The university supervisor and other students will provide feedback on client cases, including suggestions for ongoing work with the client. Case presentations are designed to aid in the development of client conceptualization, theoretical orientation, and professional clinical consultation. Each student is expected to provide and receive client case feedback in a respectful manner.

**Video Taping of Client Sessions:**

Students may be required or can choose to record and submit at least one counseling session. **Clients who will be recorded must sign the Confidentiality Statement prior to the session.** After recording, students are to review the session and identify two specific areas that they would like to discuss during university supervision. These sessions will be reviewed by the instructor rather than the entire class. In some cases, the individual supervisor may ask the student to record more than the minimum required.

A specific video camera will be assigned to students on the first evening of class if needed. Students will receive training on how to use the equipment. Please note that **STUDENTS** are responsible for assigned recording devices for the entire semester. Loss or damage to the camera for any reason is the assigned student’s responsibility, including the cost of replacement or repair. Students **CANNOT** earn a grade in COUN-794 until the original camera or a replacement is returned to the Rehabilitation and Counseling front office, Vocational Rehabilitation building 250.

Finally, it is the student’s responsibility to make sure that recorded tapes are clear and audible. If supervision sessions are impacted by recording failure, final grades may be lowered.
Monthly Reflection Journal:
Students are required to submit a reflection of personal and professional experiences and/or growth, and/or reactions to the readings a minimum of every month. Reflections should be one to two pages, double-spaced. Your journal must be submitted to the D2L dropbox by the last date of each month. This is a mandatory assignment. Failure to submit your reflection journal in a timely manner will lower your grade.

Documentation of Site Hours:
By the end of the semester, students must have completed at least 150 hours at their internship site. Students are required to document their activities to ensure completion of direct contact hours versus indirect contact hours. Direct contact includes actual contact with clients for intakes, assessment, individual and group therapy, or other activities in which both the student and client are present. Indirect contact involves activities performed to prepare for direct contact, including record keeping, supervisions, and staff meetings. Students are to complete all contact hours by the end of the semester (last day of scheduled classes).

At the beginning of each university supervision session, students are required to present ongoing weekly log sheets. Students are expected to retain and submit them in the end-of-semester packet.

Mid Term and Final Evaluation:
At the midpoint and at the end of the semester, students are to be directly evaluated by their individual supervisor. Supervisors will evaluate students based on the rubric (Appendix E). Students are also required to fill out the self-evaluation and bring it to their individual supervision session.
Ethical Considerations

As graduate students providing services under the supervision of site supervisors and Clinical Mental Health faculty and staff, students must abide by Wisconsin state law and appropriate codes of ethics (e.g., American Counseling Association Code of Ethics, 2014). Relevant standards will be reviewed in class. However, there are several critical ones that are emphasized here:

1. Except for purposes of supervision or consultation with site supervisors, instructor and any associated in-class seminars, students are required to maintain the privacy and confidentiality of clients and the information exchanged during on-site work. This includes anything shared by classmates in seminar.
2. Students must avoid dual relationships with clients. Under all circumstances, students should not form a personal or social relationship with any client or former client.
3. By Wisconsin law, depending on the internship site, students may be mandated reporters. The law mandates that persons report if they are in a setting that is licensed or regulated by the state. All persons who report CAN do so without negative repercussions according to state law. As a mandated reporter, persons MUST act to protect a client from potential suicide, report suspected cases of child abuse or neglect, and contact authorities when a client indicates intent to harm someone else. If such a situation arises, consult with site supervisors. If the site supervisor is unavailable, a senior administrator or faculty supervisor should be consulted promptly so that the supervisor can determine appropriate reporting steps. In any event, the faculty supervisor should be notified as soon as possible thereafter.

Violations of these standards will result in swift and strong disciplinary action, which may include immediate removal from the course with a failing grade and possible dismissal from the program if violation is sufficiently serious.

