



Counseling Psychology Program

CNP 4751
Counseling M.A. Internship

CNP 4762
School Counseling Internship 2

M.A. INTERNSHIP PACKET 2016-2017

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UNIVERSITY OF DENVER
Counseling M.A. Internship and School Counselor Internship 2
CNP 4751 and CNP 4762

INTRODUCTION

The Master's Internship for the Counseling program in the Morgridge College of Education, University of Denver (DU), is a fieldwork experience that provides a supervised transition from an academic setting to the professional field of counseling. The internship is generally undertaken during the second year of the master's program (typically Fall, Winter, and Spring quarters), and is coordinated by a professor from the Counseling Psychology program working with selected on-site supervisors (practitioners from approved field settings – students in the School Counselor concentration must be supervised by a licensed school counselor). Components of the internship include: 1) supervised experience in the field setting; and 2) additional individual and group consultation sessions with a Counseling Psychology faculty member (the DU internship instructor).

The Counseling Psychology internship requires a minimum approximately 20 hours per week for Master's students. They must complete at least 600 hours of on-site work (generally 200 hours per quarter, over 3 quarters). This includes a minimum of 300 direct client contact hours (i.e., the intern is providing counseling to one or more clients. This could be group, family, individual, couples, etc). Of these, a minimum of 75 hours must be spent doing individual counseling. Individual counseling is defined as the student providing counseling to one client (co-therapy is not included in this 75 hours).

In the interest of professional standards as well as practical considerations, students are required to pursue internship experiences in settings other than their normal place of employment, except in unusual circumstances and with the permission of the faculty. Internship experiences in normal places of employment may produce a conflict of obligations for the employer. Further, students must pursue internship placements that are different from their first-year practicum placements. Experiences in other settings will provide the student with a broader exposure to the counseling field, which is important in a training program. In those cases where students wish to continue their training at the same site where they completed their practicum, major change in tasks and training must occur. For example, the training experience could change from an outpatient setting with adults to an inpatient setting with adolescents the same agency. Exceptions to these rules will be granted only on the recommendation of the advisor and with the approval of the Counseling Psychology faculty. The student must show that he/she will obtain new and relevant training and appropriate supervision if he/she remains at the site where practicum was completed.

ELIGIBILITY

In the Master's program, the student is eligible for internship upon (a) successful completion of the master's practicum (i.e., completing the course with a B or above) and (b) approval of the chosen internship site by the internship instructor or the Coordinator of the Master's Internships.



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MORGRIDGE COLLEGE OF EDUCATION

Counseling M.A. Internship and School Counseling Internship 2
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FIELD SUPERVISOR MEMORANDUM

TO: Counseling Internship Field Supervisor

FROM: The Counseling Psychology Faculty at the University of Denver

SUBJECT: Supervision of Counseling Internship Students from the University of Denver

Thank you for agreeing to supervise one of our Counseling students for his/her internship. Your main requirement as a Field Supervisor is to meet with the internship student for at least one hour per week for a face-to-face supervisory conference, and to evaluate the student's performance at your site. Your comments may be based on observing the student's counseling sessions, listening to tapes, or reading session notes. It is expected that you will be responsible for screening clients and matching them with the supervisee's ability level. Students are encouraged to work with a diverse group of clients. Activities considered appropriate for the internship experience are direct services such as: individual, marital, family, and group counseling, consultation with parents and teachers, career counseling, and assessment opportunities commensurate with the student's skills. Students are required to accumulate 600 hours on site over the course of 3 quarters. Of the required hours, students must have at least 75 hours of individual client contact. Students are also required to audiotape at least two of their sessions per quarter for review purposes at DU. In addition, each student will be asked to present some of his/her counseling case material to the internship class on campus. Client names will not be used so that confidentiality is observed. If any of these requirements cannot be met at your site, please contact the internship supervisor at DU as soon as possible. The student must be able to meet these requirements in order to complete the internship course.

Students in the School Counseling Concentration must be supervised by a licensed school counselor.

We highly value the time and effort you will give to the supervision of this student. In exchange, we expect the internship student will give you service of good quality. It is the policy of our department at this time that supervisors will not be compensated by either the student or the University for supervision time.

