



EASTERN MICHIGAN UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF LEADERSHIP & COUNSELING

COUNSELING INTERNSHIP MANUAL

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COUNSELING PROGRAMS:

COLLEGE COUNSELING
COMMUNITY COUNSELING
SCHOOL COUNSELING



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CHAPTER 1

Introduction

This handbook is a guide to planning your internship experience. The handbook reviews basic information about the goals of the internship, the departmental expectations, procedures for internship site selection, registration, and assessment. Forms for record keeping and documentation specific to the College Counseling, Community Counseling, and School Counseling programs are included in the appendices. Feedback on internship procedures and practices is welcome. The counseling faculty wants your internship to be an outstanding learning experience.

You are responsible for seeking an internship placement. Counselors-in-training are encouraged to select a site carefully, based on professional goals, interests, abilities, and skills. The type of clientele served in the setting, types of services provided in the setting and the staffing needs of the site are also important.

You must be approved for internship by the program faculty. Please note, that although you are responsible for site selection, your advisor must approve the final selection.

This manual does not replace the information and advice you receive from your advisor. Please consult with your advisor throughout the application and internship process.



CHAPTER 2

Description of Internship

COUN 785, 786, 787, 788 & 789

The Internship is an intensive field-based experience for candidates in the master's degree programs in counseling. Counselors-in-training will integrate advanced competencies and knowledge with professional supervision. Placements occur in a variety of community agency, school, college, or institutional settings. Application for the internship and approval for placement are required prior to registration. A minimum of six hundred (600) hours in the internship placement is required. The grading system is credit/no credit. Prospective interns need to have completed the Practicum course before beginning the internship. Internship is normally taken at or near the end of the program of study, after the Practicum experience. Department permission is required.

Semester Hours of Registration

Six hundred (600) clock hours of involvement in counseling and counseling-related activities are required for completion of the internship. In most cases, more than one semester will be required to accumulate these 600 hours. The intern will arrange to register for the appropriate semester credits.

- For one (1) semester hours, register for COUN 785, which requires 100 clock hours.
- For two (2) semester hours, register for COUN 786, which requires 200 clock hours.
- For three (3) semester hours, register for COUN 787, which requires 300 clock hours.
- For four (4) semester hours, register for COUN 788, which requires 400 clock hours.
- For six (6) semester hours, register for COUN 789, which requires 600 clock hours.

The Counselors-in-training are responsible for following the appropriate procedures for internship approval. No one will be able to register until the advisor has approved the final placement.



CHAPTER 3

Goals of the Internship

Through the internship experience, the counselor-in-training should learn and experience, under supervision, the duties and responsibilities of a person and professional who is employed at the site. In addition, you will have specific professional goals to fulfill during the internship experience. Though the goals of individual counselors-in-training will vary, the internship requirements outlined by your program must also be addressed.

College Counseling

Areas of experience recommended for students in this program include:

1. The purpose and function of counseling practices in higher education;
2. Legal and ethical practices in higher education, including relationships between students and their institutions;
3. Programs, including information management and computer application in higher education;
4. The purpose and use of professional standards for program development; and
5. Implications of sociocultural, demographic, and lifestyle diversity relevant to college counseling.

A plan to meet these goals will be developed jointly with the site supervisor and the College Counseling student, with the assistance of the faculty supervisor as necessary. It will probably include such activities as:

1. Conducting career planning activities for college students;
2. Understanding methods and procedures in group work applicable to college populations (e.g., designing and leading structured groups);
3. Exploring preventive methods and procedures designed to deter harmful habits and to promote healthful living (e.g., interventions for eating disorders, chemical dependence, stress management);
4. Experiencing additional knowledge and skill-building opportunities including, but not limited to, the following sets:
 - a. methods and procedures to promote positive interpersonal relationships (e.g., interventions for gender identity issues)
 - b. consultation skills related to organizational behavior and the promotion of organizational change;
5. Conducting individual counseling sessions with clients representative of the ethnic, lifestyle, and demographic diversity of the campus community.