Professional Liability Insurance

All students in internship are required to obtain professional liability insurance, which comes free with your ACA student membership. See the ACA site for more information, or go to http://www.hpso.com/students.

Proof of insurance is required before beginning work at the internship site. Students may forward an electronic copy of a confirmation to his or her instructor, send a photocopy of proof of insurance via regular mail, or bring a photocopy to his or her instructor before beginning work at the internship site.
## Appendices

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<th>Page</th>
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<td>Appendix H</td>
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Appendix A: Confidentiality Statement
COUN-794 Clinical Mental Health Counseling Internship
Department of Rehabilitation and Counseling

As part of their professional training, counselor-trainees perform counseling under the supervision of university faculty and/or internship site supervisors. The session you will have with a counselor-trainee may be recorded. This is primarily for later viewing by the trainee to enhance his/her learning process. The video may also be observed by a supervisor (a faculty member or graduate assistant) or small group of students enrolled in the class in order to provide feedback to the counselor-trainee. The video and the information you share will be treated as confidential in line with professional ethical guidelines. If a supervisor reviews the tape, they are also held by these confidential guidelines. Upon completion of the course, all videos are destroyed.

There are exceptions to this confidentiality. If you were to talk of,
1) Harm to self (including but not limited to suicide) and
2) Harm to others (including but not limited to child abuse and neglect), this information must be reported to a supervisor, or the authorities, to ensure safety.

The purpose of these sessions is to give the counselor-trainee experience in listening and responding to you and to whatever aspects of yourself and your current or past life experiences you would be willing to share with the trainee in the time available. If you want to follow up an initial session with one or more additional sessions, the trainee will be glad to arrange for this and will welcome the opportunity to get to know you better. If you have difficulties or concerns that can be better dealt with by a professional counselor, the trainee will assist you with a referral to other campus resources.

If you are under 18 years of age, it is necessary that a legal guardian give consent for you to be a client. Both you and your guardian are asked to sign this form in the indicated places.

Your signature(s) below indicates that you have read and understood this statement.

_____________________________________________________  Date
Signature of Client

_____________________________________________________  Date
Signature of Legal Guardian (if client is under 18)

_____________________________________________________  Date
Signature of Counselor-Trainee
## Appendix B: Time Log: Direct Hours

**COUN-794 Clinical Mental Health Counseling Internship**  
Department of Rehabilitation and Counseling

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Semester:</th>
<th>Year:</th>
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<table>
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<tr>
<th>Week</th>
<th>Direct Hours</th>
<th>Total Direct Hours</th>
<th>Activity and Comments</th>
<th>Supervisor's Initials</th>
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**Codes for activities (these are NOT all-inclusive):**  
- OBS -- Observation  
- SM -- Staff Meeting  
- PT -- Play Therapy  
- GT -- Group Therapy  
- CA -- Career Assessment (test)  
- IA -- Individual Assessment (test)  
- PC -- Parent Consultation  
- SC -- Staff Consultation  
- IC -- Individual Counseling  
- MC -- Marriage Counseling  
- FC -- Family Counseling  
- CC -- Case Conference  
- T -- Training  
- RC -- Record Keeping, Correspondence, Report Writing
# Appendix B: Time Log: Indirect Hours

COUN-794 Clinical Mental Health Counseling Internship  
Department of Rehabilitation and Counseling

<table>
<thead>
<tr>
<th>Week</th>
<th>Indirect Hours</th>
<th>Total Indirect Hours</th>
<th>Activity and Comments</th>
<th>Supervisor’s Initials</th>
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</table>

Codes for activities (these are NOT all-inclusive):

- OBS: Observation
- SM: Staff Meeting
- PT: Play Therapy
- GT: Group Therapy
- CA: Career Assessment (test)
- IA: Individual Assessment (test)
- PC: Parent Consultation
- SC: Staff Consultation
- IC: Individual Counseling
- MC: Marriage Counseling
- FC: Family Counseling
- CC: Case Conference
- T: Training
- RC: Record Keeping, Correspondence, Report Writing
Appendix C: Internship Site Supervision Agreement
COUN-794 Clinical Mental Health Counseling Internship
Department of Rehabilitation and Counseling

The Clinical Mental Health Counseling Internship will assist counselors-in-training to further develop their professional counseling skill competence. Upon completion of this course, students will possess an improved understanding of their counseling strengths and specific areas for counseling skill improvement. Students are required to complete a minimum of 150 on-site hours during the course of semester.