Enclosed is your copy of the student's internship evaluation form to be completed independently by you. The student is responsible for evaluating him/herself on a duplicate form and arranging a joint feedback session. Both forms must be returned by the student to the internship supervisor by the end of the quarter.

Please contact the Internship instructor with any questions or concerns.



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AGREEMENT

THIS AGREEMENT, by and between

- 1) Counseling Psychology Program
Morgridge College of Education
University of Denver
Denver, CO 80208

2) School or Agency Name _____

Field Supervisor Name _____

Address _____

Phone _____ Email: _____

3) Student Name _____

Address _____

Phone _____ Email: _____

Is for the purpose of providing Master’s Internship experience for the above named student for:

Course Number: CNP 4751 or CNP 4762

Credits 4

Quarter _____

It is mutually agreed that the above-named school or agency will provide the following services and supervision for the above-named student:

- 1. An orientation to the school or agency and specific student duties.
- 2. Individual supervision with Field Supervisor for a minimum of one hour per week.

In addition it is agreed that:

3. Supervision of the student will be done in accordance with the guidelines established by the school or agency for all regular personnel.
4. The supervisor will actively work with the University of Denver staff in eliminating problems that might arise during placement.
5. The supervisor will submit an evaluation on each student at the end of each quarter and share the evaluation with the student. This evaluation will also be shared with the DU Instructor of the Internship class.
6. The supervisor will be responsible for determining that assigned cases are within the ability of the student.
7. The student will be allowed to audiotape or videotape clients for review by the DU Instructor.

It is mutually agree that the student will:

1. Arrange for their own transportation.
2. Be at the agreed upon location at the following days and times (minimum 10-20 hours/week):

3. Be assigned the following specific duties and responsibilities:

4. Be accountable directly to the agency or school supervisor.
5. Follow the policies/regulations of the agency or school. Maintain client confidentiality.
6. Attend weekly seminars to discuss common problems and experiences. Dates of seminars will be arranged.
7. Keep a log of the time spent in the internship (dates, hours) and the duties performed.
8. Write an self-evaluation of his/her experience at the field site to be submitted to the faculty instructor at the end of the quarter.

It is mutually agreed that the University of Denver Counseling Psychology faculty will provide the following:

1. Advise the student as to the requirements (seminars, reports, evaluations) involved in the internship course.
2. Provide coordinating seminars to discuss common problems and experiences and assist the student in report writing.
3. Maintain periodic contact with the field supervisor and the student to discuss the student's progress.
4. Give the student feedback regarding the faculty's consultation and maintain appropriate records for registration and grading
5. Provide consultation for audiotaped samples of counseling interviews.
6. Actively work with the agency in eliminating problems which arise during placements.
7. Observe confidentiality of information.

It is the expectation of all three parties involved that the above-stated conditions be met. Should they not be met, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement with the above-stated conditions:

Student _____ Date _____

Field Supervisor _____ Date _____

University of Denver Instructor _____ Date _____



COUNSELING PSYCHOLOGY
University of Denver
Evaluation of Student Performance

Trainee Name: _____

Date of Evaluation: _____ Supervision Dates: From _____ to _____

Supervisor Name: _____

Trainee Level: Masters Doctoral

Trainee Prior Clinical Experience _____ (direct client hours prior to this placement)

Practicum Site Name _____

Type of Site (e.g., CMHC, Hospital, UCC, VA, etc) _____

How many PhD students have you supervised? _____

How many MA students have you supervised? _____

Which of the following activities have you performed as a supervisor?

____ Observed student directly

____ Listened to tapes or videos of sessions

____ Read session notes

____ Discussed cases with student

What percentage of overall Practicum/Internship hours did the student spend in direct and indirect client activities?

_____ % Direct (counseling)

_____ % Indirect (e.g., case conference, staff meetings, consultation, admin)

Which of the following activities has the student performed?