Community Counseling



Areas of experience recommended for students in this program include:

1. Exploring the roles of community counselors in a variety of practice settings and relationships between counselors and other professionals in these settings;
2. Learning about organizational, fiscal, and legal dimensions of the institutions and settings in which community counselors practice;
3. Understanding the theories and techniques of conducting a community needs assessment to design, implement, and evaluate community counseling interventions, programs, and systems;
4. Experiencing general principles of community intervention, consultation, education, and outreach; characteristics of human service programs and networks (public, private, and volunteer) in local communities;
5. Learning about client characteristics of individuals served by institutions and agencies offering community counseling services, including, but not limited to the effects of socioeconomic status, unemployment, aging, gender, sexual orientation, culture, race, ethnicity, chronic illness, developmental transitions, and interpersonal, family, and community violence;
6. Understanding the principles of program development and service delivery for a clientele based on assumptions of normal development, including, but not limited to prevention, implementation of support groups, peer facilitation, training, parent education, career information and counseling, and encouragement of self-help;
7. Exploring effective strategies for promoting client understanding of and access to community resources;
8. Learning the principles of conducting an intake interview and mental health history for planning counseling interventions;
9. Practicing effective strategies for client advocacy in public policy and government-relations issues.

A plan to meet these goals will be developed jointly with the site supervisor and the Community Counseling student, with the assistance of the faculty supervisor as necessary. It will probably include such activities as:

1. Opportunities for individual and group counseling under supervision with a diverse client pool that represents the demographic diversity of the community;
2. Opportunities to observe and participate in case presentations and discussions;
3. Opportunities to interact with site professionals concerning helping people, the profession, and the operation of a community agency;
4. Opportunities to participate in learning seminars and workshops that are provided for site personnel;
5. Opportunities to learn about the support, management, and operation of a community agency.

School Counseling

Areas of experience recommended for students in this program include:



1. Counseling Curriculum: “structured developmental experiences presented systematically through classroom and group activities kindergarten through grade twelve;”
2. Individual Planning: “activities that help all students plan, monitor, and manage their own learning as well as their personal and career development;”
3. Responsive Services: “activities to meet immediate needs and concerns of students whether these needs or concerns require counseling, consultation, referral, or information;”
4. Systems support: “management activities that establish, maintain, and enhance the total guidance and counseling program.”

A plan to meet these goals will be developed jointly with the site supervisor and the School Counseling student, with the assistance of the faculty supervisor as necessary. It will probably include such activities as:

1. Teaching or assisting in teaching the curriculum in the classroom, addressing the content areas of career development and exploration; knowledge of self and others; and educational career/technical development;
2. Developing educational/employability plans, interpreting test and inventory results, and assisting students with school to work transition planning;
3. Conducting individual counseling sessions with students representative of the ethnic, lifestyle, and demographic diversity of the school community;
4. Being involved in service training activities, counseling staff meetings, case conferences, and consultations with teachers.



CHAPTER 4

Site Selection and Preparation for the Interviews

The Counselor-in-training and his/her faculty advisor cooperatively select appropriate agencies/educational settings for interviewing. Personal and professional counseling goals and the goals of the university program are considered carefully. The counselor-in-training discusses his or her internship goals and potential sites with the coordinator up to one year prior to the actual beginning of the internship experience. The faculty advisor may also be of assistance in discussing and determining professional goals and directions as well as potential internship experiences. The list of counseling internships where previous interns have worked will be reviewed and discussed. The approval of internship sites is based upon ability of the site to meet or exceed the CACREP standards and Counseling program expectations. These include the kinds of experiences offered, the quality of supervision, the quality of support provided for the counselor-in-training, and the ability of the site to provide sufficient working hours.

Our counseling interns have worked in a variety of internship sites. Sites have included substance abuse counseling centers, community mental health agencies, university and community college counseling centers, youth services agencies, substance abuse and eating disorders treatment centers in hospitals, colleges, schools, career centers, hospice centers, women's resource and counseling centers, domestic violence shelters, and others.

Counselors-in-training are encouraged to interview with supervisors from a minimum of three settings to insure compatibility between goals and the potential experience in the setting. Counselors-in-training should complete an internship in the setting in which they eventually intend to work. Exceptions may be discussed when there is clear evidence that a significantly different internship experience can be obtained in another component of the agency/educational setting with a site supervisor who is not the regular work supervisor.

Counselors-in-training need to prepare carefully for the interview. You may want to take the following materials to the interview for the site supervisors/directors:

1. A resume;
2. A cover letter that clarifies personal goals and career directions.

Some site supervisors may require that an official EMU transcript be sent to the placement setting. In return, site supervisors are requested to send a resume of their education, experience, and professional activities along with information about the services and functions of the placement setting.

The faculty does not place the counselor-in-training. Students must complete the counseling internship application and submit it to the internship committee. Applications are reviewed by the full faculty. The advisor must approve the site, though it is the responsibility of the site and/or site supervisor to accept or reject a prospective intern. After a site supervisor has



indicated acceptance for the internship, final approval must be given by the advisor for the student to register for the appropriate internship section.