Student Information:
Name: ________________________________________________
Phone: ________________________________________________
Address: ________________________________________________
E-mail: ________________________________________________

Internship Information:
Name:______________________________________________
Phone: ________________________________________________
Address: ________________________________________________
E-mail: ________________________________________________

Site Description and types of clients served:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Supervisor Information:
Name: ________________________________________________
Phone: ________________________________________________
Address: ________________________________________________
E-mail: ________________________________________________
Degrees Held (Master's in Counseling or related field required):
______________________________________________________________________________
______________________________________________________________________________

Internship Student Responsibilities:
1. Secure an approved site
2. Follow the directions as stated in the internship syllabus and manual
3. Work within the regulatory framework of the internship site and participate in the activities assigned at the site
4. Participate in COUN 794 Group Supervision (bi-weekly)
5. Complete videotape or case conceptualization (as required by the instructor)
6. Present bi-weekly Time Logs
7. Complete Self-Evaluation at mid-term and at the conclusion of the semester (using Internship Evaluation, Appendix E)
8. Complete Internship Site Evaluation at the conclusion of the semester
9. Submit all documentation and evaluation materials at the conclusion of the semester
10. Represent self and the university in a professional manner
11. Follow the most recent edition of the American Counseling Association’s Ethical Guidelines

**Internship Supervisor Responsibilities:**
1. Provide a minimum of one (1) hour of weekly individual or group supervision
2. Review Internship Handbook
3. Assist the student with the planning of the internship experience
4. Maintain contact with the student's university supervisor to express any concerns that may arise
5. Complete Student Evaluation at mid-term and at the conclusion of the semester
6. Be available for at least one site visit or phone conference from the university supervisor during internship (*site visit preferred*)
7. Provide the student professional counseling and related experiences and supervision
8. Provide the student an opportunity to perform all the activities that an employed mental health staff member would be expected to perform in this setting as appropriate

**Internship Recording Requirement**
Students in internship may be required or choose to record (videotaping is preferred, audio is acceptable) some of their counseling activities to meet class requirements. **Consent forms signed by the client must be completed before taping any activities; site specific consent forms may be used.** A copy of the consent form is provided in the appendices of this handbook.
Appendix D: Internship Agreement
COUN-794 Clinical Mental Health Counseling Internship
Department of Rehabilitation and Counseling

This agreement is made on (date) ________________ by and between (name of agency)______________________________

And (student's name)__________________________________________________, an internship student in the Rehabilitation and Counseling Department at the University of Wisconsin-Stout. The agreement will be effective from (date)______________ to (date)______________ for (# of hours)______________.

Please note, when the University is not in session, students are not to attend their internship site. Thus, University breaks such as Thanksgiving and Spring Break, are specific occasions where students are not permitted to work at their internship site.

Signatures of parties involved imply agreement with the foregoing terms. Changes in provisions of this agreement may be made through mutual agreement of the parties involved.

