

Doctoral Counseling Internship Manual
University of Arkansas
Counselor Education and Supervision Program

CONTENTS

PART I: Introduction of the Counseling Internship	
Terms used in the Internship Manual	1
PART II: Internship Placement	
Prerequisites	2
Procedures for Applying	2
Paid Internship	3
Change of Placement	4
Change of Site Supervisor	5
PART III: Responsibilities	
Program and Site	6
Course Instructor	6
Clinical Coordinator	6
Program Faculty	6
Doctoral Intern	7
Site Supervisor	7
PART IV: Program Learning Objectives	
Clinical, Teaching, Supervision, Research, & Advocacy	8
Becoming a Counselor Educator	9
Site and Community Multicultural Awareness & Skills	10
PART V: General Requirements	
Hour Requirements	12
Supervision	12
Internship Duties	13
Work Samples	13
Evaluations	13
PART VI: Evaluation	
Mid-semester Evaluation	15
Final Evaluation	15
Guide for Grade Recommendations	15
Unsatisfactory, Unethical, or Illegal Performance	16
Grades of C or Below	17

APPENDICES

- Appendix A: Site Placement Application**
- Appendix B: Memorandum of Understanding**
- Appendix C: Site Profile**
- Appendix D: Site Placement Agreement**
- Appendix E: Weekly Clinical Activity Log**
- Appendix F: Clinical Activity Log Summary**
- Appendix G: Supervisor Evaluation of Student Counselor**
- Appendix H: Student Evaluation of Placement Site**
- Appendix I: Student Evaluation of Supervisor**
- Appendix J: Consent for Taping Sample**
- Appendix K: Student Counselor's Agreement to the Counseling Practicum/Internship Manual**
- Appendix L: Application to Become an Approved Practicum/Internship Site**
- Appendix M: Supervisionship/Co-Teaching/Researchship Placement**

PART I: Introduction of the Counseling Internship

Doctoral students will complete a total of 600 clock hours to meet requirements for internships. Per CACREP, “Doctoral students are required to complete internships that total a minimum of 600 clock hours. The 600 hours must include supervised experiences in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship, leadership and advocacy).” These internships include most of the activities of a regularly employed professional in the setting.

During internships, the student must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision is provided on a regular schedule with other students throughout the internship and is usually performed by a program faculty member.

This manual delineates the structure and standards to the internship program in the University of Arkansas Counseling Program. Standards are based on requirements placed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), which is a national affiliate of the American Counseling Association (ACA). Doctoral interns are responsible for the policies and procedures set forth in this manual.

Terms used in this manual are defined below:

DIRECT SERVICE – defined by CACREP as *face-to-face interactions* that involve the application of *counseling, consultation or human development skills*. Individual and group counseling, supervising a master’s level supervisee, and active teaching or co-teaching experiences are all examples of direct service.

INDIRECT SERVICE – all of the miscellaneous activities related to internship that are not direct service. Engaging in your own supervision, preparing case notes, course preparation, attending professional staffings, and participating in conferences or workshops, are examples of indirect service.

COORDINATOR (Internship/Clinical) – a member of the CNED faculty appointed to coordinate the administrative aspects of the program’s internship and ensure all standards are being upheld. (CACREP, ADE, ArBOEC, CNED, COEHP, UA, ACA).

SITE – a setting where counselors work. This could be a school, college or university setting, community mental health center, hospital, private practice or other organizations.

SITE MANAGER – the person who provides administrative management to the counselors employed by a site.

SITE SUPERVISOR – a professional appointed by the site manager as the immediate and direct supervisor of an intern at the placement site. The site supervisor must be a Licensed Professional Counselor with at least 2 years of experience, unless otherwise approved by faculty.

PART II: Applying for, Enrolling in, and Obtaining Internship Placement

Prerequisites:

Doctoral level students must consult with their major advisor concerning the type of internship experiences that are appropriate for their program of study. Students must apply to and obtain approval from the CNED faculty and clinical coordinator prior to enrolling.

Enrollment priority: Internship instructors and sites are limited in number. Additionally, CACREP standards require a limited instructor to student ratio. Some internships may be delayed in order to maintain the integrity of the program. CNED faculty will make joint decisions regarding delay of internship. Priority sequence will be as follows: (a) full time CNED majors, (b) part time CNED majors.

Procedures for applying:

1. **Select a clinical site.** Students may obtain a listing of Approved Placement Sites from the CNED website or the clinical coordinator. Students are urged to discuss with their major advisor and clinical coordinator the appropriateness of any placement site for meeting their career development needs. If a student desires to do internship in a site not previously approved, the student must consult with the coordinator to determine if the site may be approved for their internship, and have the site manager complete an Application to Become an Approved Site form (Appendix L). The clinical coordinator must approve the site, and they reserve the right to determine if a site is suitable. While the intern may select an internship at their current place of employment, they may not use any part of their current job toward their internship. In this case, the intern must engage in work that is significantly different than their job experience; often this means working with a population or issue they have not previously worked with.

Select a teaching or co-teaching opportunity. The student must consider which faculty they may want to work with, or which courses they are interested in co-teaching, if they have chosen to teach as part of their internship. The student must approach the faculty they are interested in working with in a timely manner to inquire if a co-teaching opportunity is available. Students may also gain teaching hours through being listed as the instructor of record for CNED 3053: Helping Relationships.

Supervisee assignment. Students enrolled in internship will be assigned supervisees for the duration of the internship semester, if they have chosen to supervise as part of their internship. Students must meet with supervisees for 1 hour of supervision weekly. They can choose to use an individual or triadic format depending on supervisee needs.

2. **Apply to the clinical site.** Students must contact the site manager and request to be interviewed at their preferred clinical sites. Site managers have the authority to determine if a student would be a suitable intern for the site. If accepted by the site manager as an intern, the student must apply to the clinical coordinator for approval to perform internship at the site.
3. **Complete documentation for clinical site.** The following forms must be completed and submitted *by the established due date* the semester prior to beginning internship:

- a) **Placement Application** (Appendix A).
- b) **Memorandum of Understanding** (Appendix B). The Memorandum of Understanding is an agreement between the internship site and the counseling program at the University of Arkansas.
- c) **Site Profile** (Appendix C). The site manager, or the intern working in conjunction with the site manager or site supervisor, must complete the Site Profile, which describes the types of counseling services offered at the site.
- d) **Placement Agreement** (Appendix D). Placement Agreement indicates that the counseling program faculty and the site administrators approve the student's application to complete internship at the site. The site manager, the site supervisor, the student and the internship coordinator must sign it.
- e) **Agreement to Manual** (Appendix K).
- f) **Professional Liability Insurance**. Liability insurance can be obtained through HPSO for a reasonable cost. *Professional liability insurance is a requirement for all interns*. Proof of professional liability insurance must be turned in to the coordinator prior to beginning internship.
- g) **Mandated Reporter Training**. This training can be completed at <http://ar.mandatedreporter.org>. Provide the completion certificate along with other paperwork to the clinical coordinator.

All documentation must be turned in to the coordinator prior to the beginning of the semester. Field placement may not begin until all of the above documentation is completed and turned in to the coordinator. Failure to complete documentation is sufficient reason to withdraw the intern from the placement site and to indicate unsatisfactory performance in internship.

Paid internship:

In the state of Arkansas, School Counselors may legally work in a public school setting prior to graduation from a master's level counseling program under the Deficiency Remediation Plan (DRP), which must be filed with the Department of Education. Counseling students who are working as School Counselors under DRP may complete their internship requirements at their place of employment provided appropriate supervision is arranged.

All other persons in Arkansas who provide counseling in settings, such as agencies, hospitals and other community or private settings, may only do so when they have been duly licensed by the Arkansas Board of Examiners in Counseling (ArBOEC). Being a counseling intern does not qualify the student for licensure. Therefore, the student may not legally accept employment as a counselor. Employment where the primary duties are not those of a Counselor as defined by ArBOEC, such as a case manager or assessment counselor, mental health aid, etc., is not acceptable to complete the requirements of counseling internship.

Counseling interns who hold licenses as Professional Counselors in Arkansas may accept internship that include reimbursement for providing counseling services but duties must be qualitatively different from current job as a professional counselor.

Students who are considering employment as a paraprofessional at their proposed internship site simultaneous to participating in internship must secure written approval from the CNED clinical coordinator *prior* to employment to ensure compliance with state and CACREP standards.

The intern should be aware that according to the State of Arkansas 72nd General Assembly Act 593, Section 15:

“Students engaged in counselor training programs . . . may perform, as part of their training, the functions specified in Section 3 of this Act . . .” (counseling, appraisal, consulting, referral, and research) “. . . provided that such functions are performed under the supervision of a Licensed Professional Counselor.”

Change in placement:

Counseling interns are generally expected to complete their semester in one clinical placement setting.

Anytime an intern leaves a setting, the counseling faculty and clinical coordinator expect the intern to engage in an appropriate termination process with their clients and with on-site personnel prior to leaving the setting. Should an intern’s placement become problematic, the intern may change the placement.