CHAPTER 5

Liability Insurance

Counseling interns are required to have professional liability insurance prior to participation in the internship experience. Students must have a policy that provides a minimum liability of \$1 million per incident and \$1 million per annual aggregate. Professional liability insurance is offered to student members of many professional organizations. The Counseling Program does not endorse any one carrier or program. Consult with your faculty advisor for information on the various policies available.

Students may not start collecting internship hours until proof of insurance has been verified by the faculty group supervisor.



CHAPTER 6

Council for Accreditation of Counseling and Related Educational Programs (CACREP) Standards

The CACREP standards are the guidelines for use in implementing internship. The CACREP standards require a supervised internship of six hundred clock hours, which include the following:

1. A minimum of 240 hours of direct services with clients appropriate to the program of study;
2. A minimum of one hour per week of individual and/or triadic supervision, throughout the internship, usually performed by the on-site supervisor;
3. A minimum of one and one-half hours per week of group supervision provided on a regular schedule throughout the internship, usually performed by a program faculty member;
4. The opportunity for the counselor-in-training to become familiar with a variety of professional activities other than direct service;
5. The opportunity for the counselor-in-training to develop audio and/or videotapes of the student's interactions with clients appropriate to the specialization for use in supervision;
6. The opportunity for the counselor-in-training to gain supervised experience in the use of a variety of professional resources such as, assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers;
7. A formal evaluation of performance during internship by a program faculty supervisor in consultation with the site supervisor.

Council for Accreditation of Counseling and Related Educational Programs (CACREP). (2001). The 2001 Standards [Electronic version]. Retrieved November 16, 2000, from <http://www.counseling.org/cacrep/2001standards700htm>



CHAPTER 7

Role of Faculty Advisor

The faculty advisor is an integral part of all aspects of the internship process. The advisor may facilitate informal meetings on the internship, assist in preparation of interns for interviews at sites, and help with application procedures and processes. The advisor must approve the final site placement.

The overall goal of the faculty advisor is to support the counselor-in-training and facilitate a positive internship experience.



CHAPTER 8

Role of the Faculty Group Supervisor

During your internship you are required to meet for group supervision. A member of the program faculty conducts group supervision and is the on-campus supervisor. CACREP requires that students meet in-group supervision for a minimum of one and one-half hours per week, scheduled regularly throughout the semester. You will be required to maintain and/or submit:

- Proof of liability insurance;
- A well-documented log of activities;
- Certification of Counseling Internship Completion;
- Any additional assignments and/or documentation required by the faculty supervisor or the faculty advisor.

The on-campus supervisor facilitates group supervision meetings and is responsible for monitoring and/or scheduling any site visits required during the term. During your experience as an intern, please be aware that attendance at all group supervision sessions is mandatory.



CHAPTER 9

The Internship Expectations

During the first three weeks of the internship, interns are expected to prepare their professional goals and activities statement for discussion with their internship site supervisor. A copy of the goals and activities statement will be provided to the supervisor and becomes part of the intern's learning agreement. Interns are expected to keep a well-documented daily log as well as a weekly log and semester tally sheet that shows the amount of time of direct client service and other specific functions performed. At the end of the internship, the intern will submit a final report that includes the following components: internship site and description, goals and activities learning statement and a description of how the goals were met, a comprehensive summary of the internship activities and experience, a self-assessment of the intern's own performance, and an overall assessment of the internship experience in the particular placement.

Assessment is a key part of the on-going learning experience for the intern and the supervisors. After approximately 200-225 clock hours of the intern's experience, the faculty group supervisor plans to visit the intern's placement setting to meet with the site supervisor and the intern for an informal assessment of the intern's progress, the intern-site supervisor relationship, the intern's strengths and areas that need work, and the general performance of the intern. If difficulties arise before the site visit, please call the faculty group supervisor so that the issues can be discussed. Midway through the internship, a more formal written evaluation of the intern's activities and progress is requested (see appendices). A form will be provided for the midway assessment and for the final assessment at the end of the internship that documents the internship experience for the intern, the university, and the agency. Near the end of the internship, the intern is required to evaluate formally the site supervisor and the campus supervisor. The site supervisor's evaluation is discussed with the site supervisor and a copy is provided for the counseling faculty group supervisor.



Chapter 10

Role of the Site Supervisor: Evaluation

The Site Supervisor is a person who has expressed a willingness to supervise and serve as a mentor for a developing professional. The Site Supervisor is the key person at the agency or educational setting who facilitates and supervises all of the activities in which you will be participating.

