

**Professional Mental Health & Addiction Counseling Program
Lewis & Clark College**

**PMHC-A INTERNSHIP MANUAL
2014-15**

TABLE OF CONTENTS

INTRODUCTION	2
INTERNSHIP REQUIREMENTS.....	2
TIME REQUIREMENTS	2
SUPERVISION REQUIREMENTS	3
PAPERWORK REQUIREMENTS	4
WORK SAMPLE	5
PMHC-A INTERNSHIP AGREEMENT	5
SITE RESPONSIBILITIES	5
SITE SUPERVISION EXPECTATIONS & RESPONSIBILITIES.....	6
FACULTY INTERNSHIP SUPERVISOR'S ROLES AND RESPONSIBILITIES	8
PMHC-A PROGRAM RESPONSIBILITIES	9
INTERNSHIP STUDENTS' ROLES & RESPONSIBILITIES.....	9
PROBLEMS/CONFLICTS AT SITE.....	11
LEGAL AND ETHICAL CONSIDERATIONS OF THE INTERNSHIP	12
RELEVANT ISSUES FOR INTERNS.....	12
CONSULTING WITH COLLEAGUES AND OBTAINING SUPERVISION.....	13
SELF-CARE	13
SECURING AN INTERNSHIP PLACEMENT.....	14
BEGINNING THE PROCESS	14
QUESTIONS TO HELP GUIDE SELECTION.....	15
SECONDARY PLACEMENTS	15
ACCEPTING AN INTERNSHIP POSITION	16
FINALIZING THE INTERNSHIP PLACEMENT	16
COUNSELING PSYCHOLOGY DEPARTMENT POLICY FOR PRACTICUM AND INTERNSHIP EXTENDERS	17
NECESSARY FORMS FOR THE INTERNSHIP	17
FORMS RELATED TO SECURING THE INTERNSHIP	18
INTERNSHIP REGISTRATION APPROVAL.....	18
DOCUMENTATION AND EVALUATION OF THE INTERNSHIP EXPERIENCE	18
APPENDIX A: WORKPLACE INTERNSHIP POLICY	20

INTRODUCTION

The PMHC-A internship is a two semester concentrated field experience at both the Lewis & Clark Community Counseling Center (L&C CCC) and in a community setting. The internship provides an intensive supervised clinical experience in a community placement and is intended to be the culmination of the degree program as well as the initial step in developing the student's professional identity as a counselor. Both semesters of MHCA 582 internship courses meet at L&C CCC weekly and students will continue to see clients at the clinic during their first semester of internship.

The primary purpose of the internship is for students to obtain supervised practice and clinical experience that will help them develop and integrate the skills necessary to become professional counselors. Secondly, the goal of the internship is to ensure that these skills have been successfully developed. As such, the completion of the internship requires adequate demonstration of basic counseling competencies and skills.

During this time, students spend at least 600 hours performing activities associated with the internship. The actual number of hours spent at the internship site varies according to the needs of the site and the student. The amount of required paperwork, training and meetings, and the typical no-show rate of clients, are site characteristics impacting the number of hours spent at the site. Student characteristics influencing the number of hours include: ability to work independently, time needed to complete case notes and other paperwork, and the amount of time spent in consultation with colleagues. Typically, interns can expect to spend between 16 and 20 hours per week at their site.

INTERNSHIP REQUIREMENTS

Time Requirements

A total time commitment of at least 600 hours needs to be completed during the two semesters of the internship. These hours are divided into the following activities: direct service, supervision, and "other" activities. The following table shows a breakdown of the number of hours associated with each type of activity. Further definitions of these different types of hours are provided below the table.

TYPE OF ACTIVITY	HOURS REQUIRED
Direct Service	240
Supervision L&C CCC (at the clinic)	30 Individual 60 Group
On-site	30
Other Hours	240
Total Hours	600*
*Does not include practicum hours	

Direct Service: These hours include individual, group, family, and couples counseling, co-therapy, intake and assessment hours. At the beginning of the internship, students may also count direct service hours when observing someone else conducting therapy.

Supervision: At least one hour of supervision a week **must** be face-to-face individual supervision with the site supervisor. On-site group supervision hours are counted under a separate category. The on-campus internship class provides three hours of group supervision per week.

Other Hours: These should be the easiest hours to fill because they include case reviews, completing paperwork including case notes, related readings, consultations, staff meetings, and additional training experiences.

Students may begin their internship experience during any semester and continue at the site through the following semester. Although students may begin to accrue orientation and training hours for one month prior to beginning classes, they **may not** count direct service hours until they are receiving supervision at Lewis & Clark College.

