



COLLEGE OF EDUCATION  
COUNSELING DEPARTMENT



# INTERNSHIP MANUAL



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## Section I

### Purpose & Expectations

The UNO Internship provides opportunities for students to demonstrate increasing counseling competence with increasingly complex and diverse caseloads. Students will demonstrate these competencies while working under the supervision of instructors and on site counseling and allied mental health professionals. The internship experiences focuses on the continued development and refinement of counseling skills and the provision of ethically and culturally competent counseling services to diverse client populations in the Omaha metropolitan region and surrounding communities.

The Internship Manual describes the full structure and standards associated with UNO's Internship experience-and UNO all faculty, students, and site personnel are expected to abide by the policies and procedures herein. The standards are designed to meet and exceed the requirements consistent with the 2009 Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Further, Internship students are expected to conduct themselves in a professional manner at all times at their site and in the classroom. This includes, but is not limited to:

1. Punctuality;
2. Professional behavior with all site supervisors, staff, and clients consistent with the current ACA ethical code and UNO Counseling Department requirements;
3. Professional Attire;
4. Openness to constructive feedback by instructors, site supervisors/managers (administrative/clinical supervisor & staff feedback), and site/program staff;
5. Meet all documentation deadlines for site and course requirements;
6. Work at clinical site from first day of academic semester to last day of academic term;
7. Meet all academic requirements as given by course instructor.
8. Follow the accepted ethical standards of the counseling profession (as indicated by the following ethical codes): American Counseling Association, American Association of Marriage and Family Therapy, American Mental Health Counseling Association.

## **CACREP 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.

**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 COORDINATOR** – a member of the faculty appointed to coordinate the administrative aspects of the program's Practicum.

- *Full responsibilities of the Clinical Coordinator are outlined in Section III..*

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

## **UNO Counseling Department Terminology**

**Graduate Review Committee**-a committee comprised of at least 3 core Counseling Department faculty members that has decision making responsibility for the program.

## Section II

### **Enrollment, Application, & Internship Policies Procedures**

#### Prerequisites

Students must successfully complete COUN 8220: Internship prior to beginning internship 8250 and successfully complete 8250 prior to beginning 8260. Students should remain in close contact with their advisor to ensure proper courses are completed and appropriate sequencing is followed. Ultimately, students must receive permission from the Clinical Coordinator in order to enroll in Internship.

#### Enrollment

Enrolling in the internship is viewed as a critical element of the program and the transition to the clinical training dimension of the program. It is important to note that class size may be limited in order to maintain the appropriate instructor-student ratios consistent with our CACREP accreditation. Additionally, internship may be delayed when faculty feel the student has not met the academic, personal, or professional standards expected of a counselor-in-training at this stage of their program. Enrollment priority will be as follows: 1) Full time CMHC students, 2) Part time CMHC students. Admission dates will be an element of all decisions.

#### **Permission to enroll in Internship involves the following steps:**

**Orientation.** **COUN 8250 students** are required to attend orientation the semester *immediately preceding the semester they intend to enroll in internship.* **COUN 8260 students are not required to attend orientation, but are encouraged to do so.**

**Orientation.** All incoming practicum students are required to attend orientation the semester *immediately preceding the semester they intend to enroll in Practicum.* Orientation sessions are held mid-way through the fall and Spring Semesters of each academic year. Students planning to enroll in summer practicum are expected to attend the spring orientation session. Notification of orientation dates will be sent by the Clinical Coordinator via email and will also be disseminated through the Counseling Department's listserv and departmental newsletter, *The Communicator*. Each orientation session is two hours, and includes an overview of course requirements, expectations, and instructions on course documentation and timelines. **Failure to attend orientation may delay enrollment.**

- a. Complete all required documentation (see: *Documentation*, p. 5) to the Clinical Coordinator by the end of the semester immediately prior to enrollment.

- b. Once approved by the Clinical Coordinator, a permission number will be provided and the student can officially register for internship.
  - c. *Students are expected to maintain a personal copy of all internship documents*-and are responsible for making their own copies PRIOR to submitting official documents to the Clinical Coordinator.
  - d. If the Clinical Coordinator is unavailable, students will submit practicum documents to the Department's administrative assistant (Barb Newell), who will deliver them to the Clinical Coordinator.
- 2. Site Selection.** *Students are responsible for contacting sites, securing an interview, and accepting or declining any offer from a site.* In addition:
- a. All contact with a site, beginning with your initial phone call, requires professional behavior. You never know who might turn out to be your future employer!
  - b. Students should provide their site supervisor(s) with the UNO Counseling Department website and link to the Internship manual.
    - i. *Students should be prepared to provide potential site supervisor(s) with a hard copy of the manual if requested.*
  - c. Students are expected to be knowledgeable of and provide site supervisors with the basic requirements of Internship (e.g., direct/indirect hours, clinical supervision needs, documentation, course requirements, etc.).
  - d. ***Internships are competitive and not guaranteed.*** Students should seek out internships early in the semester of their practicum/internship (if seeking a different site).
- 3. Background Check.** A background check may be required from a student's internship in addition to the background check completed for practicum. Students must provide all appropriate documentation required of their site.

