



COLLEGE OF EDUCATION  
COUNSELING DEPARTMENT



**UNO Department of Counseling**  
**COUN 8250: Internship**  
**Internship Manual**



UNIVERSITY OF  
**Nebraska**  
Omaha

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## Section I: Purpose & Expectations

The COUN 8250 course (Internship) provides opportunities for students to demonstrate competence with increasingly complex and diverse client caseloads. COUN 8250 interns will provide direct and indirect counseling services under the supervision of UNO Counseling Department instructors and licensed mental health professionals at their respective internship sites. Internship experiences build on practicum experiences, focusing on both personal and professional development. Attention is given to the continued development and refinement of counseling skills and the provision of ethically and culturally competent counseling services to diverse clients.

This manual describes the policies and procedures for COUN 8250. Documents required for the successful completion of the course are provided with appropriate timelines for submission as needed. All UNO Counseling Department instructors, COUN 8250 interns, group supervisors and site supervisors must abide by the policies and procedures herein. The UNO Counseling Department's clinical mental health counseling concentration (CMHC) is accredited under the 2016 standards of the Council for the Accreditation of Counseling and Related Programs (CACREP, 2016).

### **Key Terminology**

**DIRECT SERVICE** –face-to-face interactions that involve the application of counseling skills. Individual, group, couples, and family counseling are examples of direct service. CACREP defines direct service as: supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation. The following is NOT considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

**INDIRECT SERVICE** – all miscellaneous activities related to Internship that are not direct service. Engaging in supervision, clinical documentation, treatment planning, and participating in professional staff meetings are examples of indirect service.

**CLINICAL TRAINING DIRECTOR** – a member of the faculty appointed to coordinate the administrative aspects of the program's Internship and Internship courses.

**SITE SUPERVISOR** – a licensed mental health professional serving as the immediate and direct supervisor of the Internship student at the site.

### **UNO Counseling Department Terminology**

**Graduate Review Committee-** the Graduate Review Committee (GRC) is a UNO Counseling Department committee that addresses serious issues and concerns brought to their attention by faculty, practicum students, staff, and/or practicum/Practicum supervising staff/personnel related to the personal, academic, and/or ethical conduct of UNO Counseling practicum students (degree

and non-degree seeking). The GRC policies and procedures are found in the Student Handbook.

## **Section II: Policies & Procedures**

### **Prerequisites**

A minimum grade point average of 3.00 (“B” average) on all counseling graduate work and a grade of “B” or better in COUN 8220 is required for enrollment in COUN 8250. Additionally:

- A grade lower than a “B” in COUN 8250 will require the student to re-take COUN 8250 at a time and under the parameters determined by the CMHC Clinical Training Director. The CMHC Clinical Training Director will make this decision following review of the students 8220 and 8250 clinical files and subsequent discussions with the student and the student’s COUN 8250 course instructor, faculty advisor, and site supervisor.

### **Enrollment (CACREP 3. J, T, U)**

**Enrollment in COUN 8250 requires a permit from the Clinical Training Director/Program to enroll.** Due to CACREP (2016) faculty/student ratios, **enrollment in COUN 8250 is limited and not guaranteed in the semester you may prefer.** Because there are separate site supervisors and one group supervisor/course instructor, the Internship courses are limited to an enrollment of 12 students per section.

Priority enrollment for COUN 8250 is given to full and part-time students who have maintained consistent progress toward their degree and completed COUN 8220 with a grade of B or better the previous semester. Enrollment in COUN 8250 may be delayed if/when department faculty finds that a student has engaged in or displayed conduct that is inconsistent with departmental and/or professional counseling standards (ethical/academic/personal). Prospective COUN 8250 interns in good academic standing with the department who are unable to enroll due to enrollment limits will be prioritized for enrollment the following semester to ensure consistent progress toward their degree.

### **Internship Site(s)**

Faculty advisors and the CMHC Clinical Training Director will assist students in identifying sites however, COUN 8250 interns are responsible for securing their internship placement. This includes identifying and contacting a site, securing/completing an interview (if required by the site), and formally accepting or declining any offer from a site. Students should meet with their advisor and/or the CMHC Clinical Training Director well in advance of their COUN 8250 semester to discuss possible sites.

### **Internship Site List**

- The department’s “**Internship Site List**” is found on the department’s webpage and, while updated each summer, should not be considered a complete list of all possible options.

- Potential sites not listed on the official internship site list should be brought to the immediate attention of CMHC Clinical Training Director (CTD).
  - The CTD will contact the potential site in order to confirm the site’s viability for internship and to secure an Affiliation Agreement.
  - **Students are not allowed to accept internship sites not on the department’s posted internship list without approval of the CMHC Clinical Training Director.**

### *Additional Items*

1. **Internship is competitive** in the sense that many students are looking for placements at the same time. Students should begin the process of identifying and securing a site as early as possible during the semester prior to their expected COUN 8250 enrollment.
2. **Internships are generally unpaid.** Some sites may offer a stipend or wage, which may be allowed with the approval of the Clinical Training Director. COUN 8250 interns should contact the Clinical Training Director immediately if a site offers any/all type of financial incentive to ensure that the hours needed for the internship will follow the guidelines for clinical training.
3. **Students cannot use a current job for Internship hours.** Students, however, may complete an internship at their current place of employment under the following parameters:
  - a. The site/position is verified by the Clinical Training Director and aligns with all Internship guidelines in this manual.
  - b. **The internship position is qualitatively distinct from the student/student’s current position as an employee of the site. This distinction will be approved by the Clinical Training Director.**
  - c. The site/activities is/are consistent with the activities of a licensed professional counselor (i.e., individual, group, crisis counseling, biopsychosocial assessment, documentation) --not a paraprofessional position.
  - d. Violation of any/all of these requirements may result in immediate termination from COUN 8250 and a mandated review of student’s actions by the department.
4. All contact with a site, beginning with your initial phone call, requires professional behavior (you could be talking to your future employer!)
5. COUN 8250 interns should provide site supervisor(s) with the UNO Counseling Department website and link to the internship manual.
  - \*\*Students should be prepared to provide potential site supervisor(s) with a hard copy of the internship manual if requested.
6. COUN 8250 interns are expected to always be knowledgeable of Internship requirements, and especially when interviewing for an internship position (e.g., direct/indirect hours, clinical supervision needs, documentation, course requirements, etc.).

### **Background Check**

The Counseling Department does not require a second background checks for COUN 8250 after completing the initial background check upon admission into the program. However, students may be subject to a background and/or substance use screen by their potential clinical site.

### **Professional Liability Insurance (CACREP 3.A)**

COUN 8250 interns must provide written verification of professional liability insurance at the first week of the semester. This must be maintained as part of the student's official clinical file. COUN 8250 interns should remember that liability insurance is generally based on 1-year intervals and, as such, liability insurance purchased at the outset of COUN 8220 (practicum) may expire prior to the completion of COUN 8250-and must be renewed to continue in COUN 8250. Liability insurance can be purchased through **HPSO** at a reduced student rate through the American Counseling Association (student members of ACA are able to secure liability insurance as part of their membership) or through a provider of the student's choice.