Most internship students complete their hours by the end of their second semester. In the event that the 240 direct service hours are not completed by the end of the second semester, or the site contract continues beyond that date, interns **must** continue at their site until completion of their hours and/or contract completion. Additionally, interns are required to continue weekly campus supervision until completing their onsite clinical hours. This continuation may also require registration for an additional 1 credit of campus supervision while they are accruing the needed hours.

Interns who have met the requirement for clinical hours by the end of their 2nd semester and have met the requirements for their contract end date are finished with internship and may not extend beyond their contract date.

Those students who complete their direct service hours prior to the end of the academic year are required to continue working at their internship site until the end of the semester, as per the internship contract. Students with placements in the schools are expected to remain at their placement for the entire school year.

Supervision Requirements

Individual Supervision: Students are required to obtain a minimum of one hour of on-site individual supervision per week. Students who have two sites will need to have two qualified supervisors and receive one hour of individual supervision at each placement.

Internship Class/Group Supervision: Students are required to register for MHCA 582 and attend weekly course meetings held at the LC Community Counseling Center during both semesters of their internship experience. The required weekly hours for the courses will be 5-6 hours but may vary depending on supervisory requirements and client caseloads. The class provides additional supervision, consultation, support, feedback, and allows for evaluation of the intern's clinical work and professional growth.

- Given the clinical nature of the class, students are expected to demonstrate professionalism in supporting classmates, accepting and giving constructive feedback, and showing openness to supervision.

- Students missing more than one class session per semester will be assigned appropriate make-up work by the campus internship supervisor. Additionally, more than two unexcused absences may require a faculty review.
- Students generally remain in the same class section and with the same instructor for both internship semesters. However, section assignment by semester may change due to schedule conflicts or other needs.

Paperwork Requirements

Internship Agreement: Students are required to read and understand the internship agreement between Lewis & Clark and their respective sites. Prior to beginning their placement at the site, interns are required to meet with their site supervisors to complete and sign the signature page of the agreement. This document outlines the objectives, duties, and responsibilities of the internship placement and provides information essential for evaluation and supervision.

- Students are expected to adhere to the provisions of the internship agreement including:
 - specified duties
 - duration of contract
 - number of internship hours per week
 - location
- If significant changes to the provisions of the agreement occur, an amended agreement must be completed and filed with the department.

Proof of Insurance: Students are required to provide proof that they personally have professional liability insurance by providing the department a photocopy of the certificate page of the policy.

- Becoming a student member of the American Counseling Association enables one to obtain malpractice insurance at no cost.
- Students failing to provide proof of insurance will not be allowed to see clients at their internship site.

Criminal Background Checks: All students will have completed a national criminal background check during their first year of graduate study. Also, many sites require an additional background check prior to the start of the internship placement.

Documentation of Internship Hours: Students are required to document the time spent in activities related to the internship. The following paperwork for 1st semester completion of internship is due no later than the second class meeting of the 2nd semester

- Hours Summary Form (signed by site supervisor)
- Daily/Weekly Record Forms (documenting all clinical, supervision, and other hours)
- Site Supervisor Evaluation (signed by site supervisor)

The following paperwork is due for all internship students upon completion of internship

- All Summary Forms, including Final Summary (all signed by site supervisor)
- All Daily/Weekly Record Forms
- Site Supervisor Evaluation (signed by site supervisor)
- Intern's Site Evaluation

All paperwork should be submitted to the intern's LC supervisor and, if not available, to the CPSY office. Interns will be assigned a grade of INCOMPLETE until all paperwork is turned in for each respective semester.

Grading

Internship and practicum students are assigned a grade of "CREDIT (CR)" for satisfactory work, "NON-CREDIT (NC)" for unsatisfactory work, and "INCOMPLETE (INC)" if all work for the respective semester has not been completed.

Evaluation of the Internship Experience: Intern performance is continuously monitored and evaluated by both the site supervisor and faculty internship supervisor. Formal written evaluation of students' performance is required at the end of the first semester and again at the completion of the internship.

- Students are also provided the opportunity to evaluate their internship site and experiences at the end of the internship

Work Sample

Students are required to provide at least one work sample, in the form of a videotaped session with a client, to their faculty internship supervisor each term. Individual faculty supervisors may also require additional work samples which may include additional videotapes, audiotapes, or written work. Given the need for client confidentiality and adherence to site policy some flexibility may be shown on this requirement on a site by site basis and with the approval of the intern's LC supervisor.