## Documentation

Final approval for Internship requires that all documentation be completed and signed by the student, site supervisor(s), and Clinical Coordinator on or before the final day of the semester immediately preceding the student's enrollment in Internship. Students must also provide *proof of liability insurance* covering the entirety of their Internship semester (Note: liability insurance is generally based on 1 year intervals). Liability Insurance can be purchased at a reduced student rate through the American Counseling Association. In addition, students may be subject to additional background checks by a site.

***Students will not be allowed to begin Internship until proof of current liability insurance is on file with the department.***

### **Due to the Clinical Coordinator for final approval by end of semester prior to enrollment**

Appendix A: Internship Application  
Appendix B: Student & Internship Site Information  
Appendix C: Site Supervisor Information  
Appendix D: Memorandum of Understanding  
Appendix E: Internship Manual Agreement  
Proof of Liability Insurance  
Proof of Background Check Verification  
Copy of Site Supervisor's professional credentials

### **Due each time a new client is recorded**

Appendix F: Consent to Record

### **Due Monthly (end of month) to course instructor**

Appendix G: Internship Hours Log

### **Due at mid-Term & end of semester to course instructor**

Appendix H: Site Supervisor Evaluation

### **Due at the end of the Internship semester to course instructor**

Appendix I: Student Evaluation of Site  
Appendix J: Student Evaluation of Site Supervisor  
Appendix L: Summary of Internship Hours

### **Completed at Instructor/Site Supervisor discretion**

Appendix M: Supplemental Evaluation

## **Policies & Procedures**

### **Internship Site**

UNO Counseling students are not allowed to utilize their current employment for internship hours. However, students may seek permission to complete their internship at their current employer if the internship experience is qualitatively different from their current position and provides the opportunities to engage in the services provided by a licensed professional counselor (LMHP/LIMHP). Students interested in this option at their current employer must follow the steps below:

1. Provide a detailed accounting of a) how the proposed internship at their current employer is distinct from their current position and b) provides opportunities to engage in the activities of a licensed professional counselor (LMHP/LIMHP/LPC) and c) is consistent with departmental/CACREP standards.
2. Submit this written document to the Clinical Coordinator at least 60 days prior to the beginning of the expected beginning of the internship.
3. The Clinical Coordinator will provide the document for review by the Graduate Review Committee.
4. The student will meet with the Graduate Review Committee at least 45 days prior to the beginning of the intended internship semester.
5. The Graduate Review Committee will render a decision on the proposed internship. Note: The committee may refuse the request or require modifications to the internship.
6. The student will have 48 hours to accept or decline the committee's decision. If declined, an internship site outside the current employer is required.

### **Timeframe for Providing Counseling Services**

**Counseling 8250** students are not allowed to engage in direct or indirect counseling services or activities at their site until the first day of the semester in which they are officially enrolled.

**COUN 8260** students who remain at their same are allowed to continue to see clients over the semester break **only** with the written approval of the Clinical Coordinator and site supervisor. The student's liability insurance must also be verified. A copy of this permission is to be included in the student's clinical file.

**Exception:** Students may participate in official site orientation meetings prior to the beginning of the semester with permission from the clinical coordinator. Hours may be counted as indirect. No direct service is allowed.

## **Financial Incentives**

The UNO Counseling Department does not allow students to receive compensation for services provided during internship. If a site provides an "honorarium", students must provide documentation of all financial aspects of the honorarium and a statement from the site attesting to the fact that the student is receiving an "honorarium" or stipend for services rendered as an intern under supervision of a licensed mental health professional. The student must receive permission from the *Clinical Coordinator* and *Department Chair* prior to accepting any funds or other incentives from their site.