### **Site Orientation**

COUN 8250 interns may be required to attend an official orientation at their site. Students are allowed to complete these orientations prior to the official start of their COUN 8250 semester; however, *students shall refrain from any/all direct client contact at their internship site until the official start of the academic semester and permission is provided by their COUN 8250 course instructor.*

### **Professionalism and Counseling Dispositions**

COUN 8250 interns are expected to maintain a professional manner at all times at their site and in the classroom. Professionalism also includes, but is not limited to:

1. Punctuality to all COUN 8250 classes and supervision sessions (individual/triadic);
2. Punctuality to all COUN 8250 site activities including, but not limited to: Counseling sessions, clinical supervision, meetings/staffing, etc.);
3. Professional attire at the internship site is expected, consistent with site policies and culture.
4. Openness to constructive feedback from peers, instructors, site supervisors/managers, and site/program staff;
5. Completion of all required course and site-relate documentation in accordance to course and site deadlines, respectively;
6. On-site engagement for full/official COUN 8250 semester regardless of number of completed direct/indirect hours.
7. Adherence to current American Counseling Association (2014) ethical standards and UNO Counseling Department/UNO student code of conduct.

### **UNO Holiday and Weather Closure Schedule**

COUN 8250 interns may continue to see clients for direct service hours during official UNO holidays/weather closures/student holidays as long as the approved site supervisor will be on-site during these dates/times.

### **Off-Site Video-Recording & In-Class Presentation (CACREP 3.B)**

The following procedure are mandated to ensure on and off-site video/audio recordings of clients

for COUN 8250 requirements are HIPAA compliant. COUN 8250 interns should refer their site supervisors to the Clinical Training Director for additional information regarding these procedures.

**Procedure:**

After securing written consent from client and or legal guardian:

1. COUN 8250 will be given access to a secure platform to store the audio-video recordings. The College of Education, Health and Human Sciences Technology Office (Roskens Hall 405; 402-554-2939) assists in setting up the secure site and providing technical support.
2. COUN 8250 intern video/audio records sessions and uploads to the secure storage site after completing the session.
3. Following session, **and prior to leaving the internship site**, the COUN 8250 intern must ensure the recording has transferred to the secure site and delete any information from the recording device.
4. For in-class presentations, the COUN 8250 intern accesses the recorded session on the secure site.
5. Immediately following the conclusion of student's presentation, the student deletes (and confirms) the recorded session is deleted from the storage site.

**Termination from Site**

The UNO Counseling Department-and all internship sites associated with the UNO Counseling Department-retain the right to terminate a COUN 8250 student prior to or during the internship semester if it is determined by the UNO Clinical Training Director/Counseling faculty, and/or site supervisor(s)/administrator(s) to be in the best interest of the student, site, client(s), the UNO Counseling Department, and/or any other invested party. The process for addressing a potential termination is as follows:

- a. During the COUN 8250 semester, COUN 8250 course instructors and site supervisors/administrators are responsible for identifying student issues that may require intervention by the COUN 8250 instructor, site, and/or COUN department. COUN 8250 Instructors and/or site supervisors/administrators shall document their concerns using Appendix M: Supplemental Evaluation and provide a copy to the appropriate other parties (i.e., COUN 8250 or site supervisor(s)/administrators).
- b. The COUN 8250 course instructor will seek to resolve the issue/concern directly with the identified intern and site supervisor/admin.
- c. If a satisfactory resolution is not achieved between the COUN 8250 instructor and student/site, the COUN 8250 instructor will report the issue/concern to the Clinical Training Director. All documentation/communication concerning the issue/concern will be provided to the Clinical Training Director.
- d. The Clinical Training Director will seek to resolve the issue/concern. If an acceptable resolution to all parties cannot be found, the student may be terminated from the site with documentation that includes, but is not limited to, the initial issue(s) leading to termination, attempts made to resolve the issue, and the final reason for termination. All documentation will become part of the student's file.
- e. If the intern was terminated from a site due to circumstances outside of their

control, and the intern's personal and professional conduct is not in question, the Clinical Training Director shall help the student find another placement site. However, the UNO Counseling Department cannot guarantee that a suitable alternative site will be available the same semester. If no alternative site is available, the student will work with the Clinical Training Director and/or department chair to address enrollment/tuition/grade related issues.

- f. If the intern was terminated for cause based on their personal and/or professional conduct, the student will be referred to the department's Graduate Review Committee. Within 7 business days of the site termination date, the GRC will meet with the student. While the student is required to appear in person or via video conference, site supervisors/administrators may choose not to attend and may submit written testimony or documentation regarding the site's official termination decision.
  - i. The Graduate Review Committee will review all available information regarding the termination to determine what, if any, action should be taken against the student. Options available to the GRC range from a remediation plan to dismissal from the program. Written notification of the GRC's decision and recommendations will be provided to the student, the Clinical Training Director, and other site stakeholders (i.e., site supervisor/site manager) within 10 business days of the GRC final decision. Procedures for grievances and the GRC process will be followed as outlined in the student handbook.

### **Change of Site Supervisor**

The following actions must be taken when a change of site supervisor is needed:

- COUN 8250 intern immediately informs their course instructor of a needed change in their site supervisor.
- COUN 8250 intern cannot provide direct service hours until a new site supervisor has been approved by the Clinical Training Director.
- An updated Appendix C *Site Supervisor Information* must be completed and placed in student's file.

## **Section III: Roles & Responsibilities**

### **Program and Site**

The agreed upon guidelines, roles, and responsibilities between the UNO Counseling Department and the Internship site are noted in the signed Affiliation Agreement. The Clinical Training Director will work with the site to complete this document which outlines the roles and responsibilities of all parties. The agreement will be maintained by the department with a copy available to the site if requested.

## **Qualifications of Supervisors/CE Faculty for Internship 8250 (CACREP 3.N, P)**

Site Supervisors and Counselor Education Faculty who teach practicum and internship courses must have the relevant experience, credentials, and supervision training/experience provide supervision to practicum/internship students.

- Counselor Education Faculty must have a PhD in Counselor Education and Supervision (CES) or a closely related field with experience supervising counselors-in-training. CES Faculty must be licensed by the State of Nebraska.
- Adjunct Counselor Education Faculty must at a minimum have a master's degree in counseling or related field and be licensed by the State of Nebraska to provide clinical counseling.
- Site Supervisors must:
  - have at least a Master's degree in counseling or related field,
  - be licensed by the State of Nebraska or the state where the student is placed,
  - have a minimum of two years of professional experience,
  - have knowledge of the expectations, requirements, and evaluation procedures for students,
  - have relevant training in supervision.

## **Ethical, Legal, and Professional Conduct**

COUN 8250 interns and site supervisors/administrators with counseling degrees are governed by the following Ethical and Legal codes:

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

*COUN 8250 interns may be supervised by Licensed Professional Counselors, Licensed Psychologists, Licensed Social Workers, Licensed Marriage and Family Therapists (LMFT), or Psychiatrists (M. D's). While there is overlap among professional ethical codes, COUN 8250 interns are expected to adhere to the American Counseling Association Code of Ethics (2014) at all times. Questions concerning potential discrepancies or misunderstandings regarding ethical standards among different mental health disciplines should be addressed immediately with the course instructors and site supervisors.*

## **Roles & Responsibilities of Clinical Training Director, Counseling Intern, Site Supervisor, and Course Instructor/Faculty Supervisor** (CACREP 3.Q, R)

### **CMHC Clinical Training Director Roles and Responsibilities (CACREP 3.Q)**

The CMHC Clinical Training Director has primary responsibility for ensuring that the clinical

courses (COUN 8220: Practicum; COUN 8250: Internship; COUN 8260: Advanced Practicum) meets and/or exceeds departmental and CACREP standards. The Clinical Training Director will provide the official practicum orientation and outline procedures and policies related to practicum and internship for students, site supervisors, and adjunct faculty teaching the practicum and internship courses. The Clinical Training Director has the following roles and responsibilities:

1. UNO Counseling Department liaison between students, course instructors, the professional community, and/or department chair on all practicum/internship related issues.
2. Verifies current and potential new practicum and internships sites through on-site visits and follow-up visits when necessary.
3. In accordance with guidelines herein, works to address student/site concerns in conjunction with course instructor and/or site supervisor(s)/administrators.
4. Maintains current list of “Affiliation Agreements” between department and Training sites.
5. Conducts trainings and orientation and provides information on professional development opportunities for all site supervisors and adjunct faculty members.
6. Responds in a timely manner to all student, site supervisor/manager, and course instructors’ requests for information related to practicum & internship related policies and procedures.