According to the CACREP standards, site supervisors must meet the following criteria:

1. A minimum of a master's degree in counseling or a closely related field and appropriate certifications and/or licenses;
2. A minimum of two (2) years of pertinent professional experience;
3. Knowledge of the program's expectations, requirements, and evaluation procedures for students.

Council for Accreditation of Counseling and Related Educational Programs (CACREP). (2001). The 2001 Standards [Electronic version]. Retrieved November 16, 2000, from <http://www.counseling.org/cacrep/2001standards700htm>

Initially, the site supervisor makes sure that the director of the agency or educational setting reads, signs, and returns the affiliation agreement to EMU. In the past, several site supervisors have served on the Guidance and Counseling Advisory Committee because of their knowledge of the interns' strengths and needs.

Site supervisors are expected to provide one hour of face-to-face individual supervision each week of the internship. They provide a midway evaluation and a final evaluation of the counseling intern (Certification of Internship Completion). The site supervisor also provides feedback on performance after the completion of approximately 200-225 clock hours of internship experience or as needed



APPENDICES

Specific program forms and information

- A. Internship Planner
- B. Internship Application Packet
- C. Affiliation agreement request form
- D. College counseling
 - 1. College Counseling internship weekly log
 - 2. College Counseling internship summary log
- E. Community Counseling
 - 1. Community Counseling internship weekly log
 - 2. Community Counseling internship Summary Log
- F. School counseling
 - 1. School Counseling internship weekly log
 - 2. School Counseling internship summary log
- G. Evaluation Forms
 - 1. Site Contact by EMU Faculty Supervisor
 - 2. Site Supervisor Evaluation
 - 3. Certification of Internship



INTERNSHIP PLANNER A STEP-BY-STEP CHECKLIST

Timetable	Step	Date Completed:
1 st year 1 st semester (or 0-12 credit hrs.)	Meet with advisor: 1) Plan program of study 2) Discuss professional goals in relation to the internship process 3) Discuss practicum and internship plans	
2 nd year 1 st semester (or 13-21 credit hrs.)	Meet with advisor and attend any scheduled group advising meeting: 1) Determine prerequisites for internship 2) Determine timeline for internship application 3) Review Internship catalogue for potential internship site selection	
2 nd year 2 nd semester (or 30/34 program hrs.)	Identify approximately 3 potential internship sites: 1) Arrange and attend interviews with sites 2) Apply for faculty approval of internship (faculty approval is contingent on completion of practicum) After receiving program approval letter: 1) Secure liability insurance 2) Follow instructions for finalizing internship placement by completing the Affiliation agreement if there is no such agreement in place. 3) Register for the appropriate section of COUN 786-789	
3 rd year 1 st semester	Internship begins: 1) Meet with site supervisor one hour weekly 2) Attend group supervision for your registered section	



Please follow the instruction below to apply for internship. Should you have any questions, please contact your advisor or Dr. Perry C. Francis (734.487.0255 or pfrancis@emich.edu) for clarification.

Special Note	Before starting the Internship Application Process, you should consult with your faculty advisor concerning your plans for internship including what type of experiences to seek, what to look for in an internship site and supervisor, and how long you want to take to complete internship. This process begins with your admittance into the program and should be on-going as you progress through your program.
Step One:	Obtain an Internship Application Packet from the department website (www.emich.edu/coe/Lead_Coun/) or department office. Complete the Internship Application only and return it by the stated deadline dates with your unofficial transcript to: Perry C. Francis Eastern Michigan University Dept. of Leadership & Counseling John W. Porter Building, Suite 304 Ypsilanti, MI 48197 Unofficial transcripts can be obtained from your my.emich account on the web.
Step Two:	The COE-Counseling Clinic Coordinator will process the application and present them to the internship committee & faculty for review. Criteria for placement in internship may include: <ul style="list-style-type: none">• Consideration of readiness to see clients at an internship site• Proximity to graduation (students with more credits are generally given preference over those with fewer credits)• Available space in internship classes• Scheduling issues
Step Three:	A letter will be sent by the COE Counseling Clinic Coordinator informing the applicant of the decision of the faculty. <ul style="list-style-type: none">• If applicant is approved for internship, please move to step four.• If applicant is denied placement in internship, he/she should meet with the faculty advisor for advisement.
Step Four:	Begin applying to internship sites. It is recommended that before applying to internship sites, you should discuss with your faculty advisor what to look for in an internship site, site supervisor, and internship experience. Your faculty advisor is seeking to insure that your internship experience is not only appropriate, but helps to enhance your skills and abilities.