Termination or change of placement at the intern’s desire will adhere to the following procedures:

1. The intern, the internship instructor, the clinical coordinator and the site supervisor discuss the problem and determine whether a solution can be found within the existing placement. The intern may be asked to continue with the placement until the end of the semester, and an agreement may be made to change the placement before the beginning of the next semester.
2. If a solution is not found and the intern desires to make a change of placement during the semester, the intern must write a request for placement reassignment and summarize reasons for the reassignment. The clinical coordinator will make a decision to terminate the placement and request an evaluation (Appendix G) of the intern’s performance from the site supervisor. The intern is not guaranteed another placement during that semester or for any future semesters.
3. The intern and the coordinator explore new placement options. The intern must follow all procedures outlined in Part II to obtain placement in a new setting.
4. The coordinator will confer with the site supervisor of the first assigned placement to consider the possibility of future placements.

Termination or change of placement by a site manager, site supervisor, or the counseling faculty will adhere to the following procedures:

1. The intern, the internship instructor, the coordinator, and the site supervisor discuss the problem and determine whether a solution can be found within the existing placement.

2. If a solution is not found, the intern may be immediately terminated from the placement at the discretion of the clinical coordinator or at the request of the site supervisor and site manager. The site supervisor, site manager, or coordinator will provide the intern a written summary of reasons for the termination.
3. If the termination is due to the intern's performance, the intern will be allowed a hearing with the counseling faculty. If needed, the coordinator will confer with the counseling faculty to devise a remediation plan for the intern. In these cases, the intern is not guaranteed another placement during that semester or for any future semesters.
4. While the program encourages the site manager and site supervisor to follow the above procedures, they maintain the right to immediately terminate the student intern.

Change of clinical site supervisor:

Interns must inform the clinical coordinator of any change of their on-site supervisor.

Interns may offer counseling services only when they are under the supervision of the University of Arkansas Counseling Program. If the internship site requests that the intern work through holiday periods, the intern must arrange with the clinical coordinator a University of Arkansas Counseling Program supervisor. If a counseling program supervisor is not available, counseling interns may not offer counseling services other than when enrolled in the internship course during a regular semester.

PART III: Responsibilities

An internship with the University of Arkansas Counseling Program requires all interns, counseling faculty, site supervisors and site managers to comply with the following:

- The 2014 American Counseling Association Code of Ethics.
- The 1993 Association for Counselor Education and Supervision's Ethical Guidelines for Counseling Supervisors.
- All legal statutes governing counseling practice for the state of Arkansas.

Program and Site. The responsibilities of the University of Arkansas Counseling Program and the intern's clinical placement site are in the Memorandum of Understanding (Appendix B).

Course Instructor. The internship course instructor is responsible for:

- Providing 1.5+ hours of weekly group supervision
- Meeting the course description given in the Graduate School Catalog, the course outline/syllabus, and in the Internship Manual.
- Following and ensuring the interns follow the policies and procedures of this manual.
- Following and ensuring the interns follow all appropriate ethical codes and legal statutes.
- Evaluating student performance, obtaining evaluations from intern's supervisors, and assigning student grades, with consideration of the evaluations.
- Conducting site visits for each intern in their course

Clinical Coordinator. The primary responsibilities of the clinical coordinator are to:

- Develop policies and procedures for implementing the internship program.
- Follow, and ensure the interns follow the policies and procedures of this manual.
- Follow, and ensure the interns follow all appropriate ethical codes and legal statutes.
- Make available written guides for site supervisors and students.
- Follow the CNED faculty's criteria for the selection of quality placement sites.
- Assist sites in selecting appropriate professionals as intern supervisors.
- Assist students in initiating procedures for student placement.
- Participate in relevant meetings, committees, conferences, and supervisor training sessions. Assist students, course instructors, and site supervisors in the resolution of placement problems.
- Inform all affected parties of changes regarding site placements.

Counseling Faculty. The primary responsibilities of the counseling faculty with regard to internship are to:

- Follow and ensure the intern follows the policies and procedures of this manual.
- Follow and ensure the intern follows all appropriate ethical codes and legal statutes.
- Provide timely opportunities for student hearings in cases of grievance.
- When needed, devise remediation plans for interns and ensure their timely completion.

Doctoral Intern. The primary responsibilities of students enrolled as doctoral interns are to:

- Read and follow the policies and procedures of the most current Doctoral Internship Manual.
- Provide a copy of the most current Doctoral Internship Manual to the site supervisor.
- Follow all appropriate ethical codes and legal statutes.
- Practice the skills inherent in the program’s objectives, as described in Part IV.
- Integrate knowledge from previous courses and apply it in the internship setting.
- Develop and practice analytic skills sufficient for responsible professional practice.
- Develop strategies and goals for continuing personal and professional growth and share them with supervisors.
- Attend weekly supervision sessions with all supervisors – on-site and class instructor – and program appointed supervisees.
- Attend every class meeting of the course being taught or co-taught, barring illness or extreme circumstances, in which case the intern should notify the faculty instructor as soon as possible.
- Inform the coordinator of any changes in the clinical site supervisor.
- Provide weekly samples in the form of tapes for review by supervisors.
- Complete required internship hours in a timely way.
- Maintain appropriate *documentation of activities*.
 - Submit all necessary documentation to clinical coordinator (see Part II, Procedures for Applying)
 - Weekly throughout internship, the intern must submit to the course instructor
 - Counseling Internship Log (Appendix E)
 - Appropriately signed consent forms from clients who have consented to taping of their counseling sessions (Appendix J).
 - Other written assignments, such as case studies, as specified by the course instructor.
 - At the end of each semester, each intern must submit to the course instructor:
 - Internship Log Summary (Appendix F)
 - Intern Placement Evaluation (Appendix H)
 - Intern Evaluation of Supervisor (Appendix I)

Site Supervisors. The primary responsibilities of the site supervisor with regard to supervising doctoral level counseling interns are:

- Provide 1 hour of weekly individual or triadic supervision
- Be familiar with the documentation required of doctoral interns and assist them to complete it in a timely manner.
- Complete the Counseling Intern Evaluation form (Appendix G) at the following times:
 - At midterm of the semester
 - At the end of the semester
 - Anytime an intern is demonstrating unsatisfactory, unethical or illegal performance.

Supervisors may supplement the Counseling Intern Evaluation form with other written statements or documentation. Interns will receive copies of each written evaluation and the evaluating supervisors must discuss the evaluation with them. Evaluations must be submitted to the course instructor in a timely manner.

PART IV: Program Learning Objectives

The best education for a profession combines theory with practice while encouraging an integrated personal style. The task is to design and implement a learning program that is mutually reinforcing, and yet accountable to:

- Clients, students, and supervisees, by assuring they receive competent and ethical service.
- Interns, by enhancing learning and meeting personal objectives.
- The counselor education profession, by improving the means of promoting and assessing student readiness for professional practice.
- The clinical site and University program, by putting learning goals into operational terms, which fit the site's service and clientele.

The University of Arkansas's counselor education program's doctoral-level learning objectives are organized into three major areas: (a) clinical, teaching, supervision, research, and advocacy skills, (b) becoming a counselor educator, and (c) site and community skills

A. Clinical, Teaching, Supervision, Research, and Advocacy Skills

1. Clinical

- a. Apply core counseling skills of empathy, respect, concreteness, genuineness and immediacy within the counseling process.
- b. Apply advanced counseling skills such as advanced accurate empathy, confrontation, and immediacy within the counseling process.
- c. Use modes of direct service intervention appropriate to role level, client needs and site function.
- d. Formulate and implement a treatment plan to address client needs.
- e. Terminate and evaluate the counseling relationship.

2. Teaching

- a. Students are expected, under supervision, to develop graduate level teaching skills and abilities.
- b. Students are expected to appropriately prepare lesson plans.
- c. Students are expected to learn a variety of teaching strategies.
- d. Student are expected to learn course development, including syllabus creation, grading, university expectations, etc.
- e. Students are expected to utilize supervision to aid in their development.

3. Supervision:

- a. Students are expected to develop supervision models appropriate to the situation for which they are in.
- b. Students are expected to aid less-seasoned counselors-in-training in developing and improving counseling skills.
- c. Students are expected to utilize supervision of supervision to aid in their development.

