

Spring 2002

CE 690 Syllabus: Counseling Internship

Winona State University

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CE 690
Course Syllabus
College of Education
Winona State University

CACREP Approved Syllabus
Spring 2002 through Spring 2009

Department: Counselor Education
Course: Counseling Internship

Credits: 3-6
Grading: Pass/No Credit

Prerequisites: Completion of all course work

Purpose:

The faculty regards the internship as a summative experience of a training program leading to a Master's degree in Counseling. Prior to commencing the internship students will have completed a basic core of counseling courses and extensive practicum counseling experiences.

The principal objective of the internship is to provide an opportunity for integration of knowledge and skills in a relevant setting. Applying theory and counseling skills under competent supervision enables students to make the necessary transition from graduate school to the actual work setting. When the transition is made with adequate supervision, students gain competence and confidence in the delivery of counseling services. The reality of the internship setting provides the necessary bridge between training and professional competence.

In addition to preparing students for transition into the world of work, the internship program is beneficial to the involved agency or educational setting. Students bring to the staff an enthusiasm and willingness to learn as well as integrated counseling knowledge and skills. It is expected that Master's students in counseling will have supervised responsibilities similar to regular staff members, thereby contributing substantially to the functioning of the particular counseling setting.

The basic assumption underlying all internship arrangements is that the primary focus of each setting is the welfare of its clients. We assume that all intern activities are to be conducted within the context of responsibility for client welfare and the ACA Ethical guidelines for professional counseling practice.

Counselor Education Program faculty cooperate in the internship with agencies and educational institutions in the community. The faculty is committed to an ongoing evaluation for improving the internship experience for counselor-trainees and the participating internship sites.

Student Role

The Counselor Education program requires at least 600 hours of documented internship experience with at least 240 hours of direct client contact hours. The number of internship hours each semester is agreed upon by student, faculty advisor and site supervisor. Hours are based on student needs and competencies and upon the needs and desires of the setting involved. The total

600 hour internship is normally completed over a one to two semester sequence and may involve more than one internship site.

Interns are responsible for following guidelines that are similar to those followed by the contracted staff. While expectations of staff and interns vary from setting to setting, students and supervisors should be aware of some general guidelines that can promote the most beneficial experience for all involved.

Prior to beginning the internship, students will have completed a basic core of counseling courses, laboratory experiences, and a counseling practicum. After consultation with a faculty advisor, students select an internship site appropriate to their skills, knowledge, and specific area of interest. The CE internship coordinator will assist students in establishing a contract with the site of choice. Upon mutual agreement by both student and agency, interns then follow the procedures listed below:

- 1) Interns complete a written internship agreement. The agreement describes the objectives, duties, and responsibilities of the internship experience with copies distributed to the internship on-site supervisor, the intern, and the CE internship coordinator. On-site supervisors who hold a graduate degree in an appropriate area and who have 2 years minimum experience with the population and issues the intern will encounter are designated to provide supervision to the intern.
- 2) Interns participate in a minimum of one hour per week of individual on-site supervision and periodic university group supervision.
- 3) Interns maintain a record of activities and hours to be discussed and reviewed with both on-site and university supervisor
- 4) Interns receive ongoing formal and informal feedback regarding their progress and professional development throughout the internship. Formal evaluations will occur at the middle and conclusion of the internship.

Supervisor Role

On-site supervisors assist interns in establishing goals, assessing and evaluating professional development, and in helping counseling interns to become an integral part of the staff and internship setting. General goals to assist on-site supervision include:

- 1) Orient interns to the procedures, guidelines, and purpose of the internship setting
- 2) Guide interns toward the acquisition of specific skills and knowledge related to direct delivery of service to a specific client/student population
- 3) Provide interns with counseling situations in which they can gain experience in practical application of methods and techniques
- 4) Assist interns in planning for efficient use of time and resources
- 5) Assist interns in assessing client potential and prognosis
- 6) Help interns develop positive working relationships with supervisors, peers, and related mental health professionals.

To assist in the evaluation of the progress of the interns' progress and development, on-site supervisors are asked to provide the following tasks in liaison with the training institution (Winona State University). These may be modified to meet the needs of students and the setting.

- 1) Assist interns in developing a list of objectives, responsibilities, and tasks specific to the school, agency, or institution involved to be submitted to the CE internship coordinator
- 2) Provide a minimum of one hour a week of individual supervision
- 3) Provide periodic formal evaluations (midpoint and end) of the intern's strengths and areas of improvement
- 4) Communicate, as needed, with the CE internship coordinator regarding the progress of the intern.

The CE internship coordinator oversees all internship planning activities, record keeping, and administrative functions, including:

- 1) Make formal contacts with the prospective internship site
- 2) Arrange contract meeting with the intern and the on-site supervisor
- 3) Communicate and consult with interns and on-site supervisors on request
- 4) Receive all intern summary reports and intern and onsite supervisor midterm and final evaluation reports
- 5) Arrange periodic site visits, per internship contract agreement

Methods:

Students will:

- Complete an internship agreement
- Arrange for site entrance and exit visit
- Attend all supervised internship seminars (to be arranged at first internship class)
- Prepare a case presentations
- Participate in peer critiques.
- Present documentation of professional liability insurance.
- Present a signed ethics statement.
- Maintain the required charting materials as designated by their internship site.
- Maintain the required internship materials as designated in the practicum-internship packet.

Bibliography:

Kottler, J (1987). On Being a Therapist, New York: Jossey Bass Publisher

Baird, B. N. (1999). The Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professional. (2nd ed.). New Jersey: Prentice Hall.

Important Information:

1. On-site supervisor must have an M.S. or equivalent in counseling - in schools the site supervisor should hold a Standard school counseling license
2. 40-60% of your internship contact must be direct client contact.

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3. Supervision -- (a) a minimum one hour of individual supervision per week by on-site supervisor (b) periodic peer supervision throughout the semester
4. **MUST HAVE LIABILITY INSURANCE.**