### **COUN 8250 Intern**

- Know and abide by the 2014 ACA Ethical Code at all times.
- Complete and submit all required course and site documentation within timeframe outlined by department in this manual or by site supervisor/administrator.
- Be punctual and prepared for all scheduled classes (and case presentations), client sessions, and individual/triadic supervision.
- Behave and dress in a manner expected of a professional counselor.
- Display the professional dispositions and conducted expected of a counseling student in training
- Know and follow the Internship guidelines and requirements outlined in this manual.
- Learn and abide by the policies and procedures of the Internship site.
- Seek clarification immediately from course instructor, site supervisor, and/or Clinical Training Director immediately when unsure on any policy, guideline, or potential action.
- Integrate and apply knowledge from all previous courses.
- Create audio/video recordings of sessions for weekly/group supervision. If audio/visual recordings of sessions are not available, work with site supervisor to set up weekly live supervision\*\* (CACREP 3.B)
  - **\*\*Must inform course instructor if above standard is not being met at site.**
- Ensure that computers and other electronic devices are compatible with site equipment

and have clear/audible video and audio **prior to** presenting cases in class.

### **COUN 8250 Course Instructor/Faculty Supervisor**

- Collect & keep secure all required course documentations and submit to Office Associate at completion of semester.
- Teach the course consistent with the course description given in the UNO Graduate Catalog and key CACREP standards for the course as determined by the UNO Counseling Department.
- Follow departmental policies/procedures outlined in this manual.
- Model ethical/professional behavior and ensure that COUN 8250 interns and all relevant stakeholders follow appropriate ethical and legal standards.
- Provide minimum of two (2) hours per week of course instruction/group supervision.
- Ensure student is presenting video/audio recordings for review in class-and completing accompanying written documentation. In cases where student is not allowed to video/audiotape client sessions, supervisor must ensure site supervisor completes and records 1 hour per week of live supervision using Appendix N *Live Supervision*. (CACREP 3.B)
- Complete all required documentation and secure in student's file; Maintain accurate records of all required Internship documents.
- Maintain on-going communication and consultation with student's site supervisor (max of 2-week intervals) and complete a minimum one site visit to meet with site supervisor and assess student performance.
- Document bi-weekly "check-in" communication with intern's site supervisor.
- Be responsive to the needs of COUN 8250 interns and site supervisors, including providing prompt responses to all email and phone communications from COUN 8250 interns, site supervisors, and Clinical Training Director.
  - **Note: All email communication between UNO course instructors and COUN 8250 intern must be done using their official UNO email addresses.**
- Coordinate with Clinical Training Director and/or appropriate site personnel when warranted according to policies or procedures (e.g., concerns/issues at site, alleged misconduct (student and/or site personnel, clarification of direct/indirect hours, etc.).
- Challenge COUN 8250 interns to be critical thinkers as well as ethical and reflective practitioners.
- Complete and submit all required department level program assessment requirements/materials
- Submit final grades through MavLINK in timely manner and by the required University deadline
- Be responsive to UNO Counseling Department Clinical Training Director and/or department chair.

### **COUN 8250 Site Supervisor(s):**

- Ensure COUN 8250 intern is able to complete required number of direct hour client contact

hours. Work with course instructor and/or Clinical Training Director as needed. Be available for course instructor/faculty supervisor communication, consultation, and site to assess student performance.

- Provide minimum one (1) hour of weekly on-site individual/triadic supervision to COUN 8250 intern.
- Facilitate COUN 8250 intern's ability to complete video recorded counseling sessions. If video recording is not allowed at site, provide 1 hour of live supervision per week and complete Appendix N *Live Supervision* for student's clinical file. (CACREP 3.B)
  - See: Off-Site Video-Recording & In-Class Presentation (above)
- Site supervisors are responsible for coordinating a replacement/secondary supervisor for UNO Internship student if they will be absent from the site.
- Communicate promptly with student's course instructor and/or Clinical Training Director concerning issues related to student conduct issues (personal and/or professional).
- Complete mid-term and final student evaluations.
- Respond promptly to all email and phone communications from COUN 8250 interns, site supervisors, Clinical Training Director, and/or department chair.
- Maintain proper documentation (e.g., signing hour logs) and complete all required documentation in a timely manner.
- Be aware of and follow all policies and procedures in related to site supervisors in the manual and seek guidance from the Clinical Training Director and/or Department Chair when necessary.

## **Section IV: COUN 8250 Requirements**

### **Direct and Indirect Hours (CACREP 3. J, K).**

CMHC students must complete **600** hours of direct and indirect hours during their internship and advanced internship experiences. The 600 hours must be accrued while enrolled in the COUN 8250 and 8260 course. Students are expected to be fully engaged at their site throughout the duration of the semester in which the student is enrolled [Fall and Spring Semesters are 16 weeks, Full Summer Semester is 12 weeks]. Students are strongly encouraged to split the required direct and indirect hours equally between COUN 8250 and 8260 [130 direct hours and 170 indirect hours per course]. Details on the number of internship hours are outlined below.

COUN 8250 interns should give considerable forethought to the amount of time required to complete internship hours and how to balance COUN 8250 internship requirements with other personal and professional commitments. To obtain the required direct hours, students should expect to be on site at their site between 15-20 hours per week. Additional hours may be required to account for client "no-shows", holidays, weather closures, and any other unforeseen circumstances.

### **Individual/Triadic and Group Supervision: (CACREP 3.L, M)**

COUN 8250 interns are required to have **1** hour of individual/triadic supervision with the site supervisor per week for a minimum of 15 hours of site supervision and **2** hours of group supervision with the group supervisor (course instructor) per week for a minimum of 30 hours of group supervision. COUN 8250 interns cannot “double-up” on supervision hours to make up for any missed weekly supervision. Site supervisors shall be licensed mental health practitioners in the state where the student is completing their internship and have a minimum of two years of professional/clinical experience as verified by having a full clinical license.

### **Summary & Clarification of Hours/Supervision (CACREP 3.J, K)**

#### ***Expected Direct Hours for COUN 8250***

- **130 direct hours**
- To be counted as direct, COUN 8250 intern must be an active participant in a session to count as “direct hour”.
- Direct Hours include:
  - Individual/Couples/Group/Crisis counseling
  - Biopsychosocial interview/intake assessment
  - Co-Therapy with supervisor or another clinician
    - \*Student must be an active participant (“co-therapist/minimum) in a session to count as direct hour.