4. Research:
 - a. Students are expected, under supervision, to develop an understanding of research methodologies.
 - b. Students are expected to be knowledgeable of the University of Arkansas' Institutional Review Board Procedures in relation to human subjects.
 - c. Students are expected to develop skills in extensive literature searches.
 - d. Students are expected to develop writing skills in relation to all aspects of manuscript development.
 - e. Students are expected to participate in all aspects of research (from idea generation to publication).
 - f. Students are expected to utilize supervision to aid in their development.
5. Advocacy
 - a. Students are expected to learn and implement various methods of advocacy for both clients and the profession
 - b. Students are expected to aid less-seasoned counselors-in-training in developing and improving advocacy skills

B. Becoming a Counselor Educator

This learning objective is demonstrated in the willingness of the intern to be fully responsible for personal thoughts, feelings and actions and in their pro-active stance towards learning. Both are essential for autonomous practice. Competence will be displayed through the student's ability to:

1. Demonstrate a capacity for self-observation and self-awareness by
 - a) Identifying and assessing effects of learning style, personal values, biases and feelings on performance, especially regarding issues of human diversity.
 - b) Examining and changing behaviors that interfere with successful work.
 - c) Exercising initiative in making counseling interactions and activities observable and subject to feedback.
2. Use counseling supervisors for learning by
 - a) Identifying initial learning needs and interests.
 - b) Actively collaborating in formulating and updating a learning contract.
 - c) Asking questions.
 - d) Preparing work agendas.
 - e) Seeking other available learning resources, including professional staff, print and non-print media, professional literature and research.
 - f) Discussing assignments, challenges and problems openly with supervisors.
3. Apply content from counselor program courses in the placement agency by
 - a) Applying concepts, skills, professional counseling values and ethics in work with clients and colleagues.

- b) Identifying and discussing ethical dilemmas in professional decision-making.
- c) Discussing conflicting obligations, choices, or expectations between self, client and colleagues.
- d) Generating reports, presentations, process records and tapes.
- e) Applying knowledge of theory and empirical findings.

4. Manage time and work demands by

- a) Arriving at assigned times at the placement site or for supervision.
- b) Planning and organizing available time to manage the flow of work.
- c) Prioritizing tasks in relation to deadlines, site procedures and client system needs.
- d) Completing assignments on time.
- e) Exercising good judgement in completing work priorities.

C. Site and Community Multicultural Awareness and Skills

Interns should be aware of the reciprocal influences of social class, age, gender, ability, sexual orientation, racial and ethnic differences, as well as culture and personality on human and organizational behavior. Interns should observe, assess, and be able to discuss the impact of organizational policies and structures on the site's services, clients and staff. Competence will be displayed through the student's ability to:

1. Identify and describe the organizational structure of the site, its mandates and services, and the roles and functions of staff members.
 - a) Having the ability to prepare a graphic representation of the placement site's organizational lines of authority and structure.
 - b) Having the ability to present a simulated 10-minute public service talk about the site.
 - c) Having the ability to describe the site, its purpose and its services.
 - d) Having the ability to respond to telephone requests for information about the site.
 - e) Having the ability to prepare a brochure, which could be used to publicize the site's services.
2. Describe and assess the impact of selected policies, legislation and organizational structure on site services, clients, staff and self.
 - a) Identifying how individual problems relate to larger policy issues.
 - b) Describing ways in which gender, race, social class, age, ability, sexual orientation and ethnicity impact the organization and use of services.
 - c) Describing the formal and informal means through which site policies are formulated.
 - d) Describing the work climate of the site and assess its impact on staff morale.
3. Describe the typical client in relation to the community system and recognize the ways in which a client's inability to function appropriately or adequately in the community system leads to involvement with the site.

- a) Identifying and describing the key components within the community, which promote or diminish client functioning.
 - b) Having the ability to present a simulated expert witness report outlining the negative or non-supportive relationships between the mainstream life of the community and the unmet needs of a specific client or target group.
 - c) Identifying the describing key organizations or institutions in the client's life and the interactions existing between the client and these larger systems.
 - d) Making effective referrals of clients to other service sites or community resources needed for improving client functioning or coping skills.
4. Contribute to the processes of maintenance and change in the site and the community.
- a) Identifying and assessing personal feelings, attitudes and degrees of adaptability with respect to changes within the site.
 - b) Contributing to the ways in which staff members cooperate in various work groups.
 - c) Developing knowledge and skills for conflict resolution in an organizational setting, participating as a member of work groups.

PART V: General Requirements

Doctoral students will complete a total of 600 clock hours to meet requirements for internships. Per CACREP, “Doctoral students are required to complete internships that total a minimum of 600 clock hours. The 600 hours must include supervised experiences in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship, leadership and advocacy).” These internships include most of the activities of a regularly employed professional in the academic setting.

During internships, the student must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision is provided on a regular schedule with other students throughout the internship and is usually performed by a program faculty member.

Hours to be completed

Internship hours can be accrued through clinical work, supervision, or co-teaching. When enrolled in CNED 674V: Internship, the student must complete their first 300 hours (120 direct, 180 indirect*) through any combination of the areas above. The additional 300 hours may be completed through supervisionships, instructorships, or researchships at the student’s and advisor’s discretion throughout the program (see Appendix M).

Note: These are *minimum* requirements for direct hours and total hours. Indirect hours may be less only if direct hours are more and the total still meets the minimum requirements. Direct hours may never be less than the minimum required.

Interns are expected to complete their internship hours in a timely manner. When completing a 300-hour internship during a 15-week semester, interns should average approximately 20 hours per week providing services on site. The appropriate minimum ratio (8:20 hours) of direct service must be completed for the intern to be considered making satisfactory progress in internship. Interns must go through an appropriate termination process with their clients, supervisees, and with other on-site personnel prior to ending their internships at the end of their enrollment.

Interns who complete the required number of hours prior to the end of the semester must continue to work at the site and remain under site and university supervision throughout their enrollment. If the intern has excess hours, they will be allowed to “roll over” up to 25 hours of each (direct and indirect) to the following semester.

Supervision

Three types of supervision may be provided to the intern during the counseling internship: individual, triadic, and group. Individual supervision is one-on-one face-to-face supervision provided by both the site supervisor (for clinical supervision) and by program faculty (providing supervision-of-supervision). Triadic supervision involves a supervisor and no more than two interns. Group supervision is conducted by the counseling program faculty and involves no more than 10 interns in a supervision group. The following supervision is mandatory throughout internship:

One hour of individual/triadic site supervision per week: Doctoral interns must complete a minimum of one hour *on site* per week of individual/triadic supervision provided by the site supervisor. This must occur every week, be documented in Appendix E, signed by the site supervisor and intern, and turned in to internship instructor each week or intern may not see clients.

One and a half hours of group supervision per week: Counseling interns must complete at least one and one half hours per week of group supervision in the internship class on campus. More than 3 missed classes will not result in completion of enough group hours to meet this requirement.

Additional supervision may be required as determined by the counseling faculty. This may include one hour per week of individual or triadic supervision provided by the counseling faculty or an appropriately trained/experienced doctoral student.

Internship Duties

Interns are expected to perform the duties of a counselor at their internship sites only under continuous supervision. For every 100 hours of service at the internship site, students are expected to perform 40 hours of direct service (40:100 or 8:20 ratio). Direct service includes individual and group counseling, as well as consultation and staffings in which you present a case that are face-to-face interactions. Interns should also have the opportunity to become familiar with a variety of professional activities in addition to direct service such as record keeping, information and referral, in-services and staff meetings. Interns should gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, print and non-print media, professional literature and research.

Work samples

Interns are expected to provide work samples to their supervisors. Supervisors will indicate how many samples are required each semester. Work samples are tapes of interactions with clients and supervisees. Videotapes are preferred. Audiotapes may be acceptable with approval of the supervisor. The intern must obtain permission from the client for taping and must submit a signed consent form to the supervisor when the tape is reviewed. A sample of a consent form is available in Appendix J. Other types of work samples that may be required include case notes and case studies. The intern must make supervisees aware that sessions will be taped as part of the training program. The intern should include a tape consent form with initial supervision paperwork (Appendix J).

Evaluations

Interns will be evaluated throughout their internship. Evaluation will be based on the intern's (a) adherence to the expectations of internship as specified by the policies and procedures described in this manual, (b) performance within the placement setting and (c) demonstration of competency in achieving the Counseling Program's learning objectives (described in Part IV). See Appendix G for the Counseling Intern Evaluation Form. Formal written evaluations will occur:

- At midterm for all internships
- At the end of all internships

- Anytime an intern is demonstrating unsatisfactory, unethical, unprofessional, or illegal performance in internship (see syllabus for further explanation).

Intern's written evaluations will include the Counseling Intern Evaluation Form (Appendix G) and may also include other written statements and documentations. Interns will receive copies of each written evaluation and the evaluating supervisors must discuss the evaluation with them.

Interns will be required to provide evaluations of placements sites (see Appendix H), supervisors (see Appendix I), and Internship Log Summary (see Appendix F) at the end of each semester of internship.

Course Instructor may include additional requirements. The intern should always consult the Internship Syllabus as well as the Counseling Internship Manual.

PART VI: Evaluation

Evaluation will be based on the intern's (a) adherence to the expectations of internship as specified by the policies and procedures described in this manual and in the syllabus, (b) performance within the placement setting and (c) demonstration of competency in achieving the Counseling Program's learning objectives (described in Part IV). Evaluations will be based on observations of interns' work performances, in interns' work samples, on interns' verbal reports, and on interns' behaviors at the placement setting, in supervision, in the Internship course and on the interns' interactions with the counseling program faculty and students. Evaluation will be on going and periodic, and will be both verbal and written, formal and informal.