PMHC-A INTERNSHIP AGREEMENT

An internship placement and its fulfillment involves not only the interests of the intern, but also the interests of the host agency/school, the site supervisor, clients of the agency/school, and the relationship of mutual support and accountability between the host agency/school and the PMHC-A Program. Important aspects of these relationships are outlined below. Agencies, interns, and Lewis & Clark College agree to the provisions detailed below. On the final page of this agreement all parties sign off on the particulars of the agreement; this document serves as a contract between all parties.

Site Responsibilities

Approved sites accepting graduate student counseling interns from Lewis & Clark offer sufficient structure and stability to allow interns to complete their internship requirements at the site within a two-semester period. This includes providing appropriate training and supervision to ensure client welfare and enhance student learning.

Sites will provide:

- Access to a client caseload to meet program requirements for breadth and depth of services including a minimum of 240 direct client contact hours with an average of about 8 client contact hours per week throughout the contract time unless the site is designated as a secondary site only.
- A qualified supervisor on site during all times when an intern is meeting with clients. If the primary supervisor is not available, a qualified back-up supervisor must be available at the location where the intern is meeting with the client.
- Orientation to the site with written documentation and pre-service training to ensure student understanding of agency policies and procedures including:
 - Agency administrative and supervisory organization
 - Client assignment and scheduling
 - Clerical support available
 - Paperwork and documentation expectations
 - Protocols for reporting abuse
 - Crisis response process for client(s) considered to be a danger to self or others (including suicide assessment supervisory support)
 - Confidentiality procedures/release of information/consent for treatment
 - Acquainting interns with culture and norms of setting.
- Support from the site administration to foster a learning environment. This includes support for site supervisors to provide adequate time for appropriate supervision as outlined in the section on supervision expectations. Although this requires a minimum of one hour per week of individual supervision, it is expected that supervisors may need additional time to track client caseload and welfare.
- Opportunities for the intern to develop professional relationships with peers, experienced counselors, supervisors, and related agency personnel through training, case staffings, and other agency activities.
- Ability to videotape client sessions for review during on-campus faculty supervision.
- An adequate workspace in which interns can schedule time to see clients on a regular basis.
- In cases where changes to the agreement need to be made, there must be a request to the Lewis & Clark faculty supervisor to make any changes in the agreement including work location, supervisor, intern hours, or intern expectations. Any changes must be approved by Lewis & Clark prior to the change and will be appropriately documented.

Site Supervision Expectations & Responsibilities

An important aspect of the internship experience is the supervision on site and at Lewis & Clark. The supervisor's role is to consult with the intern about clients as well as provide ongoing feedback about counseling skills. Additionally, ethical principles mandate that the primary responsibility of all supervisors is to ensure the welfare of clients. This means that client welfare takes precedence over the needs of interns.

Consistent with supervision expectations outlined by licensing agencies, site supervisors are responsible for direct supervision to ensure client care. Faculty supervisors will typically not have the access to client data needed to manage client care directly. Along with the primary responsibility of ensuring the welfare of clients, the expectations of site supervisors are outlined below.

Site Supervisor Qualifications

- A master's degree in counseling, social work, or a related field
- Licensure in chosen discipline (preferred)
- A minimum of two years of post-degree counseling experience

Training and experience in supervising students is strongly preferred. However, in lieu of previous training and experience, consideration will be given for the following:

- Enrolling in the Lewis & Clark continuing education course in supervision during the first semester the student is on-site
- Supervision of supervision: the site supervisor will receive regular supervision of their supervision of the intern
- A familiarity with, and adherence to, the ethical code of the American Counseling Association
- Familiarity and compliance with the Lewis & Clark PMHC-A Internship policies as outlined in the Agreement
- Familiarity and compliance with the internship practices and policies as outlined in this Manual

Site Supervisors will provide:

- Individual supervision for a minimum of one regularly scheduled hour per week. Group supervision time cannot replace individual supervision but may be used for additional supervisory time.
- Supervision appropriate for the developmental level of the intern including:
 - Consultation with the intern to develop individual learning goals
 - Client screening and assignment according to intern competency level and individual learning goals
 - Monitoring client caseload for risk and reassigning clients if necessary
 - Helping the student learn to manage caseloads
 - Supervision and training in ethics and law as issues arise with clients
 - Regular review of work samples (video and/or audio tape), case notes, and treatment plans
 - Supervisory experiences to assist the student in applying basic counseling skills and developing new skills
 - Assistance in developing ability to apply theory to practice including case conceptualization and treatment planning