____ Individual therapy

___ Group therapy

___ Couple and Family therapy

___ Career Counseling

___ Assessment

Other _____

This feedback form is consistent with the training model for our counseling psychology programs as it uses a developmental, competency-based model. The areas of competency listed below have been discussed in literature and are considered the critical areas of knowledge, awareness, and skills for the practice of psychology. Trainees should be provided feedback based on their level of professional development, *not* relative to peers. Expectations of trainees vary depending on their training level.

Please use the following scale to rate your supervisee on the items below:

+7 Strongly Above Expectations: The trainee has shown strong evidence of the knowledge, awareness, and/or skill. Performance is highly consistent.

+6 Above Expectations: The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is mostly consistent.

+5 Slightly Above Expectations: The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is fairly consistent

+4 Meets Expectations: The trainee has shown some evidence of the knowledge, awareness, and/or skill. Performance is inconsistent.

+3 Slightly Below Expectations: This is an emerging knowledge, awareness, and/or skill for trainee. The trainee's knowledge, awareness, and/or skill are not very evident in their performance or discussions. Extra attention and focus should be provided in supervision.

+2 Below Expectations: Trainee lacks understanding and demonstrates minimal to no evidence of the knowledge, awareness, and/or skill. Extra attention and focus should be provided in supervision. Remedial work may be required.

+1 Extremely Below Expectations: Trainee demonstrates problematic or harmful behavior requiring immediate attention. Immediate attention and remedial work will be required.

N/A Not applicable for this training experience or not assessed by this supervisor.

I. Assessment / Diagnosis / Case Conceptualization	Rating
1. Effectively gathers information about the nature and severity of clients' presenting concerns.	
2. Formulates meaningful case conceptualizations and hypotheses concerning client behavior and dynamics.	
3. Develops treatment goals that are appropriate.	
4. Knowledgeable about and open to various theoretical approaches and their application to diverse clients.	
5. Knowledgeable about when to seek further information to conceptualize the client.	

6. Demonstrates competence using diagnostic criteria (DSM-IV-TR) including differential diagnoses.	
7. Incorporates cultural considerations into assessment, diagnosis, treatment planning, and case conceptualizations.	
OVERALL RATING	
Comments:	

II. Intervention	Rating
1. Uses basic interviewing skills effectively, including initiating & terminating the interview appropriately.	
2. Ability to form a working alliance with clients.	
3. Tolerates difficult emotions and explores clients' feelings.	
4. Deals with ruptures effectively and negotiates differences with clients.	
5. Knowledgeable about different interventions, demonstrates flexibility and knowledge about when to change interventions, and selects interventions based on client needs.	
6. Adapts and tailors interventions and mainstream treatment methods to be culturally relevant and congruent to clients.	
7. Refers clients to appropriate resources when appropriate (e.g., psychiatry, group, community therapists, agencies).	
8. Considers empirically supported treatments or evidence-based treatments.	
9. Prepares clients for termination of treatment appropriately and sensitively.	
10. Understands and maintains appropriate professional boundaries with clients.	
GROUP:	
11. Demonstrates awareness and knowledge of group development and process	
12. Formulates specific, demonstrable and realistic treatment goals and discusses with the group	
13. Takes appropriate therapeutic actions	
OVERALL RATING	
Comments:	

III. Psychological Testing	Rating
1. Administers and scores psychological tests appropriately, in a standard way, and capably.	
2. Combines test data, referral information, observations and client statements into clear, theoretically verifiable statements about the client. Separates facts based on material at hand from speculations based on theory. Indicates basis for inferences.	
3. Demonstrates ability to develop appropriate recommendations and to relate recommendations to assessment findings and conclusions.	
4. Discusses evaluation results with client in language client can understand. Makes clear to client the status of assessment, statements, whether fact or hypothesis. Spells out for client how assessment is to be used in facilitating treatment.	
5. Reports clients' behaviors accurately (including client posture, expression, and verbalizations)	
6. Backs up inferences about client characteristics (e.g., defensiveness, anxiety,	

attitudes, etc) with specific behavioral observations.	
7. Selects appropriate assessment procedures based on referral information, initial contact, and continuing interaction with client.	
8. Reports are written in non-technical language and with absence of jargon. Reports address questions raised by referrer--implications of assessment results are spelled out.	
OVERALL RATING	
Comments:	