________________________________________    ___________________________    ________________
Internship Student                     Signature                     Date

________________________________________    ___________________________    ________________
Site Authorized Supervisor                Signature                     Date
Appendix E: Student/Intern Self-Evaluation  
(CACREP STANDARD G6)  
Counseling Skills and Techniques Competency Scale  
COUN-794 Clinical Mental Health Counseling Internship  
Department of Rehabilitation and Counseling

Student Name: ___________________________________________  Date __________________

University Supervisor: _____________________________________

Site Supervisor: ___________________________________________

Semester/Year______  Midterm Review Date:___________      Final Review Date:__________

Semester of Internship (circle)  First  Second  Third or beyond

Please evaluate your own performance relative to the listed competencies. Rate each competency by circling a number from 0-5 after each item. If an item is not applicable to this Internship setting, circle NA. The last several items are open-ended and are to be used to add and rate additional competencies specific to this internship setting.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrated a spirit of cooperation with colleagues/supervisor(s).</td>
<td>5 4 3 2 1 0 NA</td>
<td></td>
</tr>
<tr>
<td>2. Demonstrated an ability to use effective interpersonal communication</td>
<td>5 4 3 2 1 0 NA</td>
<td></td>
</tr>
<tr>
<td>skills with colleagues/supervisors/clients.</td>
<td></td>
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<tr>
<td>3. Accepted suggestions from supervisor(s) and was willing to make</td>
<td>5 4 3 2 1 0 NA</td>
<td></td>
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<tr>
<td>changes.</td>
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<tr>
<td>4. Demonstrated an ability to handle stressful situations constructively.</td>
<td>5 4 3 2 1 0 NA</td>
<td></td>
</tr>
<tr>
<td>5. Indicated a consistent enthusiasm for the Internship position and the</td>
<td>5 4 3 2 1 0 NA</td>
<td></td>
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<td>profession.</td>
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</table>

INTER/INTRA-PERSONAL COMPETENCIES

5 = Outstanding  2 = Needs some improvement
4 = Very satisfactory  1 = Needs substantial improvement
3 = Acceptable  0 = Unsatisfactory--no effort expended
NA = Does not apply in this internship setting

Comments:
6. Demonstrated awareness and an open-minded attitude about gender, racial, ethnic, religious and age-related issues which may affect professional interaction with clients, supervisors, colleagues, and agency constituents. 
   Comments:

<table>
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<tr>
<th>PROFESSIONAL CORE COMPETENCIES</th>
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<tbody>
<tr>
<td>7. Demonstrated the ability to initiate and complete a variety of tasks related to the professional work of the agency.</td>
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<td>Comments:</td>
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<tr>
<td>8. Demonstrated the ability to effectively convey information orally as well as in writing.</td>
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<tr>
<td>Comments:</td>
</tr>
<tr>
<td>9. Demonstrated the ability to provide a clear rationale for professional interventions using current and acceptable theoretical, empirical and research-based formulations.</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>10. Demonstrated knowledge and acceptance of agency's/institutions policies.</td>
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<td>Comments:</td>
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<tr>
<td>11. Worked within the guidelines of professional ethics, statutes, and federal laws.</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>12. Consulted with supervisor(s) when faced with an ethical dilemma.</td>
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<td>Comments:</td>
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<tr>
<td>13. Demonstrated an ability to use the DSM-IV to make client diagnoses.</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>14. Demonstrated the ability to use and interpret psychological appraisal instruments with clients.</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
<tr>
<td>15. Demonstrated the ability to utilize career information and career appraisal with clients.</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
<tr>
<td>16. Demonstrated effective organizational and leadership abilities.</td>
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<td>Comments:</td>
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<tr>
<td>17. Demonstrated skills in group counseling, family and couples' counseling, and consultation (specify and describe).</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>18. Demonstrated skills in individual counseling (i.e., developing a professional relationship with the client: empathy, rapport, attending skills, utilizing strategies appropriate to the client and the situation, goal definition, etc.).</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>19. Demonstrated skills in consulting, i.e., working with parents, staff, other agencies, conducting in-service activities, workshop, etc.).</td>
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<tr>
<td>Comments:</td>
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</table>