- Ongoing evaluation and feedback to interns to facilitate professional growth of the intern
- Communication with faculty supervisor as needed
- Formal written evaluation of the development of basic counseling competencies. This includes:
 - Completing the evaluation forms at the end of both terms
 - Reviewing evaluations with the intern
 - Reviewing and signing off on the student intern's documentation of internship hours

Faculty Internship Supervisor's Roles and Responsibilities

The faculty supervisor's role is to provide general academic supervision to students around issues of ethics, standards of care, student counselor growth and development, case conceptualization, treatment planning, development of theoretical orientation and other relevant topics. As a representative of the PMHC-A Program and Lewis & Clark College, the faculty internship supervisor's primary responsibility is to assure the welfare of the clients at the internship site. The intern's performance at the site is continuously monitored and evaluated by both the site supervisor and the faculty supervisor. While the needs of the intern are always important, client welfare will always be the primary concern.

The faculty internship supervisor is the instructor of record for the MHCA 582 internship class and is a faculty member (either roster or adjunct) of the PMHC-A Program. Both semesters of MHCA 582 will meet weekly at L&C CCC.

Internship class requirements and course content may vary according to instructor, but they have a common set of learning goals and objectives, with comparable emphases and quantity of requirements.

Faculty Internship Supervisors will provide:

- Weekly classes will meet at L&C CCC and will include classroom discussions and both individual and group supervision with internship students. Contents will include:
 - Supervision of group feedback on client issues
 - Discussions, support, and supervision for interns in their development as counselors
 - Understanding the supervision process and determining appropriate professional and personal content (boundaries) in supervision, such as issues of professional development, countertransference, and personal content appropriate for supervision
- Coordination of the internship experience among the sites, Lewis & Clark College, and the student interns, including:
 - Conflict resolution consistent with ethical standards of the counseling profession
 - A minimum of one site visit per internship year
 - Contract changes (e.g., intern hours, location, supervisor, etc.)
 - Monitoring of intern progress toward completion of the internship requirements
- Regular ongoing feedback to the student. This includes giving feedback and voicing any concerns about stress levels and/or emotional well-being. In some cases, the intern may be required to limit or suspend his/her internship placement. This decision is the responsibility

of the faculty internship supervisor in consultation with the Clinical Director.

- Periodic review of intern work samples including videotape, audiotape, and written case summaries to ensure that the intern has developed basic counseling competencies.
- Final evaluation of intern performance for purposes of meeting standards and requirements for the Lewis & Clark Counseling Psychology Department including the awarding of academic credit. Determination of the successful completion of internship will be based on demonstration of adequate skills and counselor competencies, and adherence to ethical standards and appropriate resolution of ethical dilemmas. These expectations will be evaluated as evidenced by: adequate ratings on the evaluation forms from the on-site supervisor, observations of work samples including video and written work, observations from the site visit, verbal reports from officials and supervisors at the site, and supervision content and observations in on-campus supervision.

PMHC-A Program Responsibilities

The department's primary responsibility is to ensure appropriate training of students through monitoring quality of training experiences.

The PMHC-A Program will provide:

- Evaluation and approval of internship sites and supervisors
- Approval of appropriate placements of students
- Appropriate academic supervision
- Tracking of paperwork for the internship placement
- Cooperation and consultation with site regarding student progress, possible conflicts, or impairment (including decisions regarding modification of duties or the termination of internship placement)
- Intervention consistent with ethical guidelines of the profession in cases where the faculty internship supervisor believes that there is an ethical dilemma around client care or agency/student relationships, and the matter has not been successfully resolved in a less formal manner.

Internship Students' Roles & Responsibilities

The primary purpose of the internship is for students to gain supervised practice and clinical experience to help develop and integrate the skills necessary to become professional counselors. Important aspects of the intern's role and responsibilities are highlighted below:

Welfare of Clients: The basic assumption underlying all agreements between students and host agencies/schools is that the primary responsibility of all involved is to ensure the welfare of clients. Client welfare always comes before intern needs.

Counselors in Training: The student's primary role as an intern is as a "counselor in training" and therefore as a member of the staff at the internship placement. However, it is important to remember that interns are temporary and often novice members of that staff.

Being a Supervisee: Another important aspect of being an intern is the role of supervisee – a person who is open and receptive to the comments and critiques of his/her work by the on-site supervisor and the faculty internship supervisor.