	<p>Complete the Internship Site Application.</p> <p>Application includes:</p> <ol style="list-style-type: none">1. Internship Site Application2. Site Supervisor Information Sheet <p>Please insure that all forms are filled it out completely and make an appointment with your advisor to review your choice and site. (Should your advisor not be available in the semester that you are applying for internship, you may meet with the COE Counseling Clinic Coordinator. Dr. Francis currently holds that position).</p>
Step Five:	<p>The site application will be reviewed by your faculty advisor.</p> <p>If the site is approved, your advisor will contact the COE Counseling Clinic Coordinator giving permission for the student to register for the appropriate internship class. (The Coordinator may call or e-mail the student if necessary to insure timely registration.)</p> <p>If the site is not approved, the student will be required to work with the faculty advisor (or the COE Counseling Clinic Coordinator if your faculty advisor is not available) to remediate the problems making the site unacceptable.</p>
Step Six:	<p>Register for the class.</p>

PLEASE NOTE: Late applications will be accepted but not processed until on-time applications are processed and placed.



APPLICATION DEADLINES

FALL: MARCH 15TH WINTER: OCTOBER 15TH SPRING/SUMMER: JANUARY 15TH

PLEASE ATTACH AN UNOFFICIAL COPY OF YOUR TRANSCRIPT TO THIS APPLICATION.
UNOFFICIAL COPIES OF YOUR TRANSCRIPT CAN BE PRINTED FROM YOUR MY EMICH ACCOUNT.

RETURN TO:
PERRY C. FRANCIS
EASTERN MICHIGAN UNIVERSITY
DEPT OF LEADERSHIP & COUNSELING
JOHN W. PORTER BUILDING, SUITE 304
YPSILANTI, MI 48197

Name:		Student #:	
Address:			
City:		St:	Zip:
Hm Ph:	Wk Ph:		Cell:
Email:		Advisor:	
Student Status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	Program: <input type="checkbox"/> School <input type="checkbox"/> Community <input type="checkbox"/> College
Employment Status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
Present Position:			
Employer:			

Check or list **REMAINING** courses on your program of study.

Specialization					
School:	COUN-612	COUN-650	COUN-696	Field Based Experience	
Community:	COUN-631	COUN-660	COUN-694		
College:	COUN-550	COUN-551	COUN-692		
Electives					
	COUN-515	COUN-572	COUN-573	COUN-574	COUN-575
	COUN-595	COUN-640	COUN-651	COUN-652	COUN-655
	COUN-687	Other:		Other:	
Total Number of Semester Hours to be Completed:		Anticipated Graduation Semester/Year: _____/_____			

Supervised Experience:

I HAVE NOT completed practicum. Please note the semester & year you will take practicum:	/
I HAVE completed practicum Please note the semester & year you took practicum:	/
I HAVE NOT completed Field Based Experience (if required) Please note the semester & year you will complete your Field Based Experience:	/
I HAVE completed Field Based Experience (if required) Please note the semester and year of your Field Based Experience:	/



Please list the semester & year you plan to be enrolled in the internship course and the number of credits you intend to take. (Please note: One credit hour equals 150 hours of internship activity. 4 hours = 600 internship hours)

<u>Semester/Year</u>	<u>Credit Hours</u>
____/____	_____
____/____	_____
____/____	_____

Identify the internship sites you are considering. (List no more than three sites.)

- 1) _____
Agency Name Address
- 2) _____
Agency Name Address
- 3) _____
Agency Name Address

[OFFICE USE ONLY]

Faculty Approval	Approved	Denied	Date: / /
------------------	----------	--------	-----------

Advisor Approval of Site Supervisor	Approved	Denied	Date: / /
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EASTERN MICHIGAN UNIVERSITY
COUNSELING PROGRAM – INTERNSHIP SITE APPLICATION

DATE: _____

INTERNSHIP SITE INFORMATION:

TYPE OF AGENCY: ___ K-12 SCHOOL ___ COMMUNITY/AGENCY ___ COLLEGE/UNIVERSITY

AGENCY NAME: _____

ADDRESS: _____ CITY: _____

STATE: ___ ZIP: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____ TITLE: _____

NAME OF PERSON PROVIDING SUPERVISION: _____

CERTIFICATIONS/LICENSE: _____

HAS THIS SITE HOSTED AN EMU COUNSELING INTERN BEFORE: ___ YES ___ NO

IF YES, WHEN: _____

FACULTY ADVISOR'S APPROVAL: _____



DATE: _____

NAME:

DR. MS. MR.: _____
(CIRCLE ONE)

AGENCY NAME: _____

CONTACT INFORMATION:

ADDRESS: _____ CITY: _____

STATE: ____ ZIP: _____

OFFICE PHONE: _____ HOME PHONE: _____

FAX: _____ EMAIL: _____

PROFESSIONAL EXPERIENCE & EDUCATION:

PRESENT POSITION TITLE: _____

CERTIFICATION/LICENSE: _____

EXPIRATION DATE: ____/____/____

HAVE YOU SUPERVISED EMU COUNSELING INTERNS IN THE PAST? ____ Yes ____ No

IF YES, WHEN AND WHOM? _____

NAME OF PRESENT EMU INTERN: _____

EDUCATION (BEGIN WITH MOST RECENT)

INSTITUTION	DEGREE	YEAR

OTHER COUNSELING RELATED EDUCATIONAL EXPERIENCES: (BEGIN WITH MOST RECENT)

- 1) _____

- 2) _____

- 3) _____



EASTERN MICHIGAN UNIVERSITY
COUNSELING PROGRAM – INTERNSHIP SITE APPLICATION
SITE SUPERVISOR INFORMATION SHEET

PROFESSIONAL EXPERIENCES (BEGIN WITH MOST RECENT)

EMPLOYER	
ADDRESS	
DATES OF EMPLOYMENT	
POSITION TITLE	
RESPONSIBILITIES	

EMPLOYER	
ADDRESS	
DATES OF EMPLOYMENT	
POSITION TITLE	
RESPONSIBILITIES	

EMPLOYER	
ADDRESS	
DATES OF EMPLOYMENT	
POSITION TITLE	
RESPONSIBILITIES	

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

- 1) _____
- 2) _____
- 3) _____
- 4) _____

SIGNATURE: _____ DATE: ____/____/____



AFFILIATION AGREEMENT REQUEST FORM

COUNSELING PRACTICE THE COUNSELING INTERNSHIP

Date: _____

Counselor-In-Training: _____

Proposed length of internship: _____ weeks From: ___/___/___ To: ___/___/___

NAME OF AFFILIATING INSTITUTION: _____

Contact person: _____

Department: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

COUN Faculty Authorization

This form is to be completed by the student and submitted to the department prior to beginning internship.

For COUN Department Use:

Affiliation agreement currently in effect – expires: ___/___/___

For Office of Legal Affairs Use:

New EMU Contract: _____

New Agency Contract: _____

Renew EMU Contract – Expires: _____

Student Scheduled to Start: _____

Other: _____



College Counseling Internship Weekly Log

Name: _____ Beginning & Ending Dates: _____ to _____

- 1. Record the number of hours spent in each activity each week.
- 2. Have the site supervisor sign the completed form.
- 3. Submit the completed form to the faculty internship supervisor.

Activities	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Direct Services								
Individual Advising								
Individual Counseling								
Group Advising/ Activities								
Group Counseling								
Total Hours								
Planning, Presentations and Systems Support								
Program Development								
Proposal/ Grant writing								
Documentation/ Report writing								
Consulting for Campus programs								
Presenting Educational Workshops								
Committee/ Advisory Boards								
Program Management and Operation								
Professional Development								
Campus Outreach								
Individual Supervision								
Group Supervision								
Other								
Other								
Total Hours								
All Hours								

_____ Signature of Intern _____ Date _____ Signature of Site Supervisor _____ Date



Signature of Faculty Supervisor

Date



College Counseling Internship Summary Log

Name: _____ Beginning & Ending Dates: _____ to _____

1. Record the number of hours spent in each activity each week.
2. Have the site supervisor sign the completed form.
3. Submitted the completed form to the faculty internship supervisor at the end of the semester.

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours
Direct Services																
Individual Advising																
Individual Counseling																
Group Advising/ Activities																
Group Counseling																
Total Hours																
Planning, Presentations and Systems Support																
Program Planning																
Staff Planning & Meetings																
Documentation/ Report writing																
Consulting for Individual & Campus programs																
Presenting Educational Workshops																
Committee/ Advisory Boards																
Program Management and Operation																
Professional Development																
Campus Outreach																
Individual Supervision																
Group Supervision																
Proposal/ Grant writing																
Other																
Total Hours																
All Hours																

Signature of Intern

Date

Signature of Site Supervisor

Date

Signature of Faculty Supervisor

Date



Community Counseling Internship Weekly Log

Name: _____ Beginning & Ending Dates: _____ to _____

1. Record the number of hours spent in each activity each week.
2. Have the site supervisor sign the completed form.
3. Submit the completed form to the faculty internship supervisor.

