COUN-794 MENTAL HEALTH COUNSELING INTERNSHIP

SITE SUPERVISOR'S EVALUATION PACKET
FOR M.S. INTERNSHIP IN MENTAL HEALTH COUNSELING

provided by

DEPARTMENT OF REHABILITATION AND COUNSELING

in the

COLLEGE OF HUMAN DEVELOPMENT
UNIVERSITY OF WISCONSIN - STOUT

Revised 02.08
# TABLE OF CONTENTS

Cover Letter to Site Supervisors and Potential Supervisory/Administrators .................................. 1

Introduction........................................................................................................................................ 3

Point of View .................................................................................................................................. 3

Aims and Goals of the Mental Health Counseling Internship......................................................... 4

Instructions to the Site Supervisor(s) for Supervisory Role and Completion of the Evaluation Packet .......................................................................................................................... 6

Internship Agreement (FORM A) ...................................................................................................... 7

Site Supervisor’s Student Evaluation (FORM B) (Midterm) ............................................................ 8

Site Supervisor’s Student Evaluation (FORM C) (Final) ................................................................. 11

Internship - Time Log (FORM AA) .................................................................................................. 14
Dear Site Supervisor:

The Master's Level Mental Health Counseling Program at the University of Wisconsin-Stout is a 60-credit program. It will take a minimum of four semesters of full-time work for students to complete. It may be taken over a longer period of time on a part-time basis.

The internship, a field-based experience, is a requirement for the Mental Health Counseling Program. Internship is considered to be a capstone experience for our students. Internship occurs at the point where the student has completed major course requirements and is ready for an entry-level field experience in a professional setting.

Prior to going to their field-based internship experience, students must have successfully completed Counseling Process Laboratory, which is a closely supervised experience in a laboratory setting with color video, audio, and one-way direct observation capability. The students are supervised by staff, and the laboratory groups are small so that individualized attention is maximized. Students must also complete the Group Dynamics course, giving them instruction and experience in group counseling skills, and Cognitive Behavioral Therapy, providing advances intervention skills. After successful completion of these experiences and other required coursework, we feel the student is ready for an internship in a professional setting. The belief is that students and the Mental Health profession gain much from the student's interaction with other professionals during the internship. Hopefully, the student will also contribute in meaningful ways to colleagues and clients at the internship site. We realize and appreciate the effort of site supervisors who volunteer to take an internship student "under their wing." It is our hope that internship site personnel will also benefit from interacting with our students.

Internship typically takes place during the final several semesters of the program. Students are required to complete a minimum of 900 clock hours of internship to meet program requirements. The amount of hours students are expected to work at an internship site during a semester is dependent upon the amount of internship credits for which they register (1 credit = 75 clock hours). The student is expected to inform their site supervisor of the amount of on-site hours for which they are registered. If the student is registered for an amount of hours that either goes beyond what the internship site can offer or is less than what would meet the internship site needs, it is the responsibility of the student, along with the program faculty, to make alternate arrangements (different site, split assignments, etc.).

Since internship is considered an entry-level experience, it is accomplished in a field site commensurate with the student's projected career setting, i.e., mental health clinic, hospital, college counseling center, AODA, etc. The student is asked to prepare a professional resume and cover letter to send to prospective internship sites. The student is asked to interview with the
internship site supervisor(s) for the position. These procedures are designed to emulate the "real world" experience of seeking that first career position. In addition, students are expected to acquire professional liability insurance before starting to work at their placement site.

The Internship Evaluation Packet for Site Supervisors contains information regarding goals, evaluation, and requirements of the internship. The packet is usually sent with the initial cover letter or brought to the initial interview by the internship student. If you have further questions about internship, please contact the University Internship Supervisor.
Mental Health Counseling Internship
COUN-794

INTRODUCTION

The Internship is the culminating activity in the training of most students with counseling majors. It consists of actual counseling experiences with clients and the integration and application of the counselor’s competencies. Internship provides the counselor-in-training the opportunity to utilize counseling skills, tools, and knowledge in direct counseling situations while under supervision.

Point of View

The internship experience is viewed as a tutorial form of instruction, during which time the counselor-in-training works closely with qualified staff members in supervisory relationships. To be qualified, the supervisor needs to have a Master’s degree or higher in Counseling or a related profession, and a minimum of two years counseling experience. The focus of the internship experience is on the integration of the "counselor as a person" with the knowledge she/he has gained in his/her didactic course work in such manner so that the counselor can learn to utilize both self and skills appropriately in a practical setting in order that she/he might be helpful to clients and to the internship site.

It is recognized that the counselor-in-training is in a process of growth and consequently is not expected to be, at the beginning of training, where it is hoped she/he will be at the end. At the beginning of the internship experience, heavier emphasis is placed on openness to experience, willingness to examine the counseling interaction, recognition of issues, and meaningful involvement in her/his own growth and development rather than on the demonstration of professional competence. As the internship student progresses through the program this emphasis does not shift, but rather becomes broader to include the demonstration of a higher level of professional competence.