- The role of counselor in training requires the intern to demonstrate a willingness to be supervised and to receive the supervision provided by both the on-site supervisor and the faculty internship supervisor. This includes:
 - Developing an understanding of the scope and purpose of supervision
 - Engaging in a working alliance with on-site and college supervisors
 - Attending all supervision sessions on-site and at the college
 - Accurately communicating content and scope of counseling sessions in supervision
 - Maintaining an openness to feedback in supervision, and following through on directives of supervisors
 - Willingness to videotape interactions with clients and receive feedback on taped interactions
 - Seeking supervision in a timely manner about individuals who are at risk (full disclosure to supervisors of risks to client welfare)

Training: Interns are expected to participate in on-going staff development, meetings, and administrative duties at their site.

Records: Interns maintain records in accordance with agency/school norms. If the setting does not require the keeping of records, interns are still obligated to do so in keeping with the Code of Ethics of the American Counseling Association.

- The requirements for maintaining records are as follows:
 - At a minimum, a record of the name, date, and type of activity; a brief description of the activity; and note of any unusual occurrences must be kept. This holds true for both individual and group activities.
 - Use of the forms supplied with this manual to keep track of internship hours and activities while on site. Ultimately, copies of these records will be turned in to the department and kept on file.
- It is important to keep copies of your internship hours and have them readily available! Accurate documentation of internship hours will be necessary when applying for licensure.

Work Samples: At least once per term, students are expected to present either a videotaped session of their work with a client or be observed by their faculty internship supervisor during a live clinic session

- The presentations are often stressful. The expectation is not that interns are able to present a "perfect" counseling session. Rather, reviewing the session provides an opportunity for the faculty internship supervisor to assess skills directly and to give specific feedback to further professional development. Additionally, students in the internship class learn by viewing and giving constructive feedback about each other's work samples.

- The faculty internship supervisor may require additional videotaped sessions if more work samples are needed in order to adequately evaluate skills.

Additional Responsibilities: Expectations of student interns also include the following:

- Adopting an attitude of attending to client welfare as a counselor's primary responsibility
- Adhering to the ethical standards of the American Counseling Association
- Adhering to the legal mandates of the state of Oregon or Washington
- Consistent and punctual attendance at all work and training activities on site
- Following agency policies
- Appropriate client termination or transfer
- Maintaining appropriate documentation as outlined by the site and the college confidentiality guidelines
- Maintaining personal liability insurance (\$1 million per occurrence, \$3 million aggregate)
- Following detailed expectations as outlined in this manual
- Completion of ***all*** documentation at end of internship

Problems/Conflicts at Site

If problems arise at the internship site, the faculty internship supervisor and the site supervisor will work with the intern to develop a strategy to solve them. In the event of a conflict between the intern and the site supervisor, deference will be given to the supervisor's knowledge and experience. Final decisions concerning problem/conflict resolution are the responsibility of the faculty internship supervisor.

Changing Internship Placements: Requests to prematurely change or end an internship must be approved by the faculty internship supervisor and the PMHC-A Director. The final decision must meet all relevant ethical and professional standards.

- Any student who considers leaving an internship before the full internship contract is fulfilled and the internship is complete must proceed in a careful, step-by-step process of consultation and evaluation. This process includes:
 - Consultation with the faculty internship supervisor and the Clinical Director or faculty member designated by the department chair
 - Disclosure of all relevant information from the beginning of any such consideration and continuing to disclose fully and consult until the matters are resolved
 - A good faith attempt to resolve the issues at the internship site with the help and guidance of the faculty internship supervisor
 - A willingness to abide by the decisions made by the faculty internship instructor and PMHC-A Director about how to proceed in resolving the issues

- In discussing issues with the site supervisor or other site representative, it is essential that the interests of the site supervisor, the host agency, and clients be given full consideration.
 - Further, in initiating any such discussion, the intern should avoid an approach that ends the possibilities of a positive resolution and continuation of the internship before all relevant considerations have been carefully weighed and discussed with the faculty internship supervisor and PMHC-A Director, and the host agency and supervisor.
- Final resolution and decision regarding the status of the student at the placement is the responsibility of the faculty internship supervisor.

Removal from an Internship Placement: In some cases, students are asked to leave their placement early.

- Students removed from a placement will be required to take some time out from seeing clients and engage in reflective activities as determined by the faculty internship supervisor and the PMHC-A Director. These activities may include:
 - Therapy
 - Medical care
 - Volunteer work
 - Other personal growth experiences

Students removed from a placement may not seek another placement until instructed to do so by the faculty internship supervisor and the PMHC-A DIRECTOR.