On-going, verbal, informal evaluations occur in regular sessions with internship supervisors providing feedback on the interns' demonstrated counseling skills. Interns should seek verbal feedback in each session to develop an understanding of how each supervisor perceives their progress in the internship.

Written, formal evaluations involve assessing overall progress and developing plans for improvement. Formal evaluations using the Counseling Intern Evaluation form (Appendix G) will occur:

- At midterm of each semester of internship
- At the end of each semester of internship
- Anytime an intern is demonstrating unsatisfactory, unethical, unprofessional or illegal performance in internship

Mid-semester evaluation: The mid-semester evaluation is a formal written evaluation using the Counseling Intern Evaluation form (Appendix G). Supervisors should insure the report summarizes significant verbal assessments made in supervision sessions. Supervisors should schedule a mid-semester evaluation conference to share and discuss the written formal evaluation with interns. Supervisors should insure the intern is receiving appropriate verbal feedback, and if necessary, written evaluative feedback, so the intern will be prepared to expect the feedback at the written mid-semester evaluation. The instructor will ask all interns to inform their supervisors of the date the mid-semester evaluation is due.

Final evaluation: The final evaluation follows the same format and procedures as the mid-semester evaluation. The final evaluation form and any related internship documents should be hand delivered to the instructor no later than the last class period before final exam week on the University calendar. The instructor will ask all interns to inform their supervisors of the date the final evaluation is due.

Guide for grade recommendations

The internship course instructor assigns grades based on demonstrated competencies and professionalism in both the classroom and field placement site according to the following guidelines:

A = demonstration of counseling skills and professionalism at levels satisfactory or above what is expected at this level.

B = demonstration of counseling skills and professionalism at levels adequate or above what is expected at this level.

C = unsatisfactory performance and/or professionalism. The student will be required to repeat the course.

D = evidence of unethical or illegal practices and/or professionalism. The student may be dismissed from the counseling program.

I (Incomplete) A grade of Incomplete (I) will be given only if the intern has made satisfactory progress but has too few clock hours of service due to factors the internship course instructor judges to be beyond the intern's control. The intern must develop and give to the instructor, the clinical coordinator, and if appropriate, the site supervisor, a written time plan for completion of the remaining hours. *All requirements must be completed no later than five weeks after the beginning of the next offering of the course.*

Unsatisfactory, unethical, or illegal performance

Any time a supervisor evaluates an intern as not making satisfactory progress, the supervisor should document this in a written summary of performance. The report must be dated and signed by the supervisor and the intern. The intern's signature indicates awareness of the supervisor's evaluation, it does not indicate agreement or approval. In the case of differences of opinion that cannot be resolved, the intern should write an addendum, ask the supervisor to read and sign it, and then attach it to the evaluations. *The supervisor must contact the clinical coordinator promptly to report unsatisfactory progress so that appropriate remediation or resolution of the situation can occur.*

Unsatisfactory performance rarely refers to a singular or isolated event. *A supervisor will usually develop an awareness of an observable pattern of sub-par performance over time. Sub-par performance should be brought to the intern's attention in writing as soon as it is identified as an observable pattern.* The supervisor should notify the clinical coordinator as soon as an observable pattern of sub-par performance is identified. The supervisor, the clinical coordinator, the instructor, and the intern will then confer to discuss the unsatisfactory aspects of performance and jointly develop a plan for improvement. If the intern does not sufficiently improve in the timeframe specified for remediation, the intern may be removed from the site and a grade commensurate with the performance will be recorded.

Unethical or illegal performance of counseling services may be found by the counseling faculty sufficient grounds for withdrawing an internship student from the internship setting and to deny the student further enrollment in the counseling program.

The following are some of the reasons for evaluating an intern as demonstrating unsatisfactory, unethical or illegal performance:

- The intern fails to follow appropriate ethical codes or legal statutes governing the provision of counseling in the State of Arkansas

- The intern fails to follow the rules and/or meet the expectations of a counselor working in the placement setting
- The intern fails to demonstrate appropriate application of counseling skills
- The intern fails to engage in supervision, is resistant to supervision, or fails to follow supervisory feedback
- The intern demonstrates an inability to maintain appropriate boundaries between personal and professional roles and issues
- The intern fails to complete internship hours in a timely way providing the appropriate ratio of direct and indirect counseling services
- The intern fails to provide supervisors with appropriate work samples (tapes of interactions with clients, preferably video)
- The intern fails to demonstrate the professionalism expected at this level
- The intern fails to meet the expectations of professional behavior in a classroom environment/internship class

Prior to the confirmation of a final grade of C the following procedures must be followed:

The Internship course instructor will inform the intern that one or more supervisor has evaluated his/her performance as substandard performance in advance of formal evaluation conferences.

1. Areas of deficiency will be clearly defined, documented, and discussed.
2. A plan for strengthening the areas of deficiency will be formulated. The intern will be expected to follow the recommendations specified in the remediation plan.
3. The intern will be given adequate opportunities to demonstrate satisfactory achievement within a specified timeframe.
4. Attempts will be made to help the intern improve.

When a student earns a grade of C for internship:

If the “C” is earned for the 1st semester of internship...

- The student may repeat the internship course the next semester it is offered.
- Should the student decide to delay repeating the internship course and not take it the next semester it is offered, the student must provide a written statement to the Internship Coordinator specifying the reason for delay.
- The student must receive a grade of B or higher during his/her second enrollment in the internship course to continue in the counseling program

Students who earn a C or less, or an I, in their first semester of the internship course must satisfactorily complete their first 300 hours of internship prior to enrolling for the second 300 hours of internship.

If the “C” is earned for the 2nd semester of internship...

- The student may repeat the internship course the next time it is offered.

- Should the student decide to delay repeating the internship course and not take it the next semester it is offered, the student must provide a written statement to the Internship Coordinator specifying the reason for delay.
- The student must receive a grade of B or higher during his/her second enrollment in the internship course.

Students who fail to earn a grade of B or higher after their second enrollment in the internship course will be subject to faculty determination as to whether they will be allowed to continue in the counseling program.

Prior to the confirmation of a final grade of D or less the following procedures must be followed:

- The intern's site manager, site supervisor, or counseling program faculty must have requested the intern be removed from the placement site.
- After the intern has been provided opportunity for a hearing, the counseling faculty determines unethical or illegal practice on the part of the student did occur.
- The faculty finds the intern's unethical or illegal practices have been such that they are unable to endorse the student as a counseling intern appropriate for site placement.

When a student earns a grade of D or less for internship:

- The student may not repeat internship.
- The student will be dismissed from the counseling program.

Appendix A
University of Arkansas
Counselor Education Program
Site Placement Application

STUDENT INFORMATION		
Student Name:		U of A ID:
Applying For: Practicum <input type="checkbox"/>	Internship: <input type="checkbox"/>	Semester/Year:
Street Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Email:
PRACTICUM/INTERNSHIP SITE INFORMATION		
Site Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	Specialization:
Website Address:		
Does this site allow students to video or audio tape for the purpose of supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Site Manager:	Email:	Phone:
SITE SUPERVISOR INFORMATION		
Site Supervisor Name:		Title:
Phone:		
Email:		
Professional Specialization:	Graduate Degree/Major:	
Certification/Licensure (State & Document Number):		
Years of Professional Work Experience:		
ADDITIONAL STUDENT INFORMATION		
Number of hours working per week during course of the semester:		
What other obligations will impact the time you can devote to this class? (e.g., family, caretaking, etc.):		
1.		
2.		
3.		
4.		
List at least 3 goals you have for this course (i.e., other than making an "A")		
1.		
2.		
3.		
List specific expectations you have regarding the experiential component to this course		
1.		