## **Internship Site Placement**

UNO Counseling students are not allowed to utilize their current employment for internship hours. Students may, however, complete their internship at their current employer when the student's internship placement is distinct from their current position and provides the opportunities to engage in the services provided by a licensed professional counselor (LMHP/LIMHP). ***Students interested in completing their internship hours at their current employer must follow the steps below:***

1. Provide a detailed accounting of a) how the proposed internship at their current employer is distinct from their current employment and b) provides opportunities to engage in the activities of a licensed professional counselor (LMHP/LIMHP/LPC) and c) will provide the direct/indirect hours (& supervision) consistent with CACREP/program standards.
2. Submit this written document to the Clinical Coordinator at least 60 days prior to the beginning of the expected beginning of the internship.
3. The Clinical Coordinator will provide the document for review by the Graduate Review Committee.
4. The student will meet with the Graduate Review Committee at least 30 days prior to the beginning of the intended internship semester.
5. The Graduate Review Committee will render a decision on the proposed internship. Note: The committee may not allow or require modifications to the internship as proposed.
6. The student will have 48 hours to accept or decline the committee's decision. If declined, the student will need to secure an internship site outside current employer.

## **Internship Site Problems & Requests for Alternative Site**

UNO Counseling students are expected to honor their commitment to a Internship site once they agree in writing. If a problem or concern arises on-site, students should first seek to resolve site concerns consistent with the current ACA Ethical guidelines, document the issues/events involved, and inform their

course instructor and site supervisor of the situation. If a problem is not resolved, students should follow the procedures outlined below.

### **Process for Resolving Internship Site Issues/Problems**

1. Student has verbally communicated their concerns to their site supervisor(s) and to their course instructor in accordance with current ACA ethical standards.
2. Student will document their concerns and the content and result of each communication with the site supervisor. Students will then provide a copy of all communication (including emails) regarding the issue/concern to the site supervisor(s) course instructor. A copy of all communication will be placed in the student's clinical file.
3. If an acceptable solution at the site has not been found, the student should inform their course instructor immediately.
4. The course instructor will contact the site supervisor, clarify the issue, and seek to facilitate an acceptable resolution. The student may or may not be present for this meeting/discussion. The instructor will document all correspondence and place it in the student's clinical file.
5. **If a solution is found**, the student will continue with their current site for the remainder of the semester with both student and site adhering to all agreed upon (and documented) solutions. A copy of all documents (including remediation plans) associated with the resolution must be provided to the course instructor and placed in the student's clinical file.
6. **If no acceptable resolution is found**, and the site or UNO Counseling Department chooses to withdraw the student from the site, the student must immediately inform the course instructor and Clinical Coordinator, and follow the process outlined under "***Withdrawal from site***".

### **Termination (by Site) from Site**

- The UNO Counseling Department and all Internship sites associated with the UNO Counseling Department retain the right to terminate a student from a Internship site prior to or during Internship if it is determined that it is in the best interest of the student, site, client(s), the UNO Counseling Department, or any other invested party.
- In the event of a site terminating a student, the Clinical Coordinator will request documentation from the site supervisor and the student outlining the issue, attempts made to resolve the issue, and the final reason(s) for termination. This will be placed in the student's clinical file.

- Clinical Coordinator will re-evaluate the site as a viable site for UNO Counseling students.

**If a student is terminated by their site:**

1. The student will inform the course instructor and Clinical Coordinator via phone/in-person and e-mail immediately following termination from the site.
2. Upon notification of termination, the Clinical Coordinator will schedule a meeting with the student, the student's course instructor, and the Counseling Department's Graduate Review Committee at the earliest available time.
3. The appointed chair of the Graduate Review Committee will request that written documentation from all parties related to the termination be provided to the Graduate Review Committee at least one business day prior to the scheduled meeting. Requests may be from, but not limited to, the student, site supervisor, course instructor, and Clinical Coordinator.
4. The Graduate Review Committee will review all written documents related to the termination prior to the meeting. The site supervisor, course instructor, Clinical Coordinator, and *student* will be invited to share their perspective at the meeting. *Student attendance at this meeting is mandatory.*
5. The Graduate Review Committee will solicit information from those present at the meeting and will then meet privately to discuss the situation and determine a course of action. In most cases the student will be notified within 24 hours of the Committee's decision. The student will then have 24 hours to accept or decline the committee's decision/course of action.

**Note:** The student should be aware that, in some cases, time parameters may be a determining factor in the committee's decision.

**If a student requests to withdraw from their site:**

1. The student will inform their course instructor via email of the specific reason(s) they seek to withdraw from the site. The written communication must include:
  - i. Identification of situation(s) that is/are perceived as making continuing on-site untenable.