LEGAL AND ETHICAL CONSIDERATIONS OF THE INTERNSHIP

Students are expected to practice within the Code of Ethics of the American Counseling Association and follow the laws affecting their internship placement. Students must know and understand the ethical code and be aware of the laws affecting their practice before beginning to see clients.

As counselors in training, interns must tell clients that they are students under supervision and provide the client with the contact information for the supervisor.

Relevant Issues For Interns

Competence: The ACA guidelines for an ethical practice mandate that counselors practice within their areas of competence. Competence is demonstrated by obtaining education and supervised practice. Students must complete all of the academic prerequisites for the internship, including all courses in diagnosis and treatment, before beginning their internship.

Informed Consent: Informed consent must be given by clients. An informed consent form must be signed either before seeing clients or during the first session.

Limits of Confidentiality: During the first session with a client, interns must discuss limits of confidentiality. These include:

- Reporting child abuse or neglect, elder abuse, or dependent adult abuse
- Reporting clients' intent to do harm to themselves or others
- Releasing records in a legal proceeding in response to a judge's order
- Testifying in a court case where a client's mental state is a condition of the case
- Notifying parents (as soon as it is therapeutically feasible) of treatment rendered to a child over 14 years of age who has legally consented to treatment without parental consent
- Discussion of the client with the on-site supervisor and/or the faculty internship supervisor during individual and group supervision

Dual Relationships: Dual role relationships are to be avoided as it is inappropriate to engage in relationships other than therapeutic ones with clients. This means:

- Interns are not permitted to socialize in any manner with a client
- Interns are not permitted to use their personal vehicles to transport clients

Disclosure of HIV Status: Oregon and Washington laws prohibit disclosure of an individual's HIV status without written permission. This includes disclosing a client's status to the supervisor(s).

Consulting with Colleagues and Obtaining Supervision

Students are expected to understand and follow ethical guidelines, and to seek supervision when there is confusion or an ethical dilemma to be resolved. Ethical decision-making involves consultation and using the advice pooled from numerous sources. If an ethical concern related to the internship arises, the student should discuss it with the site supervisor. Additional support or guidance can be gained by raising the issue in the internship class. Regardless of the setting, collaboration is an important part of the process.

The student must inform both the on-site supervisor and the faculty supervisor in the event that an ethical error is made so that steps can be taken to minimize harm to clients. Failure to follow ethical guidelines, disclose ethical errors, and/or seek appropriate supervision may result in dismissal from the internship and/or the Counseling Psychology program.

SELF-CARE

Internship can be a stressful time. Sometimes students find themselves in emotional turmoil resulting from listening to the concerns of so many people. It is important to **make** time and **take** time for self-care.

Concerns About Self: Interns concerned about their level of stress and/or emotional well-being should consider:

- Being more attentive to personal needs

- Addressing concerns with their site supervisor and/or the faculty internship supervisor
- Seeking out therapy to help resolve issues brought up by internship experiences
- Limiting or suspending the internship if the distress continues

Concerns About Peers: Interns concerned about the level of stress and/or emotional well-being of another internship student should:

- Approach the intern directly and express their concern
- Encourage the intern to follow the steps for self-care outlined above, including discussing problems with the faculty internship supervisor
- In the case of continuing concern about a peer's welfare, if it seems that the faculty internship supervisor is not aware of the problem, discussing your concerns with the faculty internship supervisor

SECURING AN INTERNSHIP PLACEMENT

Although advisors and other faculty and staff members at Lewis & Clark can provide guidance regarding internship selection, students are ultimately responsible for contacting sites and securing internship placements.

Beginning the Process

Most students secure a clinical placement for a three-semester period, the first of which is the practicum. During the 3 to 6 months prior to the start of their practicum, students will have explored the approved sites listed in the CPSY Sites database; consulted with advisors and other instructors; and set up interviews at two or more potential placement sites. More information on the selection process may be found in the Practicum Manual.

Some students complete their practicum at a site where they will not be continuing on for two semesters of internship. In this case, they may undertake the search for practicum and internship placements at the same time, or they may begin the internship search at the beginning of their practicum semester.

The practicum-internship placement may begin at the start of summer, fall or spring semester.