2.	
3.	
Questions I have about practicum/internship are:	
1.	
2.	
3.	
The biggest apprehension that I have about this class is:	
My signature indicates I have read and will conform to the policies and procedures of the University of Arkansas Counseling Program Internship Manual	
Student Signature	Date

Appendix B
University of Arkansas
Counselor Education Program
Memorandum of Understanding

- I. This memorandum of understanding is made this _____ of _____, by and between the University of Arkansas Counselor Education (CNED) Program (hereinafter called the University), and _____ (hereinafter called the Internship Site), on behalf of _____ (intern's name).
- II. WHEREAS, the University of Arkansas has an established Counselor Education Program; and
- WHEREAS, one of the objectives of this program is to train students to work as counselors in community agencies and in schools; and
- WHEREAS, it is the desire of the University to utilize resources of the Internship Site for students (hereinafter also referred to as interns) enrolled in the Counselor Education internship course of the University; and
- WHEREAS, the Internship Site has such resources and is willing to cooperate with the University in making them available for educational purposes;
- NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:
- A. Joint Responsibilities:
1. Either party may terminate this agreement by giving the other written notice of termination, not less than thirty (30) days prior to the scheduled date for the next internship class. The agreement may be terminated at any time by mutual consent.
 2. Determination of the number of interns to be assigned to the placement shall be negotiated between the Internship Site and the University. The Internship Site has the final decision on the number it can accommodate.
 3. The Internship Site and the University will cooperate in the placement of interns, each sharing responsibility for the final selection. The internship Site has no obligation to work with an intern it initially considers or later determines to be unsuited to the Internship Site program, and the University has no obligation to place an intern at a site it considers unsuitable.
 4. Family Educational and Privacy Rights Act, 20 U. S. C. S 1232 G, commonly known as the "Buckley Amendment" will govern access to student records.
 5. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of such differences as socioeconomic status, race, color, disability, gender, age, religion, handicap, or nation and ethnic origin.
 6. Interns are not to be considered employees and are not intended to replace paid employees or service contracts.
 7. Internship Site acceptance of a student for placement does not obligate the Internship Site to compensate the intern or the University. Further, there is no financial obligation on the part of either

institution to the other. Any agreements which promise financial compensation to the intern are wholly separate and apart from this memorandum.

8. The University and Internship Site agree to prohibit interns, faculty or staff from publishing any materials as a direct result of an intern's internship experience, unless such publication is approved in writing for release by the Internship Site and the University, such approval not to be withheld unreasonably.
9. Neither party may use the other's institutional name in advertising media.
10. University and Internship Site supervisors of interns will comply with:
 - a) The 2014 American Counseling Association Code of Ethics and the Association for Counselor Education and Supervision Ethical Guidelines. A copy of both will be in the Counseling Program Internship Manual.
 - b) All State of Arkansas legal statutes regarding the practice of counseling. Attention is particularly drawn to 72nd General Assembly Act 593, Section 15:

“Students engaged in counselor training programs...may perform as part of their training the functions specified in Section 3 of this Act...”(counseling, appraisal, consulting, referral, and research):...provided that such functions are performed under the supervision of a Licensed Professional Counselor.”

(Note: If the Internship Site Supervisor is not a Licensed Professional Counselor, this provision must be met if the University supervisor defined in paragraph II.B.4. The University of Arkansas Counseling Program normally provides supervision to counseling students only during regular sessions of the academic year of the University of Arkansas.

B. Responsibilities of the University of Arkansas Counselor Education program:

1. Designate one person to serve as the Internship Coordinator. This person will be responsible for the primary coordination and administrative aspects of the internship placement program.
2. Ensure that the Counseling Program Internship Manual contains current policies, guidelines, requirements, objectives and forms, and is available for purchase by interns.
3. Provide the Internship Site current information on dates of internship assignments, required total hours of work, and the nature of educational assignments necessary for each intern.
4. Designate university supervisors who will review samples of the intern's direct service work. These supervisors may be Counseling program faculty or doctoral-level graduate students in the counseling program who have attained necessary experience and training to act as supervisors. University supervisors will periodically confer with the Internship Site manager regarding the intern's progress.
5. When circumstances beyond the control of the University or Internship Site indicate the intern must be withdrawn, or if the Internship Site is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the intern from the placement. This action will be taken only after consultation with all Internship Site and counseling faculty involved in the placement.

6. The University will provide, as needed, group meetings for internship administrators, staff, and placement site supervisors. These meetings are intended to promote understanding of the curriculum of the University, encourage communication and interaction between counseling practitioners and counselor educators, and to develop competence in internship training and supervision.
7. The Counselor Education program will offer workshops or other learning opportunities which current Site Supervisors may attend by invitation without payment.
8. The University will permit the Counselor Education faculty to participate as resource persons for Internship Site activities, on invitation from the Internship Site.
9. The University will assist the Internship Site supervisor in obtaining learning resources for interns upon request.

C. Responsibilities of the Internship Site:

1. The Internship Site Manager will designate one staff professional, known as the intern's Site Supervisor, to instruct, supervise, and evaluate each intern and be available for consultation as requested by the University. This professional should: (a) Have a Master's Degree or higher in a human services field from an accredited institution, (b) possess appropriate certification or licensing, (c) have a minimum of two years of pertinent professional experience, (d) be aware of the internship program's requirements, as outlined in the Counseling Program Internship Manual, (e) be aware of the requirements for counselor supervision referenced in paragraph II.A.10 above, and (f) be approved by the CNED Internship Coordinator. If the professional is not a counselor by degree, she/he must also be familiar with and committed to the values, skills, ethics, and knowledge required for counselor practice. Site Supervisors agree to submit a professional resume or vitae to the University of Arkansas Counseling Program Internship Coordinator.
2. The Internship Site Manager will provide adequate time for the Site Supervisor to hold individual supervision sessions with the intern for at least one hour per week.
3. The Internship Site Supervisor will be responsible for the actual supervision of the intern's activities at the Internship Site.
4. The Internship Site Manager will provide time of the Site Supervisor to attend scheduled meetings for Site Supervisors, to be held at a designated time and place on the University campus.
5. The Internship Site will provide office supplies, telephone facilities and office arrangements it considers will enable the intern to function effectively, and will make provisions for safeguarding materials the agency considers confidential.
6. The Internship Site Supervisor will provide learning experiences compatible with program's educational objectives, as outlined in the Counseling Program Internship Manual and as delineated in the learning contract jointly developed by the Site Supervisor and the intern.
7. The Internship Site Supervisor will provide the internship course instructor written evaluations of the intern at mid-semester and end-of-semester, at any time the intern is demonstrating unsatisfactory performance, or placement termination if earlier.
8. The Internship Site Supervisor will promptly communicate to the University Internship Coordinator any concern regarding the intern's performance.

9. The Internship Site Supervisor will consult the Internship Coordinator promptly if circumstances arise which require the Internship Site to withdraw the intern from the placement.
10. The Internship Site Supervisor will arrange intern work schedules that will not conflict with schedules of the University.
11. The internship Site Manager agrees to permit, upon reasonable request, the inspection of related Internship Site facilities by the University and organizations charged with accreditation of the University's programs.
12. The internship Site Manager agrees to allow the Internship Coordinator access to Internship Site facilities and records, including audio/video recordings, necessary to evaluate the professional performance of the intern. The intern's progress in skills development will be the focus of the University supervisor; case conceptualization and management will remain solely within the purview of the placement site supervisors.
13. The Internship Site Supervisor agrees to provide each intern all site policies, rules, and regulations pertinent to the intern's role in the placement. Particular emphasis will be placed on requirements for safeguarding client rights and confidential professional information.

D. Responsibilities of the Intern:

1. The intern will follow Internship Site and University policies, schedules, procedures, programs, and operating standards.
2. The intern will abide by the 2014 American Counseling Association Code of Ethics and by all applicable statutes of the State of Arkansas which regulate the practice of counseling.
3. Master's level interns will complete 300 clock hours of internship during their first semester and 300 clock hours of internship during their second semester of internship. For every 100 hours worked, interns must complete no less than 40 hours of direct counseling services. The remaining 60 hours may be completed in carrying out other duties normally assigned counselors at the site.
4. During participation in internship activities at the site, the intern will be under the supervision of the Internship Site Supervisor.
5. The intern will promptly complete all required documentation, such as process recording, assessment reports, progress notes, and any other reports required by the Counselor Education Program or the Site Supervisor.
6. The intern will prepare for and actively participate in weekly supervision sessions with the Site Supervisor and with University supervisors.
7. The intern is responsible for maintaining appropriate professional liability insurance. If the internship Site has health and safety requirements, the intern is expected to meet them.
8. The intern is not an employee and is not entitled to remuneration during the placement unless otherwise arranged for with the Internship Site and the University. At its option, the Internship Site may reimburse the intern for travel expenses incurred in fulfilling internship duties.

9. The intern will consult with the Site Supervisor and University internship course instructor to formulate a personal learning contract which will document specific learning objectives, activities, and means of evaluation.

10. The intern will advise the Site Supervisor in advance of an anticipated need to be absent from the placement site. In any situation that prohibits advance notification, the intern will promptly contact the Site Supervisor and reschedule missed appointments.