**ADDITIONAL COMPETENCIES APPROPRIATE TO SETTING**

| 20. (Write In) | 5 4 3 2 1 0 NA |
| 21. (Write In) | 5 4 3 2 1 0 NA |
| 22. (Write In) | 5 4 3 2 1 0 NA |
| 23. (Write In) | 5 4 3 2 1 0 NA |

Student’s Signature ___________________________________________ Date ____________________

Supervisor’s Signature ________________________________ Date ____________________

INCLUDE THIS FORM WITH THE REST OF THE EVALUATION PACKET AND SEND OR BRING TO THE UNIVERSITY INTERNSHIP SUPERVISOR.
Appendix F: Site Supervisor Evaluation of Intern
(CACREP STANDARD G6)

COUN-794 Clinical Mental Health Counseling Internship
Department of Rehabilitation and Counseling

Student Name: ___________________________________________ Date___________________

University Supervisor: ___________________________________________________________

Site & Site Supervisor: ___________________________________________________________

Semester: ___________ Midterm Review Date: _________ Final Review Date:__________

Semester of Internship (circle) First Second Third or Beyond

Please evaluate the student’s performance relative to the listed competencies. Rate each
competency by circling a number from 0-5 after each item. If an item is not applicable to this
Internship setting, circle NA. The last several items are open-ended and are to be used to add
and rate additional competencies specific to this internship setting.

5 = Outstanding 2 = Needs some improvement
4 = Very satisfactory 1 = Needs substantial improvement
3 = Acceptable 0 = Unsatisfactory--no effort expended
NA = Does not apply in this internship setting

INTER/INTRA-PERSONAL COMPETENCIES

1. Demonstrated a spirit of cooperation with colleagues/supervisor(s).  5 4 3 2 1 0 NA
   Comments:

2. Demonstrated an ability to use effective interpersonal
   communication skills with colleagues/supervisors/clients.  5 4 3 2 1 0 NA
   Comments:

3. Accepted suggestions from supervisor(s) and was willing
   to make changes.  5 4 3 2 1 0 NA
   Comments:

4. Demonstrated an ability to handle stressful situations
   constructively.  5 4 3 2 1 0 NA
   Comments:

5. Indicated a consistent enthusiasm for the Internship
   position and the profession.  5 4 3 2 1 0 NA
   Comments:
6. Demonstrated awareness and an open-minded attitude about gender, racial, ethnic, religious and age-related issues which may affect professional interaction with clients, supervisors, colleagues, and agency constituents.
   
   Comments:

   PROFESSIONAL CORE COMPETENCIES

7. Demonstrated the ability to initiate and complete a variety of tasks related to the professional work of the agency.
   
   Comments:

8. Demonstrated the ability to effectively convey information orally as well as in writing.
   
   Comments:

9. Demonstrated the ability to provide a clear rationale for professional interventions using current and acceptable theoretical, empirical and research-based formulations.
   
   Comments:

10. Demonstrated knowledge and acceptance of agency's/institutions policies.
    
    Comments:

11. Worked within the guidelines of professional ethics, statutes, and federal laws.
    
    Comments:

12. Consulted with supervisor(s) when faced with an ethical dilemma.
    
    Comments:

13. Demonstrated an ability to use the DSM-IV to make client diagnoses.
    
    Comments:

14. Demonstrated the ability to use and interpret psychological appraisal instruments with clients.
    
    Comments:

15. Demonstrated the ability to utilize career information and career appraisal with clients.
    
    Comments:
16. Demonstrated effective organizational and leadership abilities. 5 4 3 2 1 0 NA

Comments:

17. Demonstrated skills in group counseling, family and couples' counseling, and consultation (specify and describe). 5 4 3 2 1 0 NA

Comments:

18. Demonstrated skills in individual counseling (i.e., developing a professional relationship with the client: empathy, rapport, attending skills, utilizing strategies appropriate to the client and the situation, goal definition, etc.). 5 4 3 2 1 0 NA

Comments:

19. Demonstrated skills in consulting, i.e., working with parents, staff, other agencies, conducting in-service activities, workshop, etc.). 5 4 3 2 1 0 NA