Activities	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Direct Services								
Intake/ Assessments								
Individual Counseling								
Group Counseling								
Couples/Family Counseling								
Total Hours								
Planning, Presentations and Systems Support								
Program Development								
Proposal/ Grant writing								
Documentation/ Report writing								
Case Conference/ Teaming/ Consulting								
Presenting Educational Workshops								
Committee/ Advisory Boards								
Professional Development								
Staff Development/ Training								
Individual Supervision								
Group Supervision								
Other								
Other								
Total Hours								
All Hours								



Signature of Intern

Date

Signature of Site Supervisor

Date

Signature of Faculty Supervisor

Date



Community Counseling Internship Summary Log

Name: _____ Beginning & Ending Dates: _____ to _____

1. Record the number of hours spent in each activity each week.
2. Have the site supervisor sign the completed form.
3. Submitted the completed form to the faculty internship supervisor at the end of the semester.

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours
Direct Services																
Intake/ Assessments																
Individual Counseling																
Group Counseling																
Couples/Family Counseling																
Total Hours																
Planning, Presentations and Systems Support																
Program Development																
Proposal/ Grant writing																
Documentation/ Report writing																
Case Conference/ Teaming/ Consulting																
Presenting Educational Workshops																
Committee/ Advisory Boards																
Professional Development																
Staff Development/ Training																
Individual Supervision																
Group Supervision																
Other																
Other																
Total Hours																
All Hours																

Signature of Intern

Date

Signature of Site Supervisor

Date

Signature of Faculty Supervisor

Date



School Counseling Internship Weekly Log

Name: _____ Beginning & Ending Dates: _____ to _____

1. Record the number of hours spent in each activity each week.
2. Have the site supervisor sign the completed form.
3. Submit the completed form to the faculty internship supervisor.

Activities	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Curriculum Guidance								
Classroom Activities*								
Group Activities*								
Planning Activities								
Individual Planning								
Individual Advisement*								
Individual Assessment*								
Placement*								
Career Exploration*								
Planning Activities								
Responsive Services								
Consultation*								
Group Counseling *								
Individual Counseling*								
Crisis Counseling*								
Referral*								
Planning Activities								
System Support								
Research								
Staff/Community Development								
Professional Development								
Committee/Advisory Boards								
Program Management/Operation								
Planning Activities								
Non-Guidance Activities**								
Building Duties								
Scheduling								
Substitute Teaching								
Supervision								
Individual Supervision								
Group Supervision								
Group by EMU Faculty								
*Direct Hours								
Non-Direct Hours								
Total Hours								

* Direct Service Hours

** No more than 10% of hours may be used in non-guidance duties



Signature of Intern

Date

Signature of Site Supervisor

Date

Signature of Faculty Supervisor

Date



School Counseling Internship Summary Log

Name: _____ Beginning & Ending Dates: _____ to _____

1. Record the number of hours spent in each activity each week.
2. Have the site supervisor sign the completed form.
3. Submit the completed form to the faculty internship supervisor.

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours
Curriculum Guidance																
Classroom Activities*																
Group Activities*																
Planning Activities																
Individual Planning																
Individual Advisement*																
Individual Assessment*																
Placement*																
Career Exploration*																
Planning Activities																
Responsive Services																
Consultation*																
Group Counseling *																
Individual Counseling*																
Crisis Counseling*																
Referral*																
Planning Activities																
System Support																
Research																
Staff/Community Development																
Professional Development																
Committee/Advisory Boards																
Program Management/Operation																
Planning Activities																
Non-Guidance Activities**																
Building Duties																
Scheduling																
Substitute Teaching																
Supervision																
Individual Supervision																
Group Supervision																
Group by EMU Faculty																
*Direct Hours																
Non-Direct Hours																
Total Hours																



* Direct Service Hours

** No more than 10% of hours may be used in non-guidance duties

_____ Signature of Intern	_____ Date	_____ Signature of Site Supervisor	_____ Date
		_____ Signature of Faculty Supervisor	_____ Date



***THE COUNSELING INTERNSHIP
SITE CONTACT BY EMU FACULTY SUPERVISOR***

Site Supervisor _____ Counseling Intern: _____

EMU Faculty Supervisor: _____ Semester/ Year: _____

This evaluation is based on a contact between the site supervisor, the counseling intern, and the campus faculty supervisor. This meeting occurred after the counseling intern had completed _____ clock hours.