APPROVED

Internship Coordinator Date

Internship Site Manager Date

Internship Site Supervisor Date

Appendix C
 University of Arkansas
 Counselor Education Program
Internship Site Profile

STUDENT INFORMATION		
Student Name:	UArk ID:	
Email:		
PRACTICUM/INTERNSHIP SITE INFORMATION		
Site Name:		
Street Address:		
City:	State:	Zip:
Phone:	Fax:	Specialization:
Website Address:		
Hours of Operation:		
Site Manager:	Email:	Phone:
Site Supervisor:	Email:	Phone:
Site Supervisor's Theoretical Orientation:		
Site Supervisor's Philosophy of Supervision:		
Stipend: Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount:	
Stipulations:		
PRIMARY FIELDS OF PRACTICE		
Family & Children Services	Health Care Services	Mental Health Services
<input type="checkbox"/> Adoption <input type="checkbox"/> Abuse & neglect <input type="checkbox"/> Delinquency <input type="checkbox"/> Developmental disability <input type="checkbox"/> Domestic violence <input type="checkbox"/> Public welfare <input type="checkbox"/> Family therapy <input type="checkbox"/> Foster care <input type="checkbox"/> Geriatrics <input type="checkbox"/> School services <input type="checkbox"/> Other: _____	<input type="checkbox"/> Clinic <input type="checkbox"/> Family planning <input type="checkbox"/> Hospital <input type="checkbox"/> Public health <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Hospital/Inpatient <input type="checkbox"/> Crisis intervention <input type="checkbox"/> Community based <input type="checkbox"/> Alcohol abuse <input type="checkbox"/> Drug abuse <input type="checkbox"/> Other: _____ _____
Education	LEARNING EXPERIENCES AVAILABLE	
<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> College <input type="checkbox"/> Career <input type="checkbox"/> Other: _____	<input type="checkbox"/> Case management/intake <input type="checkbox"/> Diagnosis/assessment <input type="checkbox"/> Group work <input type="checkbox"/> Family/marital therapy <input type="checkbox"/> Individual counseling <input type="checkbox"/> Program development	

DESIRED INTERN CHARACTERISTICS	
Skills/Knowledge/Experience:	
Personal Characteristics:	
Other:	
SIGNATURES	
Site Supervisor Signature	Date

Appendix D
University of Arkansas
Counselor Education Program
Site Placement Agreement

This form documents the fact that _____ (intern) is approved to work as a counseling intern at _____ (site) for the period _____ (term of internship – semester/year)

Each signature below indicates concurrence with the placement and acknowledges the need to promptly inform the other signers if an early termination seems warranted.

APPROVED

Site Manager Signature Date

Intern's Site Supervisor Signature Date

Name of Site Supervisor _____

Complete Work Address _____

Work Phone (_____) _____

E-mail: _____

University Internship Coordinator Signature Date

Student Intern Signature Date

Appendix E
 University of Arkansas
 Counselor Education Program
Weekly Clinical Activity Log

Week # _____							
Intern: _____				Site: _____			
Date	Activity	Direct Service Hours			Indirect Service Hours		
		Individual Counseling	Group Counseling	Other Direct Service	Individual or Triadic Supervision	Group Supervision	Other Indirect Service
COLUMN TOTALS							
WEEKLY TOTAL HOURS		Direct: _____			Indirect: _____		
GENERAL ACTIVITY SUMMARY							
TOTAL HOURS: _____		Previous Direct Hours: _____			Previous Indirect Hours: _____		
		Total Direct Hours: _____			Total Indirect Hours: _____		
SIGNATURES							
Student Signature						Date	
Site Supervisor Signature						Date	
Internship Faculty Signature						Date	

Appendix F
 University of Arkansas
 Counselor Education Program
Clinical Activity Log Summary

Note: Interns are responsible for maintaining the currency and accuracy of this form. It must be turned in to the Internship Course Instructor upon completion of each semester of field placement. The log will be kept in the intern's files and creates a record that may be requested by accreditation, certification, and licensing organizations.

GENERAL INFORMATION						
Student Name:			Internship Period (semester/year):			
Site Placement:			Supervisor Phone:			
Site Supervisor:			Supervisor Email:			
ACTIVITY LOG SUMMARY						
Month	Direct Service Hours			Indirect Service Hours		
	Individual	Group	Other	Individual Supervision	Group Supervision	Other
TOTALS	Total Direct:			Total Indirect:		
	Semester Total Hours:					
SIGNATURES						
Student Signature			Date			
Site Supervisor Signature			Date			
Internship Faculty Signature			Date			

Appendix G
 University of Arkansas
 Counselor Education Program
Supervisor Evaluation of Student Counselor

Please enter your information in the appropriate fields, check boxes, or item lists. Please indicate your level of agreement with each of the following statements regarding the student counselor's capabilities and performance by circling one of the following numbers:

- 1-2 (poor or marginal performance)
- 3-4 (average or moderate performance)
- 5-6 (good to excellent performance)
- NA/NO (not applicable or not observed)

Please note: Students will be graded on their performance at each evaluation point (i.e., midterm and final)

STUDENT INFORMATION								
Student Name:					UArk ID:			
Placement Level: Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>				Evaluation Period: Midterm <input type="checkbox"/> Final <input type="checkbox"/>				
SITE INFORMATION								
Site Name:								
Street Address:								
City:			State:			Zip:		
Phone:			Fax:			Specialization:		
Website Address:								
SUPERVISOR INFORMATION								
Supervisor Name:					Doctoral/University <input type="checkbox"/> Site <input type="checkbox"/>			
Phone:								
Email:								
GENERAL SUPERVISION COMMENTS								
Evaluation Statement	Poor		Average		Good		NA/NO	
1. Demonstrates a personal commitment to developing professional competencies	①	②	③	④	⑤	⑥	NA	NO
2. Invests time and energy in becoming a counselor	①	②	③	④	⑤	⑥	NA	NO
3. Accepts and uses constructive criticism to enhance self-development and counseling skills	①	②	③	④	⑤	⑥	NA	NO
4. Engages in open, comfortable, and clear communication with peers and supervisors	①	②	③	④	⑤	⑥	NA	NO
5. Recognizes own competencies and skills and shares these with peers and supervisors	①	②	③	④	⑤	⑥	NA	NO
6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors	①	②	③	④	⑤	⑥	NA	NO
7. Completes case reports and records punctually and conscientiously	①	②	③	④	⑤	⑥	NA	NO

8. Is dependable and efficient in time management	①	②	③	④	⑤	⑥	NA	NO
THE COUNSELING PROCESS								
9. Reads the referral prior to the first interview	①	②	③	④	⑤	⑥	NA	NO
10. Keeps appointments on time	①	②	③	④	⑤	⑥	NA	NO
11. Begins sessions smoothly	①	②	③	④	⑤	⑥	NA	NO
12. Explains the nature and objectives of counseling when appropriate	①	②	③	④	⑤	⑥	NA	NO
13. Is relaxed and comfortable in session	①	②	③	④	⑤	⑥	NA	NO
14. Communicates interest in and acceptance of the client	①	②	③	④	⑤	⑥	NA	NO
15. Facilitates client expression of concerns and feelings	①	②	③	④	⑤	⑥	NA	NO
16. Focuses on the content of the client's problem	①	②	③	④	⑤	⑥	NA	NO
17. Recognizes and resists manipulation by the client	①	②	③	④	⑤	⑥	NA	NO
18. Recognizes and addresses the positive affect of the client	①	②	③	④	⑤	⑥	NA	NO
19. Recognizes and addresses the negative affect of the client	①	②	③	④	⑤	⑥	NA	NO
20. Is spontaneous and genuine in session	①	②	③	④	⑤	⑥	NA	NO
21. Uses silence effectively in session	①	②	③	④	⑤	⑥	NA	NO
22. Is aware of own feelings in the counseling session	①	②	③	④	⑤	⑥	NA	NO
23. Communicates own feelings to the client when appropriate	①	②	③	④	⑤	⑥	NA	NO
24. Recognizes and skillfully interprets the client's covert messages	①	②	③	④	⑤	⑥	NA	NO
25. Facilitates realistic goal setting with the client	①	②	③	④	⑤	⑥	NA	NO
26. Encourages appropriate action-step training with the client	①	②	③	④	⑤	⑥	NA	NO
27. Employs judgment in the timing and use of different techniques	①	②	③	④	⑤	⑥	NA	NO
28. Explains, administers, and interprets assessments correctly	①	②	③	④	⑤	⑥	NA	NO
29. Closes the session smoothly	①	②	③	④	⑤	⑥	NA	NO
30. Assists clients with personal problems in individual sessions	①	②	③	④	⑤	⑥	NA	NO
31. Consults with other professionals and makes effective use of referral sources to help clients	①	②	③	④	⑤	⑥	NA	NO
32. Demonstrates knowledge of and sensitivity to multicultural issues	①	②	③	④	⑤	⑥	NA	NO
33. Presents in-service training and/or community education activities	①	②	③	④	⑤	⑥	NA	NO