Comments:

### ADDITIONAL COMPETENCIES APPROPRIATE TO SETTING

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>(Write In)</td>
<td>5 4 3 2 1 0 NA</td>
</tr>
<tr>
<td>21.</td>
<td>(Write In)</td>
<td>5 4 3 2 1 0 NA</td>
</tr>
<tr>
<td>22.</td>
<td>(Write In)</td>
<td>5 4 3 2 1 0 NA</td>
</tr>
<tr>
<td>23.</td>
<td>(Write In)</td>
<td>5 4 3 2 1 0 NA</td>
</tr>
</tbody>
</table>

Student’s Signature ___________________________ Date ________________

Supervisor’s Signature ________________________ Date ________________

INCLUDE THIS FORM WITH THE REST OF THE EVALUATION PACKET AND SEND OR BRING TO THE UNIVERSITY INTERNSHIP SUPERVISOR.
Appendix G: Student Evaluation of Internship Site
COUN-794 Clinical Mental Health Counseling Internship
Department of Rehabilitation and Counseling

Name of Site__________________________________________________________________________

Name of Site Supervisor______________________________________________________________

Title of Site Supervisor________________________________________________________________

Semester of Internship (circle)         First         Second         Third or Beyond

1. On the basis of your experience at this Internship site, would you recommend it as a future internship site?
   YES_____NO_____MAYBE_____
   Comment on your response:

2. On the basis of the work you did at the site and the evidence shown regarding your professional skills, is it likely that the site will want an Internship student from our program in the future?
   YES_____NO_____MAYBE_____
   Comment on your response:

3. Please rate the quality of site supervision using the following scale:
   Very Satisfied_____        _____        _____        _____ Poor
   Comment on your response:

4. On the basis of the competencies you have gained in the program and through previous experience, did the internship assist you in furthering professional growth and expertise?
   YES_____NO_____MAYBE_____
   Comment on your response:

5. On the basis of the competencies needed for you to perform your Internship duties in a professional manner, did you feel that the counseling program at UW-Stout prepared you to meet the expectations of performance at your internship site?
   YES_____NO_____
   Explain:

6. I have had _____ years of work experience prior to returning Graduate School.
   Comment on the type of work experience you had:

   Place(s) of previous employment:___________________________________________________________

   Types(s) of previous experience:___________________________________________________________

   Student Signature:_________________________________________ Date _____________
### Appendix H

**Clinical Mental Health Counseling Control Sheet**

**University of Wisconsin - Stout**

**Practicum and Internship**

---

**Student Name:** _____________________________________________

**Semester (circle one):**
- Fall
- Spring
- Summer

**Course (circle one):**
- Practicum
- Internship

<table>
<thead>
<tr>
<th>Required Paperwork**</th>
<th>University Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Agreement</td>
<td></td>
</tr>
<tr>
<td>Site Schedule</td>
<td></td>
</tr>
<tr>
<td>Insurance Form</td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation (Site Supervisor)</td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation (Self)</td>
<td></td>
</tr>
<tr>
<td>Midterm Evaluation (University Supervisor)</td>
<td></td>
</tr>
<tr>
<td>Practicum only</td>
<td></td>
</tr>
<tr>
<td>Final Evaluation (Site Supervisor)</td>
<td></td>
</tr>
<tr>
<td>Final Evaluation (Self)</td>
<td></td>
</tr>
<tr>
<td>Final Evaluation (University Supervisor)</td>
<td></td>
</tr>
<tr>
<td>Practicum only</td>
<td></td>
</tr>
<tr>
<td>Direct Contact Hours log</td>
<td></td>
</tr>
<tr>
<td>Indirect Contact Hours log</td>
<td></td>
</tr>
<tr>
<td>Site Evaluation Sheet</td>
<td></td>
</tr>
</tbody>
</table>

**Signatures:**

- Practicum/Internship Student: ___________________________ Signature: _______________ Date: _______________

- University Supervisor: ___________________________ Signature: _______________ Date: _______________

**All paperwork must be received and approved prior to grade assignment**
Appendix I
University of Wisconsin-Stout
Clinical Mental Health Counseling
Graduate Program Survey

Thank you for your participation in the program evaluation for the University of Wisconsin-Stout’s Mental Health Counseling Graduate Program.