IV. Crisis intervention	Rating
1. Assesses crisis situations appropriately.	
2. Intervenes during crisis situations appropriately.	
3. Conducts suicidal and homicidality assessments thoroughly, effectively and appropriately. Elicits relevant information.	
4. Assesses for potential child and elder abuse/neglect and domestic violence thoroughly, effectively, and appropriately. Elicits relevant information.	
5. Seeks appropriate consultation or supervision when encountering crisis situations.	
6. Follows-up with client needs related to the crisis and provides case management when appropriate.	
7. Demonstrates ability to remain calm during a crisis situation.	
OVERALL RATING	
Comments:	

V. Consultation and Outreach	Rating
1. When seeking consult, trainee maintains rapport with colleagues and is aware of other disciplines' contributions.	
2. Knowledgeable about when to consult with other professionals or supervisors.	
3. Knowledgeable about didactic learning strategies that take into consideration developmental and individual differences during outreach programs.	
4. Demonstrates comfort in presenting to audiences and engages audience when presenting.	
5. Demonstrates clear and effective communication skills in both consultation and outreach.	
OVERALL RATING	
Comments:	

VI. Personal Characteristics	Rating
1. Monitors and accurately assesses own strengths and weaknesses (i.e., self-awareness).	
2. Empathizes with thoughts, feelings, and needs of others (i.e., empathy).	
3. Demonstrates ability to identify personal distress and uses resources that support healthy functioning when experiencing personal distress (i.e., self-care).	
4. Demonstrates awareness of one's own feelings toward clients and understands client's impact on self.	
5. Understands impact of self on others including colleagues and clients.	
6. Demonstrates consistent attendance of meetings and seminars and if there are absences, takes the initiative to plan ahead and/or to follow-up after the absence(s) to be caught up.	
7. Demonstrates professionalism in the workplace (e.g., dress, work ethic, timeliness)	

OVERALL RATING	
Comments:	

VII. Relationships and Interpersonal Issues (Colleagues, Agency)	Rating
1. Works collaboratively with peers and colleagues.	
2. Provides constructive feedback and support to peers.	
3. Receives feedback non-defensively from peers.	
4. Respects support staff roles and persons.	
5. Willing to acknowledge and correct interpersonal conflict with colleagues if applicable.	
OVERALL RATING	
Comments:	

VIII. Use of Supervision	Rating
1. Open and non-defensive to supervisory evaluation and feedback.	
2. Self-reflects and self-evaluates regarding clinical work with clients.	
3. Willing to voice own opinion and does not inappropriately defer to supervisor. Demonstrates good judgment as to when supervisory input is necessary.	
4. Communicates self to the supervisor when appropriate (i.e., transparency)	
5. Willing to take risks and acknowledge troublesome areas and make mistakes.	
6. Applies what is discussed in supervision to interactions with clients.	
OVERALL RATING	
Comments:	

X. Management and Administration	Rating
1. Follows agency's policies and operating procedures.	
2. Documents crisis assessments appropriately.	
3. Maintains organized and timely notes and client records. Notes are completed within the week and prior to any significant leave; documents are up-to-date.	
OVERALL RATING	
Comments:	

XI. Diversity – Individual and Cultural Differences	Rating
1. Knowledge of one's own beliefs, values, attitudes, assumptions in the context of diversity.	
2. Recognizes own biases and stereotypes, personal limitations, and areas for future growth and takes action to reduce such biases.	
3. Open to exploring one's feelings and reactions to power and diversity issues.	
4. Knowledge about the nature and impact of diversity in different clinical situations.	
5. Facilitates discourse and acts as an ally when oppression or poor treatment is imposed on stigmatized and underserved groups.	
6. Infuses culture and diversity into all aspects of professional work.	
7. Demonstrates respect for and values differing worldviews in all domains of professional practice and professional interactions.	
OVERALL RATING	
Comments:	

XII. Ethical and Legal Standards	Rating
1. Knowledgeable about ethical principles, legal mandates, and standards of professional conduct.	
2. Recognizes and analyzes ethical dilemmas and legal issues using ethical decision-making skills across the range of professional activities in the clinical setting.	
3. Seeks appropriate information and consultation when faced with ethical issues and dilemmas.	
4. Behaves ethically across all aspects of professional work.	
OVERALL RATING	
Comments:	

Summary of student's strengths and outstanding professional skills (these are skills which are above the level to be expected of a student at this level of development)

Summary of student's skills that need improvement. Please make brief suggestions for working on these skills. (These are skills which are not far below the level expected of a student with comparable training and experience, but which most immediately stand in the way of professional growth.)