THE CONCEPTUALIZATION PROCESS								
34. Focuses on specific behaviors and their consequences	①	②	③	④	⑤	⑥	NA	NO
35. Recognizes and pursues discrepancies and meaning of inconsistent information	①	②	③	④	⑤	⑥	NA	NO
36. Uses relevant case data in planning immediate and long-range goals	①	②	③	④	⑤	⑥	NA	NO
37. Uses relevant case data in considering various strategies and their implications	①	②	③	④	⑤	⑥	NA	NO
38. Bases decisions on theoretically sound and consistent rationale of human behavior	①	②	③	④	⑤	⑥	NA	NO
39. Is perceptive in evaluating the effects of own counseling techniques	①	②	③	④	⑤	⑥	NA	NO
40. Demonstrates ethical behavior in counseling and case management activities	①	②	③	④	⑤	⑥	NA	NO
Subtotals								
TOTAL								
EVALUATION/INTERPRETATION								
0 – 42	Very poor performance in target areas requiring serious, immediate attention; initiation of a professional characteristics review meeting							
43 – 84	Poor to marginal performance in target areas requiring serious, immediate attention; initiation of a professional characteristics review meeting							
85 – 126	Poor/marginal to adequate/average performance in target areas requiring immediate attention and remediation; may require initiation of a professional characteristics review meeting							
127 – 168	Adequate or average performance in target areas (i.e. most students initially expected to score within this range)							
169 – 210	Average to good performance in target areas							
211 – 240	Good to excellent performance in target areas							
ADDITIONAL COMMENTS/SUGGESTIONS								
SIGNATURES								
Student Counselor Signature					Date			
Supervisor Signature					Date			

Appendix H
 University of Arkansas
 Counselor Education Program
Student Evaluation of Placement Site

STUDENT INFORMATION								
Student Name:					UArk ID:			
Placement Level: Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>				Placement Period (semester/year):				
SITE INFORMATION								
Site Name:								
Street Address:								
City:			State:			Zip:		
Phone:			Fax:			Specialization:		
Website Address:								
SITE SUPERVISOR INFORMATION								
Supervisor Name:								
Phone:								
Email:								
ORGANIZATIONAL EVALUATION								
Evaluation Statement	Poor		Average		Good		NA/NO	
1. Amount of on-site supervision	①	②	③	④	⑤	⑥	NA	NO
2. Relevance of experience to career goals	①	②	③	④	⑤	⑥	NA	NO
3. Exposure to and communication of site goals	①	②	③	④	⑤	⑥	NA	NO
4. Exposure to and communication of site policies/regulations/procedures	①	②	③	④	⑤	⑥	NA	NO
5. Exposure to professional roles and functions within the setting	①	②	③	④	⑤	⑥	NA	NO
6. Exposure to information about community resources	①	②	③	④	⑤	⑥	NA	NO
7. Administrative support for the site counseling program	①	②	③	④	⑤	⑥	NA	NO
8. Appropriate supervisee office space and working conditions	①	②	③	④	⑤	⑥	NA	NO
9. Appropriate support by site	①	②	③	④	⑤	⑥	NA	NO
COUNSELING OPPORTUNITIES EVALUATION								
10. Report writing/record keeping/counseling notes	①	②	③	④	⑤	⑥	NA	NO
11. Intake interviewing	①	②	③	④	⑤	⑥	NA	NO
12. Programming/planning activities	①	②	③	④	⑤	⑥	NA	NO
13. Administration and interpretation of assessments	①	②	③	④	⑤	⑥	NA	NO

14. Staff presentations/case conferences/staff development workshops	①	②	③	④	⑤	⑥	NA	NO
15. Individual counseling	①	②	③	④	⑤	⑥	NA	NO
16. Group counseling	①	②	③	④	⑤	⑥	NA	NO
17. Family/couple counseling	①	②	③	④	⑤	⑥	NA	NO
18. Psychoeducational activities	①	②	③	④	⑤	⑥	NA	NO
19. Consultation	①	②	③	④	⑤	⑥	NA	NO
20. Support team, collaboration with other professionals	①	②	③	④	⑤	⑥	NA	NO
21. Career counseling	①	②	③	④	⑤	⑥	NA	NO
22. Program evaluation	①	②	③	④	⑤	⑥	NA	NO
RECOMMENDATION								
23. I wholeheartedly recommend this site for future students	①	②	③	④	⑤	⑥	NA	NO
Subtotals								
Total								
COMMENTS OR SUGGESTIONS								
SIGNATURES								
Student Counselor Signature					Date			

Appendix I
 University of Arkansas
 Counselor Education Program
Student Evaluation of Supervisor

STUDENT INFORMATION								
Student Name:					UArk ID:			
Placement Level: Masters <input type="checkbox"/> Doctoral <input type="checkbox"/>			Placement Period (semester/year):					
SITE INFORMATION								
Site Name:								
Street Address:								
City:			State:			Zip:		
Phone:			Fax:			Specialization:		
SUPERVISOR INFORMATION								
Supervisor Name:					Doctoral/University <input type="checkbox"/> Site <input type="checkbox"/>			
Phone:								
Email:								
Types of Supervision Received (from this supervisor): Individual <input type="checkbox"/> Triadic <input type="checkbox"/> Group <input type="checkbox"/>								
GENERAL SUPERVISION COMMENTS								
Evaluation Statement	Poor		Average		Good		NA/NO	
1. Gives time and energy in observing, tape processing, and case conferences	①	②	③	④	⑤	⑥	NA	NO
2. Accepts and respects me as a person	①	②	③	④	⑤	⑥	NA	NO
3. Recognizes and encourages further development of my strengths and capabilities	①	②	③	④	⑤	⑥	NA	NO
4. Gives me useful feedback when I do something well	①	②	③	④	⑤	⑥	NA	NO
5. Provides me the freedom to develop flexible and effective counseling styles	①	②	③	④	⑤	⑥	NA	NO
6. Encourages and listens to my ideas and suggestions for developing my counseling skills	①	②	③	④	⑤	⑥	NA	NO
7. Provides suggestions for developing my counseling skills	①	②	③	④	⑤	⑥	NA	NO
8. Helps me understand the implications and dynamics of the counseling approaches I use	①	②	③	④	⑤	⑥	NA	NO
9. Encourages me to use new and different techniques when appropriate	①	②	③	④	⑤	⑥	NA	NO
10. Is spontaneous and flexible in the supervisory sessions	①	②	③	④	⑤	⑥	NA	NO
11. Helps me define and achieve specific concrete goals for myself during my practicum/internship experience	①	②	③	④	⑤	⑥	NA	NO
12. Gives me useful feedback when I do something wrong	①	②	③	④	⑤	⑥	NA	NO

13. Allows me to discuss problems I encounter in my practicum/internship setting	①	②	③	④	⑤	⑥	NA	NO
14. Pays equal amount of attention to both me and my clients	①	②	③	④	⑤	⑥	NA	NO
15. Focuses on both verbal and nonverbal behavior in me and in my clients	①	②	③	④	⑤	⑥	NA	NO
16. Helps me define and maintain ethical behavior in counseling and case management	①	②	③	④	⑤	⑥	NA	NO
17. Encourages me to engage in professional behavior	①	②	③	④	⑤	⑥	NA	NO
18. Maintains confidentiality in material discussed in supervisory sessions	①	②	③	④	⑤	⑥	NA	NO
19. Deals with both content and process when supervising	①	②	③	④	⑤	⑥	NA	NO
20. Focuses on the implications, consequences, and contingencies of specific behaviors in counseling and supervision	①	②	③	④	⑤	⑥	NA	NO
21. Helps me organize relevant case data in planning goals and strategies with my client	①	②	③	④	⑤	⑥	NA	NO
22. Helps me formulate a theoretically sound rationale of human behavior	①	②	③	④	⑤	⑥	NA	NO
23. Offers resource information when I request or need it	①	②	③	④	⑤	⑥	NA	NO
24. Helps me develop increased skill in critiquing and gaining insight from my counseling tapes	①	②	③	④	⑤	⑥	NA	NO
25. Allows and encourages me to evaluate myself	①	②	③	④	⑤	⑥	NA	NO
26. Explains criteria for evaluation clearly and in behavioral terms	①	②	③	④	⑤	⑥	NA	NO
27. Evaluates my counseling performance fairly	①	②	③	④	⑤	⑥	NA	NO
28. Kept our regularly scheduled weekly supervision appointment	①	②	③	④	⑤	⑥	NA	NO
Subtotals								
Total								
COMMENTS OR SUGGESTIONS								
SIGNATURES								
Student Counselor Signature					Date			

Appendix J
University of Arkansas
Counselor Education Program
Consent for Taping Sample

Note: Print this consent on placement site's letterhead stationary

To the client:

Your counselor is a counseling intern who has completed most of the required coursework for a graduate degree in counseling at the University of Arkansas. Your counselor has successfully completed the coursework and training required by national standard to be prepared to provide counseling services. The University of Arkansas graduate program in Counseling is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP) and its faculty and students adhere to the American Counseling Association's (ACA) Code of Ethics. CACREP and counseling program standards require graduate students to participate in on-the-job training internships during which experienced licensed counselors supervise them. The ACA Code of Ethics requires that persons receiving services from counseling interns are aware that the interns are being supervised.

Counseling interns receive supervision by more experienced counselors both on-site and at the University of Arkansas graduate counselor training program. In keeping with the ACA Code of Ethics, all records of counselor services provided are considered confidential professional information. Counseling interns are required to demonstrate their skill in interactions with clients by providing supervisors work samples in the form of recorded tapes of counseling sessions. Counseling interns may request permission to record counseling sessions with audio or videotaping equipment. These tapes are intended to enhance their professional training and improve the services you receive. If you agree to be taped, these tapes are also considered to be confidential professional information and will be protected by the counseling intern and the supervisors of the counseling intern in keeping with the ACA Code of Ethics. The only time this confidentiality may be breached is at your request or when required by law.