#### ***Expected Indirect Hours for COUN 8250***

- **170 indirect hours**
  - Indirect Hours include;
    - “Shadowing”/ Observing another provider in session
    - Case management services, including documentation/treatment planning outside of session.
    - Research/readings consistent with internship site, counselor development, and client population.
    - Review of clinical files/documentation
    - Review of peer-reviewed literature or other appropriate readings consistent with Internship requirements/client population/professional growth.
    - COUN 8250 class counts as indirect hours (label as “group supervision” on Appendix G Hours Log).
    - Weekly Individual/Triadic Supervision counts as indirect hours (label as “Individual/Triadic Supervision” on Appendix G Hours Log).
    - Attendance at staff meetings without presenting a case.
    - Other counseling related tasks that occur outside of client contact

#### ***Individual Supervision 8250 (CACREP 3.L)***

- **1 hour week minimum; 15 hour minimum per semester**
  - Face-to face supervision with documented site supervisor.
  - Tele-supervision is allowable, but site supervisors are expected to be on-site unless otherwise addressed with the student.

- COUN 8250 interns are not allowed to see clients or engage in other clinical responsibilities if they are not receiving the appropriate supervision each week.
- May blend with triadic hours
- Live supervision must be substituted in lieu of being able to video or audio record client session for case presentations in class. Site supervisors must complete/sign Appendix N for all live supervision sessions and provide a copy to COUN 8250 interns for their student file.

***Triadic supervision (may substitute for individual supervision)***

- **1 hour week minimum; 15 hours minimum per semester**
  - Face-to-face supervision between site supervisor and no more than 2 COUN 8250 interns.
  - Site supervisor(s) must be approved by the Clinical Training Director.
  - Minimally, COUN 8250 interns must have the ability to directly communicate with the verified site supervisor(s) or secondary site supervisor (when approved) while on site. When this is not possible, COUN 8250 interns will be restricted to indirect hours while on site.

***Group Supervision (COUN 8250 class) (CACREP 3.M)***

- **Minimum 2 hours week**
  - Group supervision = face to face supervision with course instructor and three or more COUN 8250 interns in class.
  - Weekly class periods are recorded under indirect services
  - Group supervision hours are independent of required individual/triadic hour requirements.

**Note:** Additional supervision may be required per the discretion of the course instructor, site supervisor, or clinical coordinator.

## **Section V: Evaluation (CACREP 3.C)**

### **Formative Evaluation**

Involves consistent, on-going evaluation of student's conduct and/or performance on-site or in the classroom. Formative evaluation may come from the course instructor, site supervisor, or faculty with overseeing the field experiences (i.e., Clinical Training Director) and/or the Department (Graduate Review Committee). Formative evaluation may be in verbal or written form. The site supervisor and the faculty of the course will also provide formative evaluation by completing Appendix H: Supervisor and Faculty Evaluation of Student at midterm.

### **Summative Evaluations**

Includes the formal, written mid-term and final evaluation of the student by the site supervisor and faculty of the course. Practicum students are responsible for informing site supervisors of the due

dates for the final evaluation and providing site supervisors with the proper evaluation forms. The site supervisor and the faculty of the course will also provide a summative evaluation by completing Appendix H: Supervisor and Faculty Evaluation of Student at the end of the course.

### **Procedures for formative and summative evaluation:**

1. Practicum students must meet face-to-face with their site supervisors prior to submitting their mid-term and final summative evaluations to the course instructor/faculty.
2. Faculty instructors will complete the Supervisor and Faculty Evaluation of Student at midterm and the end of the course.
3. Evaluation forms must be signed/dated by the site supervisor and student prior to submission. Documents not signed by both will not be accepted.
  - a. Mid-Term and Final Supervisor Evaluations are required and documented using Appendix H Supervisor and Faculty Evaluation of Student
  - b. When practicum students are unable to provide video/audio recordings from clients for required in-class presentations, Appendix N Live Supervision Evaluation must be complete

### **Supplemental Evaluations**

Site supervisors and course instructors may submit supplemental written evaluations when they have information vital to the student's conduct or performance. Concerns may range from an isolated event to a pattern of personal or unprofessional/unethical conduct or performance. The supplemental evaluation (Appendix M: Supplemental Evaluation) should be completed and shared with the student in a face-to-face meeting, with student holding the right to respond in writing to the evaluation.

### **Grading Guidelines**

- A grade of "B" or better in COUN 8250 is required to move on to COUN 8260: Advanced Internship. COUN 8250 interns who do not receive a B or better will be required to re-take the course.

**A grade of "A"** is consistent with the student demonstrating counseling skills, knowledge, and/or personal/professional behavior that clearly and consistently meet or exceed what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and the Counseling profession at large.

**A grade of "B"** is consistent with the student clearly and consistently demonstrating counseling skills, knowledge, and/or personal/professional conduct consistent with the developmental and professional expectations of the UNO Counseling Department, CACREP, and the Counseling profession at large.

**A grade of "C"** is consistent with counseling skill, knowledge, and/or personal/professional behavior considered to be below what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and/or the Counseling profession. A "C" grade in COUN 8250 require the COUN 8250 interns to re-take the course. The student will be required to provide evidence they are prepared to successfully complete COUN 8250 and that their GPA is a B average or above per policy of the UNO [Graduate College Quality of Work](#)

[Standards](#) prior to being granted permission to enroll in the course.

A grade of “D” or “F” is consistent with evidence of a student’s inability to demonstrate the skills, knowledge, and/or personal/professional behavior considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and/or the Counseling profession. A student receiving a grade of “D” or “F” grade in COUN 8250 will be automatically dismissed from the program as per policy of the [Graduate College Quality of Work Standards](#).

## **Section VI: Documentation**

### **Due 1 week prior to official start date of COUN 8250 semester**

- a. Appendix A: Internship Application/Current liability insurance (CACREP 3.A)
- b. Appendix B: Student & Internship Site Information
- c. Appendix C: Site Supervisor Information (CACREP 3.P)
- d. Appendix D: Attestation (CACREP 3.P, R)

### **Due prior to all client sessions**

- a. Appendix E: Informed Consent/Consent to Record (may need to use in addition to site informed consent document) (CACREP 3.B)

### **Due beginning of each COUN 8250 class (signed by site supervisor)**

- a. Appendix G: Hours Log (CACREP 3. J, K)

### **Due at mid-term & end of semester (per instructor assigned dates)**

- a. Appendix H: Supervisor and Faculty Evaluation of Student (CACREP 3.C)

### **Due last week of semester**

- a. Appendix I: Student Evaluation of Site (CACREP 4.B)
- b. Appendix J: Student Evaluation of Site Supervisor (CACREP 4.B, K)
- c. Appendix K: Student Evaluation of Course Instructor (CACREP 4.K)
- d. Appendix L: Summary of Internship Hours (CACREP 3. J, K)

### **Completed at intern/instructor/site supervisor discretion**

- a. Appendix M: Supplemental Evaluation (CACREP 3.C)
- b. Appendix N: Live Supervision Evaluation (CACREP 3.B)

**Appendix A**

**COUN 8250 Internship Application  
(CACREP 3. A, J)  
Department of Counseling  
University of Nebraska at Omaha**

Internship Semester: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Preferred Phone #: \_\_\_\_\_  
 UNO Email (**required**): \_\_\_\_\_  
 UNO Faculty Advisor: \_\_\_\_\_

<b>COUN 8250: Internship Pre/Co-Requisites</b>	
<b>Pre-Requisites</b>	<b>Semester Completed</b>
<b>COUN 8010: Introduction to Counseling</b>	
<b>COUN 8030 Counseling Practices</b>	
<b>COUN 8040: Professional &amp; Legal Issues</b>	
<b>COUN 8200 Counseling Theories</b>	
<b>COUN 8400 Advanced Theory and Techniques</b>	
<b>COUN 8520 Multicultural Counseling</b>	
<b>COUN 8920 DSM-5 &amp; Treatment Planning</b>	
<b>COUN 8280 Crisis Intervention</b>	
<b>COUN 8516 Treatment Issues in Substance Abuse</b>	
<b>COUN 8360 Group Techniques &amp; Practice*</b>	
<b>COUN 8610 Marriage &amp; Family Counseling</b>	
<b>COUN 8800 Clinical Mental Health Counseling</b>	
<b>COUN 8700 Child and Adolescent Counseling</b>	
<b>COUN 8220 Counseling Practicum</b>	
<b>Professional Liability Insurance</b>	<b>Date Copy Provided</b>
<b>Documentation of Current Professional Liability Insurance</b>	