In addition to the opportunity of putting into practice the counseling abilities that the student now possesses, internship offers the unique opportunity for the integration of practical experience and theoretical knowledge. A strength of internship is the development of these skills from real "on the job" training rather than from textbooks and classrooms.

Although requirements and format for various internship classes will differ with the instructor and the placement site, the key to a student’s success in internship appears to remain constant. INVOLVEMENT with clients, supervisors, and peers is a necessity for a meaningful internship experience.

The responsibility placed upon the graduate students involved in counseling internship is paramount. In addition to the responsibility to clients and to themselves, the counselors-in-training represent UW-Stout. The student's action, professionalism, and ability to function as an effective counselor are closely scrutinized by a number of individuals, including the site
supervisor, other professional staff, and the faculty supervisor.

It is our intention to provide counseling students with the best possible experiences during the internship phase of their training. In order to accomplish this, it is essential that high quality institutions, capable of providing equally high quality supervision, be used as off-campus laboratories. It is also important that experiences gained in the setting have a major emphasis on counseling relationships. Several types of counseling experiences should be included, particular to each site. It is imperative that a mutuality of understanding exists among all parties concerned: the agency supervisor, the university supervisor, and the intern.

**Aims and Goals of the M.S. Internship in Mental Health Counseling**

The aim of the internship for master’s level students is to provide an entry-level experience in a setting appropriate for mental health counseling.

The goals and expectations for the internship for master's level students are as follows:

* To enable the student to gain experience in a field commensurate with her/his career goals and interests

* To enable the student to gain experience with the application process by writing a resume and cover letter for the purpose of applying for the internship.

* To enable the student to gain experience by interviewing with the site supervisor and other site personnel for the internship position.

* To provide an opportunity for the student to perform, under supervision, a variety of counseling activities that a regularly employed staff member in the setting would be expected to perform.

* Approximately 40% of the time on-site should be spent in direct service with clients (360 hours throughout the entire course of the internship for the student).

* Includes a minimum of one (1) hour a week of individual and/or triadic supervision (usually performed by the on-site supervisor).

* Includes an average of one and one-half (1 1/2) hours per week of group supervision (usually performed by a faculty supervisor).

* Allows the student to become familiar with a variety of professional activities in addition to direct service work.
* Allows the student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, technologies, print and non-print media, professional literature, and research.

* Allows the opportunity to counsel clients who represent the ethnic and demographic diversity of the community.

* Includes formal evaluation of the student’s performance during the internship by the on-site supervisor(s).

* Includes formal evaluation of the student's performance during the internship by a department faculty member supervisor, in consultation with the site supervisor.

* Allows students to formally evaluate their supervisors and learning experiences at the end of their internship experience.

* To become aware of accountability procedures through keeping a daily log of activities and participating in self-evaluation activities as well as supervisory evaluation sessions.

* To follow administrative policies, rules, standards, and practices of the site and to conduct professional activities within the code of ethics of the American Counseling Association.

* To attend and participate in the university seminars as scheduled.
INSTRUCTIONS TO THE SITE SUPERVISOR(S) FOR SUPERVISORY ROLE AND COMPLETION OF THE EVALUATION PACKET:

We have enjoyed having high quality sites and outstanding site supervisors for our students in counseling since the very beginning of the Internship component of our program. We are fortunate to have site supervisors who will give of their time to mentor new people into the profession--ensuring positive growth for the future. Our M.S. students do not begin their internship until they have successfully engaged in supervised counseling practice in a closely supervised laboratory setting on campus. Additionally, they must have completed other major area coursework. Perhaps these are reasons for the success of our internship program that has been an integral part of the total counseling program.

The site supervisor(s) is (are) asked to complete the following forms at the timelines indicated (we try to keep paperwork for our supervisors to a minimum):

1. Read and sign the Internship Agreement (FORM A) on Page 7 as well as the copy of the agreement the student has in her/his packet.

2. Complete the Site Supervisor’s Student Evaluation (Midterm) (FORM B) approximately mid-way through the student’s internship and submit to the University Supervisor.

3. Complete the Site Supervisor’s Student Evaluation (Final) (FORM C) at the end of the semester or internship experience and submit it to the University Supervisor. Sometimes, it will be necessary to complete this form in time for a student to graduate in the current semester--generally two weeks prior to the end of the University's semester. The student will inform you of exact dates.

4. Optional: The Internship student may ask you to write a letter of reference for her/him as she/he seeks a career position.