Consent to Participate in Counseling

I, the undersigned hereby acknowledge that I have read and understood the information presented above and that I agree to receive counseling services from this intern.

Signature of Client Date

Signature of Client's Parent/Guardian (if applicable) Date

Signature of Student Counselor Date

Consent to Tape Counseling Sessions

In addition, I do ___ / do not ___ (Check one) grant permission to allow these counseling sessions to be taped. I understand that only counseling intern supervisors and counseling interns will be allowed to review these tapes and that these tapes will be subject to the same standards of confidentiality as all counseling records as specified by the American Counseling Association's Code of Ethics and the laws of Arkansas. I understand that I may withdraw this permission to tape at any time.

Signature of Client Date

Signature of Client's Parent/Guardian (if applicable) Date

Appendix K
University of Arkansas
Counselor Education Program
Student Counselor's Agreement to the Counseling Internship Manual

My signature below is to indicate that I have obtained, read, understand, and agree to abide by the Counseling Internship Manual for the _____ (rev./eff. term) and that I will adhere to the policies and procedures described therein as I enroll in the Counseling Internship course for the following semester: _____.
(academic term)

Signature of Student Counselor

Date

Appendix L

University of Arkansas
Counselor Education Program

Application to Become an Approved Practicum/Internship Site – Clinical Mental Health Counseling

Thank you for your interest in becoming an approved field placement site for practicum/internship students in the University of Arkansas Counselor Education program! Enclosed is information regarding the application and approval process. As faculty, we strive to provide our students with the best clinical training available. Consequently, we pair with local, state, and national community providers who strive to meet best practices in their service. Some of these standards and expectations are outlined below for your review.

Please complete the included application form and submit the document, along with any resumes or curriculum vitae of potential Site Supervisors, and any brochures, flyers, or other organizational information, and forward to:

Erin Kern Popejoy, PhD, LPC/S
University of Arkansas
751 W. Maple St, GRAD 141
Fayetteville AR 72701

Once we have received these documents we may contact you to discuss program specifics and additional placement requirements. We appreciate your interest in becoming an approved placement site for our students, and we look forward to working with you.

Sincerely

Counselor Education Program Faculty

Contact Person:

Erin Kern Popejoy, Clinical Coordinator
erinkern@uark.edu
479-575-3319 (fax)

Practicum/Internship Site Selection and Approval Process

Potential practicum and internship sites are selected on the basis of their service delivery, commitment, and ability to provide quality learning opportunities for University of Arkansas (U of A) counseling students. Current sites encompass a wide variety of agencies/organizations, reflecting a broad spectrum of human needs and services. Some examples include traditional counseling agencies, behavioral health services, local and state governmental offices, criminal justice settings, and private sector services. Students are placed with agencies/organizations in Northwest Arkansas and the surrounding communities and are required to attend practicum and/or internship classes on campus.

U of A Counselor Education program faculty recognize the many unmet needs and barriers that impede care for people with behavioral health concerns. Furthermore, we recognize that these concerns are common; regardless of background, stage of life, circumstance, or community. With this perspective, the Counseling faculty invite and welcome a broad array of agency/organizational affiliations whose common goal is the betterment of our communities.

All agencies/organizations must meet the following requirements:

1. The availability of necessary learning experiences;
2. Willingness of the agency's executive and program staff to support Counseling Program's educational goals;
3. Availability of appropriate supervision;
4. The primary mission/purpose of the organization, identified program or department must address human needs (e.g. policy, administration, evaluation, research, direct service delivery, etc.);
5. The agency/organization cannot engage in discriminatory practices (e.g. personnel hiring, acceptance of students or clientele, etc.);
6. The site supervisor's willingness to participate in the Counseling Program's activities (e.g. site/supervisor orientation, guest lecturers, meeting(s) with practicum/internship supervisor, etc.);
7. The agency/organization must support the student's placement and allow the Site Supervisor sufficient time for student's supervision. Minimum scheduled supervision time is one hour per week;
8. Site Supervisors must possess the following minimum qualifications: Master's Degree in a Mental Health discipline (i.e. from an accredited University, preferably Counseling); valid standing as a Licensed Professional Counselor (unless otherwise approved by the Program faculty), and a minimum of two years postgraduate counseling experience. Doctoral students are usually supervised by a doctoral-level supervisor;
9. The agency/organization must have the administrative capacity to sustain necessary student activities (e.g. space, phone, privacy, support staff, etc.);
10. The agency/organization must ensure that appropriate measures and procedures are in place in order to protect the student's safety. At a minimum, these procedures and measures include, but are not limited to, training and orientation regarding policies and procedures for: 1) organizational safety, 2) conducting appropriate home visits, 3) interacting with potentially difficult clients, 4) managing emergencies, and 5) appropriate screening of student assignments by the Site Supervisor(s);
11. The agency/organization must encompass a system of community accountability. This community accountability may be demonstrated by a representative board of directors; fiscal accountability via a budget review process; periodic review by an accrediting/licensing agency; The agency/organization must inform the student's practicum or internship instructor of any changes in the student's supervision. This communication should occur, as soon as possible, in order to ensure adequate and appropriate student supervision.

Initiative for establishing on-site practicum or internship in any given agency/organization may originate with either the University or the agency. Appropriate processing of this application will involve the

agency/organization, including: 1) the agency/organization's authorized authority, 2) the agency/organization's Site Supervisor designate, 3) the Counseling Program Clinical Coordinator, and 4) the student's practicum or internship instructor. The review and affiliation process includes, at a minimum:

1. A thorough review of the applicant agency/organization (i.e. service description, client population(s) served, Site Supervisor credentials, etc.);
2. A conference (i.e. by telephone or in person) with the agency/organization's administrator and/or Site Supervisor regarding expectations of all parties involved; and
3. A clear description of how the student's educational requirements may be achieved via the application materials submitted by the agency/organization.

U of A Counseling Practicum and Internship Site Approval Application

APPLICANT INFORMATION

Agency/Organization Name:

Site Address:

City:

County:

State:

Zip:

Phone:

Fax:

Website:

Specialization:

Level of placement (check all that apply): Masters Doctoral

Commitment Requirements: 1 Semester 2 Semesters 3 Semesters

Students are required to video tape a minimum of 3 counseling sessions. Do you allow students to record for the purpose of supervision? Yes No

Agency Support Comes From (check all that apply):

Public

Local

City

State

Private

County

Federal

Regional

Nonprofit

For-profit

AGENCY/ORGANIZATION CONTACT PERSON

Director Name:

Phone:

Email:

Contact for Applicants:

Phone:

Email:

AGENCY SERVICES

1. Briefly provide an overall description of the agency (function, purpose, etc.):

2. Briefly describe the types of clients seen and services provided:

3. Briefly describe the treatment modalities available (individuals, groups, couples, families; any opportunities for administrative or research experience):

4. Special instructions for students who apply

POTENTIAL SITE SUPERVISORS

Please Note: Minimum Site Supervisor Qualifications include: 1) master’s degree in counseling or a closely related field; 2) hold an LPC (faculty may make exceptions for certain sites with other appropriate mental health certifications and/or licenses); 3) minimum of two (2) years of post-degree professional experience; and 4) knowledge of program expectations, requirements, and evaluation procedures. Below, please list the qualified Site Supervisors who will work with University of Arkansas counseling students. **(Please attach a resume or curriculum vita for each person listed):**

Site Supervisor Name	Degrees and Date Awarded	Professional License(s)	Email	Number of Year Post-Graduate Experience in Mental Health

Appendix M
 University of Arkansas
 Counselor Education Program
Supervision/Teaching/Research Application

STUDENT INFORMATION		
Student Name:		U of A ID:
Applying For: Supervision <input type="checkbox"/> Co-Teaching: <input type="checkbox"/> Research: <input type="checkbox"/>		Semester/Year:
Street Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Email:
CO-TEACHING INFORMATION		
Supervisor Name:		Title:
Supervisor Email:		
Course Number and Name:		
My signature indicates that I agree to provide co-teaching supervision to the above-referenced student for the above-referenced semester.		
Supervisor Signature		Date
SUPERVISION-OF-SUPERVISION INFORMATION		
Site Supervisor Name:		Title:
Supervisor Email:		
My signature indicates that I agree to provide supervision of supervision to the above-referenced student for the above-referenced semester.		
Supervisor Signature		Date
SUPERVISED RESEARCH INFORMATION		
Supervisor Name:		
Supervisor Email:		
My signature indicates that I agree to provide research supervision to the above-referenced student for the above-referenced semester.		
Supervisor Signature		Date
My signature indicates I have read and will conform to the policies and procedures of the University of Arkansas Counseling Program Internship Manual		
Student Signature		Date