**Approval**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CMHC CTD/Course Instructor \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**

**Student & Internship Site Information  
Department of Counseling  
University of Nebraska at Omaha**

Date of Application: \_\_\_\_\_

Term of Enrollment (circle):    Fall 20\_\_    Spring 20\_\_    Summer 20\_\_

**Student Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

UNO Email (required\*): \_\_\_\_\_

**Emergency Contact:**

Name : \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Internship Site Information**

Organization/Company: \_\_\_\_\_

Department/Program (w/in site): \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Site Supervisor Phone \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_

**Appendix C**

**Site Supervisor Information  
(CACREP 3. P)  
Department of Counseling  
University of Nebraska at Omaha**

Note: A copy of site supervisor's(s) valid Nebraska licensure is required. If internship is outside NE, site supervisor must be licensed in that state.

**Primary Site Supervisor**

Name \_\_\_\_\_

Title/Position: \_\_\_\_\_

Degree: \_\_\_\_\_

Background:            Counseling            Social Work            Psychology  
   Marriage & Family            Other: \_\_\_\_\_

Professional License #/Certification #: \_\_\_\_\_

Specialization Area: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (office): \_\_\_\_\_

Email (Work): \_\_\_\_\_

**Secondary Site Supervisor (as needed)**

Name \_\_\_\_\_

Title/Position: \_\_\_\_\_

Degree: \_\_\_\_\_

Background:            Counseling            Social Work            Psychology  
   Marriage & Family            Other: \_\_\_\_\_

Professional License #/Certification #: \_\_\_\_\_

Specialization Area: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (office): \_\_\_\_\_

Email (Work): \_\_\_\_\_

**Appendix D**

**Attestation**

(CACREP 3.P, R)

**Department of Counseling**

**University of Nebraska at Omaha**

My signature below verifies I have read and agree to the policies, procedures, and requirements of COUN 8250 as outlined in this manual.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix E**

### **Informed Consent (CACREP 3.B) Department of Counseling University of Nebraska at Omaha**

Dear (Potential client or parent/guardian/legal representative):

Your counselor is an advanced graduate-level counseling student who has completed the majority of his or her required coursework for a graduate degree in Counseling with a specialization Clinical Mental Health Counseling (CMHC) from the University of Nebraska at Omaha. The University of Nebraska at Omaha's CMHC concentration is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP, 2016). As part of their training program, counseling students are required to participate in on-the-job training during which they provide direct counseling services under the supervision of experienced, licensed mental health professionals. In addition, students are expected to abide by the American Counseling Association's Code of Ethics (ACA, 2014) and all applicable laws and guidelines governing mental health practice in Nebraska.

Your student counselor receives weekly individual supervision by a licensed mental health professionals and weekly group supervision provided by faculty in the University of Nebraska at Omaha Department of Counseling. While confidentiality is critical to the therapeutic alliance and process, and documentation of client services are confidential, there are limits to confidentiality. These include, but are not limited to:

1. When a client is determined to be a danger to him/herself or others;
2. When the counselor perceives there may be child or elder abuse and/or neglect.
3. In the event of a subpoena or court order\*
4. \*If a court order is received, the student will immediately notify their course instructor and/or site supervisor, and Clinical Training Director via UNO email.

It is also important to note that your student is also a mandated reporter, which requires them to report suspected abuse and neglect to the proper authorities.

Your student is also required to formally demonstrate their counseling knowledge and skills in interactions with clients by providing their course instructor and clinical supervisor work samples in the form of recorded video/audio recordings of counseling sessions. When video and/or audio recordings of sessions are not possible, COUN 8250 interns are required to receive "live supervision" from a licensed mental health professional who, in limited cases, may be present in the room during the counseling session. Thus, COUN 8250 interns will request permission to video and/or audio record counseling sessions or, if necessary, to allow their approved clinical supervisor to observe your counseling session. It is important to note that the student is the focus of the recording, and that the primary purpose of recording sessions is to enhance the professional development of the student and, by extension, the quality of care for clients. For example, you can consent to be video recorded but you can require that you be off-camera.

All recordings are considered confidential and will be protected by the student in keeping with all applicable laws (i.e. HIPAA). Confidentiality may be breached only under the concerns noted above or when required by law. Moreover, as a client you maintain “privilege”, which means you may provide your student with permission to provide detail(s) of your care to a party you designate in writing in a document known as a “release of information”.

**Client Rights and Responsibilities**

- Be treated with dignity, respect, and consideration in accordance with your cultural/ethnic background and to have freedom from any abuse, exploitation, retaliation, humiliation, or neglect;
- To participate—as an expression of your self-determination—in the development of your treatment plan with clear explanations of treatment models, options, and desired achievement of outcomes;
- To ask questions about your therapy;
- To ask about your therapist’s professional capabilities, including education, training, experience, specialization, and limitations;
- To receive a second opinion at any time about your therapy and/or clinician’s methods;
- To report unethical and/or illegal behavior by a counselor;
- To complete a client satisfaction survey and/or provide written suggestions;

**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 the undersigned UNO Counseling Department student.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Client’s Parent or Guardian, if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Counseling Student)

\_\_\_\_\_  
(Date)

**Consent to Record**

I do \_\_\_\_\_ / do not \_\_\_\_\_ grant permission to allow my counseling sessions to be recorded via audio and/or video. I understand that a) my designated student, their approved clinical supervisor, UNO Counseling Faculty, and UNO CMHC COUN 8250 interns in COUN 8250 may have access to video/audio recordings of my counseling sessions with my assigned student(s), and b) that all recordings, associated documentation, and noted personnel are subject to the confidentiality guidelines of the American Counseling Association’s Code of Ethics (ACA, 2014) and the laws governing the practice of professional counseling in Nebraska. I understand that I may withdraw this permission to record/allow live supervision at any time.

\_\_\_\_\_  
(Signature of Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Client’s Parent or Guardian, if applicable

\_\_\_\_\_  
Date:

**Appendix G**

**COUN 8250 Hours Log  
(CACREP 3. J, K)  
Department of Counseling  
University of Nebraska at Omaha**

<b>Student:</b> _____ <b>Site:</b> _____							
<b>Week:</b> _____							
<b>Page:</b> _____ of _____							
Date	Activity	Direct Service Hours			Indirect Service Hours		
		Individual Counseling	Group Counseling	Other Direct Services	Individual & Triadic Supervision	Group Supervision	Other Indirect Services
<b>Total Hours</b>		Direct Hours, Week _____:			Indirect Hours, Week _____:		
		Total Previous Direct Hours:			Previous Indirect Hours:		
		Total Direct Hours:			Total Indirect Hours:		
					Total Practicum Hours to Date:		

Student Signature: \_\_\_\_\_  
 Site Supervisor Signature: \_\_\_\_\_  
 COUN 8250 Instructor: \_\_\_\_\_

DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

## Appendix H

### Supervisor and Faculty Evaluation of Student (CACREP 3. C) Department of Counseling University of Nebraska Omaha

Name of Student: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Name of Evaluator \_\_\_\_\_ Role \_\_\_\_\_

Course: 8220 Practicum \_\_\_\_\_ 8250 Internship \_\_\_\_\_ 8260 Advanced Internship \_\_\_\_\_

Type of Evaluation: Mid-Term: \_\_\_\_\_ End of Semester: \_\_\_\_\_

The Practicum/ Internship courses address a broad range of experiences that are consistent with the work of licensed professional counselors/mental health practitioners. In accordance with UNO Counseling Department requirements and national accreditation standards (CACREP, 2016). Students are required to have both a mid-term and end of semester evaluation from their site supervisor and course faculty to assess counseling performance and ability to integrate and apply the knowledge gained across counseling courses. Each evaluation is an important element of the student's personal and professional development. Site supervisor evaluations also provide vital performance indicators that course faculty utilize in determining the student's final grade. (CACREP 3.C)

#### Directions for Supervisors and Faculty

In "Score" column, score the student on Counseling Skills, Professional Behavior, and Clinical Tasks using the following scoring guidelines **and** the developmental skill expectations of the course.