5. A sample copy of the student’s Time Log (FORM AA) is included for your information.

We appreciate your taking the responsibility and time to supervise our internship student during this very important experience in training for a career in Mental Health Counseling.
INTERNERSHIP AGREEMENT

This agreement is made on (date)________________________ by and between (name of agency)_____________________, (student’s name)_____________________, an internship student in the College of Human Development, Rehabilitation and Counseling Department, UW-Stout. The agreement will be effective from (date)________________________ to (date)________________________ for (# of hours)________________________.

I, the internship student, agree:

* to complete ___________ hours at the internship site beginning on (date)________________________.
* to follow the directions for internship as stated in the internship packet, participate in the activities assigned to me at the internship site, and work within the regulatory framework of the internship site and my professional code of ethics.

The site supervisor (as identified below) agrees:

* to provide professional counseling, and related experiences and supervision for the student following the directions for internship supervision and the goals of the internship as in the Supervisor’s Internship Evaluation Packet.
* to set aside one hour per week to provide feedback to the student on progress being made.
* to give the student an opportunity to perform all the activities that an employed mental health staff member would be expected to perform in this setting.

The Mental Health Counseling Program in the College of Human Development, Rehabilitation & Counseling Department, UW-Stout, agrees:

* to provide evaluation packets for the site supervisor(s) and student.
* to be available for consultation with the site supervisor about the student.
* to provide faculty contacts with the internship sites via phone calls/visitations at mutually agreed upon times.
* to support the site’s administrative policies, rules, and practices consistent with the ethical standards of the profession.
* to provide the student with the prerequisite courses (COUN-788 Counseling Process Laboratory, COUN-789 Cognitive Behavioral Therapy, and COUN-752 Group Dynamics) and other coursework necessary to function as an entry-level professional counselor within the ethical guidelines, statutes, and laws pertaining to professional practice.
* to be responsible (with input from the Site Supervisor) for the final evaluation of the student’s performance.

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 (Print)                                                                 Signature
________________________________________________________________________
Site Authorized Supervisor (Print)                                                  Signature
________________________________________________________________________
University Supervisor (Print)                                                         Signature
SITE SUPERVISOR’S STUDENT EVALUATION
Midterm

To be completed mid-way through the first semester of Internship and submitted with the rest of the evaluation material to the University Internship Supervisor (not necessary for second semester internships and beyond).

Name of Site Supervisor(s) ____________________________________________

Name of Student _____________________________________________________

Name of Internship Site _______________________________________________

Address of Site _____________________________ Phone # at Site _____________

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. 
   Comments: 5 4 3 2 1 0 NA

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

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.). 
   Comments: 5 4 3 2 1 0 NA

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

   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
Supervisor's Signature
Date (month, day, year)

INCLUDE THIS FORM WITH THE REST OF THE EVALUATION PACKET AND SEND 
OR BRING TO THE UNIVERSITY INTERNSHIP SUPERVISOR.
SITE SUPERVISOR'S STUDENT EVALUATION
Final

To be completed at the end of the semester or internship experience and submitted with the rest of the evaluation material to the University Internship Supervisor.

Name of Site Supervisor(s) ________________________________________________________________

Name of Student __________________________________________________________________________

Name of Internship Site ________________________________________________________________

Address of Site __________________________ Phone # at Site ______________________

Semester of Internship for Student (circle one)  First               Second               Third or Beyond

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. Comments: 5 4 3 2 1 0 NA

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

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.). Comments: 5 4 3 2 1 0 NA

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

ADDITIONAL COMPETENCIES APPROPRIATE TO SETTING

20. (Write In) Comments: 5 4 3 2 1 0 NA

21. (Write In) Comments: 5 4 3 2 1 0 NA

22. (Write In) Comments: 5 4 3 2 1 0 NA

23. (Write In) Comments: 5 4 3 2 1 0 NA

Student’s Signature ____________________________________________

Supervisor’s Signature _________________________________________

Date (month, day, year) ________________________________________

INCLUDE THIS FORM WITH THE REST OF THE EVALUATION PACKET AND SEND OR BRING TO THE UNIVERSITY INTERNSHIP SUPERVISOR.
COUN-794 Internship
Mental Health Counseling Program
Rehabilitation & Counseling Department
UW-STOUT
INTERNERSHIP TIME LOG

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>START</th>
<th>STOP</th>
<th>TOTAL HOURS</th>
<th>INTERNSHIP ACTIVITY &amp; COMMENTS</th>
<th>SUPERVISOR’S INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Codes for activities (these are NOT all-inclusive):
- OBS—Observation
- CA—Career Assessment (test)
- IC—Individual Counseling
- IS—Inservice
- SM—Staff Meeting
- IA—Individual Assessment (test)
- MC—Marriage Counseling
- RC—Record Keeping, Correspondence, Report Writing
- PT—Play Therapy
- PC—Parent Consultation
- FC—Family Counseling
- CC—Case Conference

TOTAL HOURS

Page ________
Student________________________________________________________________________________________Year_____________________Semester___________________