Additional resources to help students prepare for and choose an internship include:

- Speaking with students currently in practicum or internship settings
- Obtaining assistance with resumes or cover letters from the Writing Studio at Lewis & Clark
- Attending the annual Internship Fair

Questions to Help Guide Selection

The first question to ask about a placement is whether it provides the opportunity to gain the experiences required for the internship. A second question is whether a satisfactory working relationship can be established with the site-based supervisor. Additional questions to consider are:

- Does the site offer general experience or work with a specific population?
- Will the site provide the intern the opportunity to work with a specific population of interest? (For example, couples, families, groups, adolescents, schools, inpatient, etc.)
- Can the site assure enough clients to fulfill the required number of direct client contact hours?
- Is the site part of a large or small agency?
- Does the site have many interns from different disciplines and programs or just one or two interns?
- What relationship has been established with the on-site supervisor? Does s/he facilitate a safe learning atmosphere? Will s/he provide the desired type of supervision?
- Does the site make provisions for adequate coverage in times of emergency?

Secondary Placements

Although students may choose to have a maximum of two internship placements, it is recommended that interns wait until the second internship term to begin working at a second site. Only under special circumstances, and with the consent of the faculty internship instructor and the Clinical Director, will it be possible to begin both placements during the first internship term.

Reasons for Adding a Second Placement: Students placed with two sites generally fall into one of the following categories:

- Students who desire to supplement a general clinical experience with specialized training in an area such as: grief, adoption, women's health, HIV, sexual minority issues, ADHD children, private schools, etc.
- Students who find they are unable to acquire enough hours at their primary site to feasibly complete internship within one year.

Guidelines for Secondary Placements: While recognizing that there are unique challenges inherent in working at two placements, the following guidelines apply to all:

You must obtain approval prior to selecting a second internship site. The approval decision is made by your internship instructor in consultation with the Clinical Director.

In order to receive academic credit for a previously established activity (i.e., work or volunteering), a rationale must be submitted documenting how the internship experience will differ from your previous experiences. New learning is the crucial element. Acceptable options are: providing service to a new population; providing different services to the population; or beginning a new group(s). See Appendix A for complete Workplace Internship Policy

- Students will spend a maximum of 10 hours a week at a secondary site.
- Supervision must meet the same requirements as for primary sites. The secondary site supervisor will be required to evaluate the student in the same manner as a supervisor at the primary site.
- Each site must be approved as an internship placement.
- A separate internship contract must be signed for each site.

Accepting an Internship Position

It is unprofessional to make commitments to multiple practicum or internship sites when intending to only work at one. Therefore, any intent to explore other options must be clearly communicated. Accepting more than one placement is unethical and is damaging to all parties. If a mistake or misunderstanding happens, take steps to rectify the situation immediately.

Finalizing the Internship Placement

Once an internship placement has been accepted, a Placement Plan Approval Request form must be completed and turned in to the CPSY office. The purpose of the Approval Request form is for the PMHC-A Director to do a final evaluation of the chosen site and approve it as the internship placement for a particular student. It is only after this evaluation that the placement at a site is “officially” approved. Most of the time, placements are approved without difficulty, but approval is **not** automatic.

- The primary factors impacting the approval of a placement are:
 - Sufficient opportunity for direct client contact hours
 - The specific qualifications of the site supervisor
 - The quality and availability of on-site supervision including the availability of a secondary supervisor to cover your supervision in the event that the primary supervisor is away
 - The stability of the site
- The match between the site and the student is also an important consideration when approving an internship placement.

After you have received notification that your placement is approved (and only **after** it is approved) an internship contract may be signed with the site supervisor. The Internship Contract (the signature page of the actual Internship Agreement) specifies the activities/responsibilities of the intern, the dates of the internship agreement and the number of hours the intern is expected to be on-site. Contracts are due in the CPSY office six weeks prior to the start of the internship semester.

In the event of significant changes at the internship site, such as changes in the types of activities, the hours spent on-site, or a change in site supervisor, an amended contract must be completed and be on file with the CPSY office.

Placement at a site becomes “official” only after all forms have been submitted and approved by the PMHC-A Director.

Signed internship contracts, proof of insurance, and completed Clinical Pre-Approval form are due no later than six weeks prior to the start of the semester.

The student may schedule training, orientation and “shadowing” activities at the internship site prior to the start of the term, but there may be no direct client contact until the semester has begun.

Under no circumstances will anyone who does not have all of their paperwork on file be allowed to see clients or attend the internship class; and any student who has an incomplete in a class which is a prerequisite for internship will not be able to start the placement.

Counseling Psychology Department Policy for Practicum and Internship Extenders

This policy applies to all students in practicum and internship. Students in practica and internships in schools will follow the regular school year for their districts as indicated by their contracts, however they will still need to follow the policy of being continuously enrolled in a supervision course.