- **3=Exceeds Expectations:** the student demonstrates **consistent** knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations.
- **2=Meets Expectations=** the student demonstrates **minimal** knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations.
- **1=Does Not Meet Expectations or Not Observed=** the student demonstrates **limited to no evidence** of the knowledge, skills, and behaviors in the specified counseling skill(s), counseling professional behavior, and counseling case conceptualizations; Supervisor did not observe.

#### Counseling Skills

Score	Counseling Skill(s)	Specific Counseling Skills Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Nonverbal Skills	Includes Body Position, Eye Contact, Posture, Distance from Client, Voice Tone, Rate of Speech, Use of silence, etc.	Demonstrates effective nonverbal communication skills for the majority of counseling sessions.	Demonstrates inconsistency in his or her nonverbal communication skills.	Demonstrates limited nonverbal communication skills.
	Encouragers	Includes Minimal Encouragers & Door Openers such as "Tell me more about...", "Hmm"	Demonstrates appropriate use of encouragers for the majority of counseling sessions, which supports development of a therapeutic relationship.	Demonstrates inconsistency in his or her use of appropriate encouragers.	Demonstrates limited ability to use appropriate encouragers.
	Questions	Use of Appropriate Open & Closed Questioning (e.g., avoidance of double questions, asking initial intake/interview questions)	Demonstrates appropriate use of open & close-ended questions for the majority of counseling sessions.	Demonstrates inconsistency in using open-ended questions & may use closed questions for prolonged periods.	Demonstrates limited ability to use open-ended questions with restricted effectiveness.
	Reflecting Paraphrasing	Basic Reflection of Content – Paraphrasing	Demonstrates appropriate use of paraphrasing (majority of counseling sessions).	Demonstrates paraphrasing inconsistently & inaccurately or mechanical or parroted responses.	Demonstrates limited proficiency in paraphrasing or is often inaccurate.
	Reflecting Reflection of Feelings	Reflection of Feelings	Demonstrates appropriate use of reflection of feelings (majority of counseling sessions).	Demonstrates reflection of feelings inconsistently & is <i>not</i> matching the client.	Demonstrates limited proficiency in reflecting feelings &/or is often inaccurate.
	Reflecting Summarizing	Summarizing content, feelings, behaviors, & future plans	Demonstrates ability to appropriately use summarization to include content, feelings, behaviors, and future plans (majority of counseling sessions).	Demonstrates inconsistent & inaccurate ability to use summarization.	Demonstrates limited ability to use summarization (e.g., summary suggests counselor did <i>not</i> understand clients or is overly focused on content rather than process).
	Advanced Reflection (Meaning)	Advanced Reflection of Meaning, including Values and Core Beliefs ( <i>taking counseling to a deeper level</i> )	Demonstrates ability to use advanced reflection effectively, supporting increased exploration in session (majority of counseling sessions).	Demonstrates inconsistent & inaccurate ability to use advanced reflection. Counseling sessions appear superficial.	Demonstrates limited ability to use advanced reflection &/or switches topics in counseling often.
	Confrontation	Counselor challenges clients to recognize & evaluate inconsistencies.	Demonstrates the ability to challenge clients through verbalizing inconsistencies & discrepancies in the clients' words &/or actions in a supportive fashion (can confront, but hesitant) or was <i>not</i> needed; therefore, appropriately <i>not</i> used (majority of counseling sessions).	Demonstrates inconsistent ability to challenge clients through verbalizing inconsistencies & discrepancies in clients' words &/or actions in a supportive fashion. Used minimally/missed opportunity.	Demonstrates limited ability to challenge clients through verbalizing discrepancies in the client's words &/or actions in a supportive & caring fashion, &/or skill is lacking.
	Focus of Counseling	Counselor focuses (or refocuses) clients on their therapeutic goals	Demonstrates ability to focus &/or refocus counseling on clients' goal attainment (majority of counseling sessions).	Demonstrates inconsistent ability to focus &/or refocus counseling on clients' therapeutic goal attainment.	Demonstrates limited ability to focus &/or refocus counseling on clients' therapeutic goal attainment.
	Facilitate Therapeutic Environment <sub>tal</sub> : Empathy &	Expresses accurate empathy & care. Counselor is "present" and open to clients.	Demonstrates ability to be empathic & uses appropriate responses (majority of counseling	Demonstrates inconsistent ability to be empathic &/or use appropriate responses.	Demonstrates limited ability to be empathic &/or uses appropriate responses.

	<i>Caring</i>		sessions).		
	Facilitate Therapeutic Environment: <i>Respect &amp; Compassion</i>	Counselor expresses appropriate respect & compassion for clients	Demonstrates ability to be respectful, accepting, & compassionate with clients (majority of counseling sessions).	Demonstrates inconsistent ability to be respectful, accepting, & compassionate with clients.	Demonstrates limited ability to be respectful, accepting, &/or compassionate with clients.

**Please provide written feedback to the student regarding their counseling skills performance to date.**

### Professional Behaviors

Score	Counseling Disposition & Behaviors	Specific Counseling Professional Behavior Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Professional Ethics	Adheres to the ethical guidelines of the ACA, ASCA, IAMFC, APA, & NBCC; including practices within competencies.	Demonstrates ethical and professional behavior & judgment that exceeds expectations.	Demonstrates consistent ethical behavior & judgments, but on a concrete level with a basic ethical decision-making process.	Demonstrates limited ethical behavior & judgment, and a limited ethical decision-making process.
	Professional Behavior	Behaves in a professional manner towards supervisors, peers, & clients (e.g., emotional regulation). Is respectful and appreciative to the culture of colleagues and is able to effectively collaborate with others. Knows and applies evidence based practices when working with clients.	Demonstrates professional behavior that is appropriate within <i>all</i> professional interactions.	Demonstrates appropriate behavior within the majority of professional interactions. Evidence of need to address professional behavior in one or more areas.	On more than one occasion or in more than one situation, demonstrated evidence of behavior inconsistent with the expectations of a licensed mental health professional;
	Professional & Personal Boundaries	Maintains appropriate boundaries with supervisors, peers, & clients.	Demonstrates consistent, appropriate boundaries with supervisors, peers, & clients.	Demonstrates appropriate boundaries inconsistently with supervisors, peers, & clients.	Demonstrates inappropriate boundaries with supervisors, peers, & clients.
	Knowledge & Adherence to Site and Course Policies	Demonstrates an understanding & appreciation for <i>all</i> counseling site and course policies & procedures.	Demonstrates adherence to most counseling site and course policies & procedures, including strong attendance and engagement.	Demonstrates inconsistent adherence to counseling site and course policies & procedures, including attendance and engagement.	Demonstrates limited adherence to counseling site and course policies & procedures, including attendance and engagement.