Summary of deficient areas which need immediate correction. Please make brief suggestions for working on these skills. (These are skills considerably below the level to be expected of a student with comparable training and experience.)

Summary of populations or types of clients the student would benefit from working with in the future.

Trainee: _____ **Date:**

Supervisor: _____ **Date:**

Trainee's Response:

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MONTHLY INTERNSHIP LOG

Name: _____ Quarter: Fall __ Winter__ Spring __ Summer __ Year _____ Month _____

Site: _____ Supervisor: _____ Phone: _____

Dates:

Week 1	Week 2	Week 3	Week 4	(Week 5)

Direct Client Contact Hours

Individual Counseling						Individual	
Group Counseling						Group	

Other:

Couples Counseling						Couples	
Family Counseling						Family	
Testing						Testing	
Consultation w/ Clients						Consult.	
Workshop/Presentation by Student						Workshop	
Other: (Specify)-						Other	
Subtotal:						(A)	

MA Internship Class Subtotal

						(B)
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Supervision

Individual						
Group						
Staff Meeting/Training						
Other: (Specify)-						
Subtotal						(C)

Administrative/Case Management

Progress Notes						
Test Scoring/Interpretation						
Case Report Writing						
Audio/videotape Review						
Program Planning						
DU Transcript Consultations						
Observation						
Research (reading, etc.)						
Other (Specify)-						
Subtotal						(D)

A + B + C + D = Total Hours This Month

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Previous Hours: _____

Total Cumulative Hours: _____

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INTERNSHIP HOURS – QUARTERLY SUMMARY

Student's Name _____

Quarter: Fall Winter Spring Summer Year: _____

Supervisor: _____ Phone: _____ Email: _____

Internship Site: _____

Address: _____

	Hours From Previous Quarters	Current Hours	Cumulative Hours
Direct Client Contact Hours			
Individual Counseling			
Group Counseling			
Vocational/Career Counseling			
All Other Direct Client Hours			
Subtotal			

Class Hours

Subtotal			
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Supervision and Consultation Hours

Subtotal			
-----------------	--	--	--

Administration/Case Management Hours

Subtotal			
-----------------	--	--	--

Total Hours:

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Completed at the end of Internship (Spring)

SITE EVALUATION

Student Name: _____ Date: _____

Site: _____

Address: _____

Supervisor: _____ Phone: _____ Email: _____

Student level: ___ M.A. ___ Ph.D

Academic quarter: ___ Fall ___ Winter ___ Spring ___ Summer Year: _____

DU Internship Course Title and Number: _____

Check all the counseling opportunities that are available at this site:

- Individual Counseling
- Men
- Women
- Adolescents
- Children
- Special Populations (specify): _____
- Career Counseling
- Marriage and Family Counseling
- Group Counseling (specify populations): _____
- Consulting (specify with whom): _____
- Assessment
- Other (specify): _____

Types of clients served: _____

What kind of supervision is provided?

- Individual Supervision Hours/Week: _____
- Group Supervision Hours/Week: _____ Number of Students in Group: _____

What are the on-site responsibilities of the student (e.g. biofeedback with inpatient pain patients, short term groups with alcoholics, etc.)?

What is the theoretical orientation of the supervision (i.e. quality and style)?

Are there unique demands of this site that have not already been discussed? (full-year commitment, requires at least 15 hours weekly, etc.)

Do you have any comments about this site you feel would be helpful to an interested student?

Is there an opportunity for a paid practicum or internship? No Yes How much? _____

Would you recommend this site? No Yes

Yes--under the following conditions (e.g. must have prior experience with alcoholism, request a specific supervisor, family counseling is the main type of service)