Please comment on the following:

Has the intern followed the internship site policies and procedures?

Has the intern been motivated and open to new ideas? Has the intern demonstrated initiative? Has he or she been willing to perform related tasks and responsibilities?

Were counseling reports and other tasks comprehensive and completed on time? Was the intern dependable?

Has the intern established therapeutic relationships, and exhibited competence in basic counseling skills, stages, and outcomes?

Has the intern exhibited diagnostic/assessment, treatment/intervention, and problem solving skills appropriate to the setting?



Areas on which the intern has not had the opportunity to focus:

Has the intern been open to supervision and feedback, and demonstrated the ability to work cooperatively with staff and participate in staff/agency activities?

Has the intern demonstrated commitment through the appropriate use of time and resources?

Has the intern been able to demonstrate adherence to ethical standards and articulate issues, questions, and concerns?

Signature of Site Supervisor Date

Signature of Intern Date

Signature of Faculty Supervisor Date



Eastern Michigan University

Ypsilanti, Michigan 48197
Department of Leadership and Counseling
John W. Porter Building, Suite 304
OFFICE: (733) 487-0255
FAX: (734) 487-4608

THE COUNSELING INTERNSHIP

Student Name: _____

Semester/Year: _____

Site Supervisor Evaluation

Please complete this evaluation of the counseling internship student after he or she has completed 300 clock-hours. Please review this evaluation with the intern and send a copy to the EMU faculty supervisor. Thank you.

1. Demonstrates skill competency (intentional and consistent)
2. Developing skill competency (consistent)
3. Practicing skill competency (variable and inconsistent)
4. Target for improvement (rarely demonstrates)
5. No opportunity to observe

Internship Responsibilities

1 2 3 4 5

Awareness of agency/ educational setting policies	_____	_____	_____	_____	_____
Adherence to policies and procedures	_____	_____	_____	_____	_____
Timeliness of reports	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Preparation and follow-up	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____

Comments: _____



Attitude

1 2 3 4 5

Willingness to perform responsibilities

Openness to new ideas

Motivation

Initiative

Ability to work cooperatively with staff and develop positive interpersonal relationships

Commitment

Awareness of self

Comments: _____

Counseling Work With Clients

1 2 3 4 5

Ability to establish therapeutic relationships

Competence in basic counseling skills

Knowledge of therapeutic dynamics

Skill in diagnosis/assessment and establishing treatment plans

Appropriate use of intervention techniques and strategies

Knowledge of counseling process, stages, and outcomes

Competence in writing appropriate notes and reports

Adherence to ethical standards

Knowledge of referral resources



Comments: _____

Supervision Process

1 2 3 4 5

Responsiveness |_____||_____||_____||_____||_____||

Perceptiveness |_____||_____||_____||_____||_____||

Willingness to disclose as appropriate |_____||_____||_____||_____||_____||

Ability to articulate issues, questions, and concerns |_____||_____||_____||_____||_____||

Appropriate use of time and resources |_____||_____||_____||_____||_____||

Participation in staff meetings/school activities |_____||_____||_____||_____||_____||

Comments: _____

Hours To Date

Direct Contact with Clients:

Individuals: _____

Groups: _____

Individual Supervision: _____

Staff Meetings: _____

Other: _____

TOTAL HOURS: _____

Additional Comments: _____

Supervisor's Signature

Date

Intern's Signature

Date



Eastern Michigan University

Ypsilanti, Michigan 48197
Department of Leadership and Counseling
John W. Porter Building, Suite 304
(734) 487-0255
FAX: (734) 487-4608

CERTIFICATION OF COUNSELING INTERNSHIP

Intern's Name: _____

Internship Site:

Name of site

Street Address

City/State/Zip

Phone Number

Site Supervisor of Record: _____

Highest Degree: _____

License and/or Certification: _____

Dates of Internship: From: ___/___/___ To: ___/___/___ = _____ Weeks

Hours of: _____ Direct Client Contact
 _____ Individual Supervision – on site
 _____ Group Supervision – EMU Campus
 _____ Other activities

Total Hours: _____

This is to certify that the above named intern has satisfactorily completed the counseling internship under my supervision. Attach a one page summary which provides a comprehensive description of the intern's responsibilities and activities during the internship; as well as discussion of the intern's performance.

Signature of Site Supervisor Date

Signature of Intern Date

Signature of Faculty Supervisor Date



Please provide a comprehensive description of the intern's responsibilities and activities during the counseling internship:

Please provide a comprehensive statement on the intern's performance:

Signature and Degree of Site Supervisor

Date