	Record Keeping & Task Completion	Completes <i>all</i> weekly record keeping & tasks correctly & promptly	Completes <i>all</i> required record keeping, documentation, and tasks in a competent & timely fashion.	Completes <i>all</i> required record keeping, documentation, and tasks, but in an inconsistent & questionable fashion.	Completes required record keeping, documentation, and tasks inconsistently & in a poor fashion.
	Multicultural Competence in Counseling Relationship	Demonstrates respect for culture (e.g., race, ethnicity, gender, spirituality, religion, sexual orientation, disability, social class, etc.), awareness of, and responsiveness to ways in which culture interacts with the counseling relationship.	Demonstrates appropriate behavior/multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor.	Demonstrates inconsistent multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor.	Demonstrates limited multicultural competencies (knowledge, self-awareness, appreciation, & skills) in interactions with clients/staff/supervisor
	Emotional Stability & Self-control	Demonstrates self-awareness and emotional stability (i.e., congruence between mood & affect) & self-control (i.e., impulse control) in relationships with clients.	Demonstrates emotional stability & appropriateness in interpersonal interactions with clients.	Demonstrates inconsistent emotional stability & appropriateness in interpersonal interactions with clients.	Demonstrates limited emotional stability & appropriateness in interpersonal interactions with clients.
	Motivated to Learn & Grow / Initiative	Demonstrates engagement in learning & development of his or her counseling competencies.	Demonstrates consistent engagement in promoting his or her professional and personal growth & development.	Demonstrates inconsistent engagement in promoting his or her professional and personal growth & development.	Demonstrates limited engagement in promoting his or her professional and personal growth & development.
	Openness to Feedback	Responds non-defensively & alters behavior in accordance with supervisory &/or instructor feedback.	Demonstrates consistent openness to supervisory &/or instructor feedback & implements suggested changes.	Demonstrates openness to supervisory &/or instructor feedback; however, does <i>not</i> implement suggested changes.	Demonstrates a lack of openness to supervisory &/or instructor feedback & does <i>not</i> implement suggested changes.
	Flexibility & Adaptability	Demonstrates ability to adapt to changing circumstance, unexpected events, & new situations.	Demonstrates consistent ability to adapt & “reads-&-flexes” appropriately.	Demonstrated an inconsistent ability to adapt & flex to his or her clients’ diverse changing needs.	Demonstrates a limited ability to adapt & flex to his or her clients’ diverse changing needs.
	Congruence & Genuineness	Demonstrates ability to be present and “be true to oneself”.	Demonstrates consistent ability to be genuine & accepting of self & others.	Demonstrates inconsistent ability to be genuine & accepting of self & others.	Demonstrates a limited ability to be genuine & accepting of self & others (incongruent).
	Wellness & Self-Care	Demonstrates ability to partake in wellness-related activities to maintain a sense of balance and overall well-being and promote wellness in clients.	Demonstrates consistent ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.	Demonstrates inconsistent ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.	Demonstrates a limited ability to incorporate wellness-related behaviors in order to maintain overall well-being and promote wellness in clients and others.

**Please provide written feedback to the student/counselor regarding their professional behaviors to date.**

## Clinical Tasks & Activity

Score	Case Conceptualization Components	Specific Counseling Disposition & Behavior Descriptors	Exceeds Expectations (3)	Meets Expectations (2)	Does Not Meet Expectations (1)
	Clinical Interview/Intake	Demonstrates the ability to conduct an appropriate intake interview. Screens for aggression, harm to self, harm to others, suicidality.	Demonstrates ability to establish a culturally and developmentally appropriate clinical interview with clients.	Demonstrates inconsistent ability to establish a culturally and developmentally appropriate clinical interview with clients.	Demonstrates limited ability establish a culturally and developmentally appropriate clinical interview with clients.
	Diagnostic Impression	Demonstrates the ability to derive an appropriate (i.e., developmentally and culturally) diagnostic impression using current DSM.	Demonstrates appropriate ability to derive and code an accurate diagnostic impression of a client's current symptoms and clinical presentation based on current DSM.	Demonstrates inconsistent ability to derive and code a diagnostic impression of a client's current symptoms and clinical presentation based on current DSM.	Demonstrates limited or poor ability to derive and code a diagnostic impression of a client's current symptoms and clinical presentation using current DSM.
	Goal Setting	Counselor collaborates with clients to establish realistic, appropriate, & attainable therapeutic goals (S.M.A.R.T. goals)	Demonstrates ability to establish collaborative & appropriate therapeutic goals with client (majority of counseling sessions)	Demonstrates inconsistent ability to establish collaborative & appropriate therapeutic goals with clients.	Demonstrates limited ability to establish collaborative, appropriate therapeutic goals with clients.
	Establishing Measurable Objectives/outcomes	Established measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates inconsistent ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.	Demonstrates limited ability to construct measurable objectives that relate to the treatment plan and S.M.A.R.T. goals.
	Use of evidence-based interventions	Demonstrates ability to identify and use appropriate counseling strategies with clients with addiction and co-occurring disorders.	Demonstrates above average ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives	Demonstrates average ability/developmentally appropriate ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives	Failure to demonstrate or demonstrates below average ability to identify & implement appropriate evidence-based interventions consistent w/client treatment goals/objectives
	Identifying Appropriate Stage of Change/Client Level of Care	Demonstrates the ability to identify the appropriate client stage of change; Demonstrates the understanding of clinically appropriate level of care consistent with the least restrictive environment emphasis	Demonstrates above average ability to identify the appropriate client stage of change; Demonstrates above average understanding of clinically appropriate levels of care consistent with the least	Demonstrates inconsistent ability to identify the appropriate client stage of change; Demonstrates inconsistent understanding of clinically appropriate levels of care consistent with the least restrictive environment	Demonstrates limited or no ability to identify the appropriate client stage of change; Demonstrates limited or no understanding of clinically appropriate levels of care consistent with the least restrictive environment emphasis.

			restrictive environment emphasis.	emphasis.	
	Appropriate Use of Theoretical Orientation	Demonstrates appropriate use of theoretical orientation and applies it effectively with diverse client situations.	Demonstrates appropriate application of theoretical orientation and application with diverse client situations the majority of the time.	Demonstrates inconsistent application of theoretical orientation and application with diverse client situations.	Demonstrates limited application of theoretical orientation and application with diverse client situations.
	Case Conceptualization (overall)	Is able to conceptualize an accurate multi-axial/non-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates above average ability to conceptualize an accurate multi/non-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates average/developmentally-appropriate ability to conceptualize an accurate multi/non-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.	Demonstrates failure or limited ability to conceptualize an accurate multi-axial diagnosis presented by a client and discuss the differential diagnosis with collaborating professionals.

**Please provide written feedback for the student/counselor regarding their counseling case conceptualization skills to date.**

**Summative Narrative Feedback**

**Please note the student's strengths:**

**Please note the student's areas for growth:**

**Supplementary information (as needed)**

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Site Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*COUN 8250 Instructor Signature*

\_\_\_\_\_  
*Date*

**Appendix I**

**Student Evaluation of Site  
(CACREP 4. B)  
Department of Counseling  
University of Nebraska at Omaha**

Student's Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

**Scale (circle)**

**3: Exceeds Expectations  
Expectations**

**2: Meets Expectations**

**1: Does Not Meet**

I received formal orientation to my internship site.