Please share your responses to the following questions. This confidential information will be used for ongoing improvements to curriculum and our CACREP accreditation process. Should you have any questions, please feel free to contact our Program Director Dr. John Klem via email at klemj@uwstout.edu

Thanks for your participation.

Demographic Information:

1. What is your professional title? ________________________________

2. What is your academic background? ____________________________

3. When did you receive your degree? ______________________________

4. Do you possess a current professional license (ex. LPC, LCSW, LPCC)?

5. During the past five years, approximately how many Stout students have you hired and/or supervised with a clinical mental health counseling graduate degree? _________________

6. What position(s) have you hired Stout students to perform? (please check or fill in)

<table>
<thead>
<tr>
<th>Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Manager</td>
<td>X</td>
</tr>
<tr>
<td>Individual Counselor</td>
<td></td>
</tr>
<tr>
<td>In-Home Therapist</td>
<td></td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
</tr>
<tr>
<td>Group Counselor</td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
</tr>
<tr>
<td>Other (please write in position)</td>
<td></td>
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</tbody>
</table>
Please evaluate UW-Stout’s CMHC Program based on your experiences with our graduates. Select the response that best reflects your opinion of the level of preparation provided by UW-Stout, as described by our program objectives.

<table>
<thead>
<tr>
<th>Program Objective</th>
<th>Superior Competency</th>
<th>Adequate Competency</th>
<th>Deficient Competency</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Graduate(s) demonstrates professional counselor identity</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Students/Graduate (s) demonstrates an understanding of the roles and functions of professional counselors as leaders, advocates, collaborators and consultants.</td>
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</tr>
<tr>
<td>Students/Graduate(s) complies with the counseling profession’s current code of ethics.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students/Graduate(s) implements counseling techniques, methods, and treatment approaches to assist the client in attaining optimal development.</td>
<td></td>
<td></td>
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<tr>
<td>Students/Graduate(s) applies dynamics of group formation and processes in a variety of counseling settings.</td>
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<tr>
<td>Students/Graduate(s) integrates psychometric theory and concepts into the utilization and interpretation of appropriate assessment instruments.</td>
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<tr>
<td>Students/Graduate(s) demonstrates an understanding of the cultural context of relationships, issues, and trends in a multicultural society and how these constructs impact the counseling profession.</td>
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<tr>
<td>Students/Graduate(s) utilizes the current diagnostic system to assess problems or symptom patterns, formulate clinical diagnoses and plan and implement treatment.</td>
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<tr>
<td>Students/Graduate(s) demonstrates an understanding of the major approaches and interventions utilized with clients with substance abuse problems and addictions.</td>
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</tbody>
</table>
Students/Graduate(s) demonstrate an understanding of major theories and systems approaches used in couples, marriage and family therapy.

Students/Graduate(s) understand human development and career theories as they apply to the counseling profession.

Students/Graduate(s) demonstrate an understanding of research practices, principles, data collection techniques and methodologies as they relate to the counseling profession.

Students/Graduate(s) demonstrate an ability to use and access appropriate technology resources to enhance the counseling process.

Overall, how satisfied are you with your UW-Stout CMHC graduates?

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Satisfied</td>
<td>Very Satisfied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please feel free to share any additional comments or suggestions you may have regarding improvement of the Clinical Mental Health Counseling Program. Topics may include but are not limited to: course work, program culture, supervision, practicum, intellectual stimulation, thesis, personal growth, clinical problems etc.