For students who need to extend their practicum or internship past the end of a semester, they have the following options:

- For extensions up to four weeks past the end of a final semester (but no more than FOUR WEEKS), students must register for a zero credit practicum or internship course in order to continue to count hours towards their practicum or internship. Students must join an existing campus-based practicum or internship section for weekly supervision until they complete their practicum or internship hours.
- For extensions of more than four weeks, students must register for, attend, and participate in a full semester of practicum or internship (3 semester hours for PMHC & PMHC-A, 4 semester hours for MCFT).
- All students must obtain permission from the clinical coordinator before any extension is granted. Registration must be completed prior to the end of the semester for which the extension will be required.
- The clinical coordinator will assign campus practicum or internship sections to all extending students. Students must not assume that they will continue in the same practicum or internship section.

NECESSARY FORMS FOR THE INTERNSHIP

Many forms are required to be submitted as students move through their internships. These forms can be divided into three categories: forms related to the process of securing the internship, forms related to registering for the internship, and forms related to the documentation and evaluation of the internship experience. These sets of forms are described below. This list of forms can be used as an itemized checklist to ensure that all proper paperwork has been completed and submitted in a timely manner.

Forms Related to Securing the Internship

As stated above, all of the forms and information regarding the placement at an internship site must be submitted to the PMHC-A Program **prior** to beginning the internship.

Placement Plan Approval Request Form: Each site and site supervisor must be reviewed and approved as an appropriate placement for the intern. This form should be submitted to the CPSY office no later than eight weeks prior to the start of the placement. In the unlikely event that a placement plan is not approved, notification will be given as soon as possible.

Internship Agreement and Contract (Signature Page): This contract outlines the objectives, duties, and responsibilities of the placement as well as the specific dates of the internship. Three copies of the signed form should be made. The original is kept in the CPSY department office, one copy is provided to the site supervisor, and one copy is returned to the intern. In cases of two placements, a separate contract for each placement must be on file.

Professional Liability Insurance Confirmation: A photocopy of the Professional Liability Insurance certificate must be submitted by 30 days prior to the start of the placement.

Internship Registration Approval

Registration for the Internship class (and therefore internship placement) is contingent upon successful completion of all course prerequisites, including successful completion of the practicum (two semesters of MHCA 580).

CPSY office staff will initiate the process of internship class assignment by distributing the Class Preference form to all upcoming interns. The PMHC-A Director, in consultation with internship class instructors, will determine final assignments.

Documentation and Evaluation of the Internship Experience

The following forms and information are necessary to document and evaluate internship experiences and are to be submitted at various points during and after the internship. The use of these forms will be explained in more detail by the faculty internship supervisor; all forms are available on the CPSY website.

Record of Hours: Direct, supervision, and other. To be completed weekly by the intern.

Evaluation Forms: For the site supervisor to complete at the end of each semester.

Site Evaluation: For the intern to complete at the end of the final semester.

Internship Hours Summary Form – Semester: To be completed at the end of each semester, summarizing hours for the semester.

Internship Hours Summary Form – Final: A summary of hours for the entire year, to be completed at the end of the internship.

APPENDIX A: WORKPLACE INTERNSHIP POLICY

Guidelines for Students Who Seek Approval of Internship Placements at Their Workplaces

Many students who are employed in social service agencies during their graduate studies adjust their work schedules to allow for a clinical placement in a new setting during their last year of study. Some students request approval of internship placement in their employment settings. Such requests will be considered for approval when the following criteria are met:

- The site can be approved for any qualified Lewis & Clark intern
- Qualified supervision will be available onsite at all times that the intern is meeting with clients
- One-on-one supervision will be provided weekly
- Videotaping for classroom review will be allowed according to program requirements
- The intern will have the opportunity to develop counseling skills in clinical work with individuals (and, in some cases, couples, families or groups)
- An average of 8 direct client contact hours per week will be possible

Because an internship requires new learning, it is expected that arrangements be made for the workplace internship to involve a new set of duties so that it would qualify as a new learning opportunity. In order to reduce the potential for dual relationships or conflicts of interest, a different supervisor from the intern's administrative supervisor needs to be arranged.

The student proposing a workplace internship must first meet to discuss the viability of the placement with their advisor, and then submit a written proposal to the Clinical Director. The proposal would include a description of the duties, the new learning, the supervision arrangement, the schedule, and any other pertinent details.

The request to do a workplace internship will be reviewed by the Clinical Director in consultation with others. Each proposal is considered on a case by case basis, and approval is not guaranteed. In some circumstances, approval may depend on changes to the proposal or special conditions set by the faculty.