**3 2 1**

I was provided initial and on-going assistance/training surrounding site policies and procedures and the expectations and parameters of my role, responsibilities, and opportunities on site.

**3 2 1**

I was provided reasonable confidential physical space to provide counseling with appropriate confidentiality.

**3 2 1**

I was regularly assigned clients (or allowed to recruit clients) at this site and allowed to develop an appropriate caseload.

**3 2 1**

I had difficulty gaining sufficient direct hours at this site to complete my direct hours requirements.

**3 2 1**

I had difficulty obtaining opportunities to participate as a co-leader or a leader of counseling groups at this site.

**3 2 1**

I had difficulty obtaining the necessary equipment and physical arrangements to video tape at this site.

**3 2 1**

I was treated with professional respect by all staff members at this site.

**3 2 1**

I received at least 1 hour of face-to-face clinical supervision on-site each week.

**3 2 1**

I felt supported in my clinical decision-making.

**3 2 1**

This site provided me with adequate resources to continue my professional development.

**3 2 1**

This site provided me with opportunities for learning and applying various counseling theories and techniques.

This site provided me with opportunities to work with persons of diverse backgrounds in the community.

**3 2 1**

I would recommend this site for future UNO COUN 8250 interns.

**3 2 1**

**Additional Comments:**

I believe it is important for the UNO Clinical Training Director/Counseling Department to know about the following positive aspects and challenges associated with my Internship site and experience at this site.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COUN 8250 Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix J**

**Student Evaluation of Site Supervisor  
(CACREP 4. B, K)  
Department of Counseling  
University of Nebraska at Omaha**

Student Name: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

**Scoring**

**3: Exceeds Expectations    2: Meets Expectations    1: Does Not Meet Expectations**

\_\_\_\_\_ Site supervisor met and/or otherwise communicated with me in timely manner when I requested it.

\_\_\_\_\_ My site supervisor worked to ensure I was able to complete my required direct client contact hours.

\_\_\_\_\_ Site supervisor helped me identify and work on appropriate learning goals for my Internship experience.

\_\_\_\_\_ Site supervisor kept my regularly scheduled one hour of face-to-face Individual/triadic supervision.

\_\_\_\_\_ Site supervisor assisted me in clarifying and developing/applying my own core theoretical orientation.

\_\_\_\_\_ Site supervisor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).

\_\_\_\_\_ Site supervisor modeled and helped me become a more reflective practitioner.

\_\_\_\_\_ Site supervisor provided a supportive and challenging environment where I felt able to address my strengths and challenges.

\_\_\_\_\_ I felt confident in my site supervisor's level of skill and knowledge.

Additional Comments (please use back of/additional page for comments)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Appendix K**

**Student Evaluation of Course Instructor  
(CACREP 4. K)  
Department of Counseling  
University of Nebraska at Omaha**

Student Name:  
(OPTIONAL) \_\_\_\_\_ DATE \_\_\_\_\_  
Course Instructor: \_\_\_\_\_

**Scoring**

**3: Exceeds Expectations    2: Meets Expectations    1: Does Not Meet Expectations**

- \_\_\_\_\_ Instructor met &/or communicated with me in timely manner when I requested it.
- \_\_\_\_\_ Instructor helped me identify and work on appropriate learning goals for my Internship experience.
- \_\_\_\_\_ Instructor was prompt and prepared for the weekly 2-hour COUN 8250 class/group supervision.
- \_\_\_\_\_ Instructor assisted me in clarifying and developing/applying my own theoretical orientation.
- \_\_\_\_\_ Instructor was helpful in expanding my case conceptualization abilities (e.g., theory, alliance, interventions, stages of change, diversity, ethics, etc.).
- \_\_\_\_\_ Instructor served as a professional role model, and helped me become a (more) reflective practitioner.
- \_\_\_\_\_ Instructor provided a supportive and challenging environment where I felt able to address my strengths and challenges.
- \_\_\_\_\_ I felt confident in my instructor level of skill and knowledge.

Additional Comments (please use other side/additional paper if necessary):

**Appendix L**

**Summary of Internship Hours  
(CACREP 3. J, K)  
University of Nebraska at Omaha  
Counseling Department**

STUDENT'S NAME: \_\_\_\_\_

SITE: \_\_\_\_\_

SITE SUPERVISOR: \_\_\_\_\_

***Instructions:*** COUN 8250 interns are responsible for maintaining the currency and accuracy of this form. Appendix L must be submitted to the course instructor upon completion of Internship. The log will be kept in the student's clinical file and creates a record that may be requested by accreditation, certification, and licensing organizations. Students are strongly encouraged to maintain a copy of All Internship appendices, and a particularly a signed Appendix L.

INTERNSHIP LOG SUMMARY FOR: Fall 20\_\_\_ Spring 20\_\_\_ Summer 20\_\_\_

Month	Direct Service Hours			Indirect Service Hours		
	Individual Counselin	Group Counselin	Other Direct	Individual Supervisio	Group Supervision	Other Indirect

Totals						
Total Direct Hours:			Total Indirect Hours:			
				Total Internship Hours		

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

COUN 8250 Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix M**

**Supplemental Evaluation  
(CACREP 3.C)  
Department of Counseling  
University of Nebraska at Omaha**

Name of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Organization: \_\_\_\_\_

Position of Evaluator: \_\_\_\_\_

Student Evaluated: \_\_\_\_\_

Time Period Involved: \_\_\_\_\_

Reason(s) for Supplemental Evaluation: (please use additional paper as needed)

**Attestation**

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
COUN 8250 Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
COUN 8250 Student\*\*

\_\_\_\_\_  
Date

\*\*COUN 8250 Student has right to submit written response to this evaluation to the site supervisor, course instructor, and clinical coordinator.

**Appendix N**

**Live Supervision  
(CACREP 3.B)  
Department of Counseling  
University of Nebraska at Omaha**

Student: \_\_\_\_\_

Site/Program: \_\_\_\_\_

Client: \_\_\_\_\_

Client Session #: \_\_\_\_\_ Live Supervision Session #: \_\_\_\_\_

Type of Service:      Individual Counseling \_\_\_\_\_      Group Counseling \_\_\_\_\_  
                                 Family/Couples \_\_\_\_\_      Crisis Counseling \_\_\_\_\_  
                                 Clinical Interview/Biopsychosocial Assessment \_\_\_\_\_  
                                 Other: \_\_\_\_\_

**Please provide written feedback on the following areas:**

1. Student's use of counseling skills (micro skills):

2. Student's knowledge/use of theory in session:

3. Student's knowledge/use of evidence-based interventions in session:

3. Student's ability to conceptualize session as a whole:

4. Student's proficiency in conceptualizing an appropriate diagnostic impression (DSM-5):

5. Student’s proficiency in creating and/or working toward client’s treatment goals.

6. Student’s awareness of their role in session (i.e., “reflective practitioner”)\*\*

\*\*as noted during post-supervision feedback session.

Strengths:

Growth Areas:

Summary:

Attestation

By signing this document, I attest that I have reviewed this document with my site supervisor. I also understand I have the right to provide a written response to any information contained in this document and that a copy of my response will be provided to the site supervisor and Internship instructor.

\_\_\_\_\_  
UNO Counseling Student

\_\_\_\_\_  
Date

By signing this document, I attest that I have reviewed the information contained in this document with the above signed UNO Counseling student and have provided a hard copy of the document for the student to provide to their Internship instructor.

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date