- ii. Documentation of student's actions seeking to resolve the situation(s) with site staff, site supervisor, course instructor, and/or Clinical Coordinator. (*Note: Students should follow the ACA guidelines on resolving ethical dilemmas*)
  - iii. Specific reason(s) for deciding to request a withdrawal and/or site transfer.
2. Upon receipt of the student's written statement, the course instructor will meet with the student and site supervisor (if necessary) to seek a resolution acceptable to all parties.
3. If no resolution is found, and the student chooses to withdraw, the student will immediately notify the site supervisor and course instructor in-writing of the reasoning for their decision.
4. If the withdrawal request is due to a personal nature (e.g., significant personal issue) the course instructor and site supervisor will work with the student to address and/or resolve the issue/problem. If no resolution is found, the course instructor, student, and site supervisor will determine an appropriate withdrawal procedure.
5. All withdrawals require that the student meet with the Graduate Review Committee within five business days of the official request for withdrawal. All documents related to the student's withdrawal must be provided to the Graduate Review Committee at least two full business day prior to the meeting. In addition, the site supervisor, course instructor, and student will be invited to provide additional perspective at the meeting. Student attendance at this meeting is mandatory.
6. The Graduate Review Committee will hear from all stakeholders and will determine if additional actions are necessary. In most cases, the student will be notified within 24 hours of the committee's decision. The student will have 48 hours to formally accept or decline the Committee's decision/course of action. This must be done in a formal written statement or email to the committee chair.
7. The following is a partial list of potential outcomes following a student's withdrawal from Internship:
  - i. Student may be terminated from the program and UNO Counseling Department if the Graduate Review Committee finds evidence that the student has breached the current ACA Ethical Code, committed a crime, or has otherwise behaved in a manner inconsistent with the expected standards of the counseling profession.

- ii. There is no guarantee that Internship hours completed prior to withdrawal will be counted toward total hours requirements.
  - iii. The student may not be allowed to transfer to another Internship site during the same semester.
  - iv. Student may be required to re-take and satisfactorily complete (grade of A or B) one or more of the Internship pre/co-requisites prior to being allowed to re-enroll.
  - v. Student may be required to provide documentation evidencing their engagement personal counseling, including a statement from the mental health professional in support of the student continuing in the course or re-apply for Internship at a later date.
- 8. Students who choose to withdraw from an internship site without permission from the UNO Counseling Department/Graduate Review Committee will be required to gain permission from the Graduate Review Committee before they are able to enroll in Internship in the future.**

#### **Process for Obtaining an Alternative Internship Site**

*Finding an alternative Internship site is considered only when permission for a change is provided by the Graduate Review Committee.* Even if granted, the UNO Counseling Department cannot guarantee that a suitable alternative site can be found for the same semester given the timeframe involved. As a result, students may be delayed from completing the internship course until an appropriate site can be found. The process for requesting an alternative site is addressed below.

1. Student has followed the procedures for site termination/withdrawal and has written permission from the Graduate Review Committee to seek an alternative site.
2. If the transition to alternate Internship site is approved, all documentation must be completed and signed by the Clinical Coordinator, and placed in the student's clinical file before the student may begin at the site.
3. During this timeframe, the student must continue attending all scheduled Internship classes during the semester.

## Change of site supervisor

Site Supervisor changes may occur during a semester. In these cases, the student must secure another qualified supervisor at the site **prior to engaging in any additional direct service hours**. The following actions must be taken when a change of site supervisor is pursued:

- Student must inform the course instructor and site supervisor(s) immediately of any change in their site supervision.
- Students must not provide direct service until a new site supervisor has been approved by the Clinical Coordinator.
- Complete **Appendix C** for each site supervisor (initial supervisor and new supervisor) and place a copy in student's clinical file.

## Section III **Responsibilities**

### Responsibilities of stakeholders

#### Program and site

The responsibilities of the UNO Counseling Department and the student's site are also noted in Appendix D (Memorandum of Understanding).

#### Ethical and legal standards

UNO CMH students 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.*

**Note:** In some cases, students may be supervised by Licensed Psychologists and LMHP/LIMHP's with Social Work backgrounds. While there is overlap among professional ethical codes, students are reminded that they are expected to adhere to the current Ethical Code of the American Counseling Association.

#### Internship course instructor

- Teach the course consistent with the course description given in the UNO Graduate Catalogue.
- Cover all indicated Internship course standards and follow departmental policies/procedures outlined in this manual.
- Model ethical/professional behavior and ensure that students and all relevant stakeholders follow appropriate ethical and legal standards.
- Provide individual and group supervision (minimum of one hour/week of

- individual/triadic; 1.5 hours/week of group supervision).
- Provide formal (written) mid-term and final evaluations of student performance.
  - Maintain accurate records of all required Internship documents.
  - Maintain contact with site supervisors and complete at least one site visit to meet with site supervisor and assess student performance.
  - Coordinate with appropriate UNO Counseling Department personnel when warranted according to policies or procedures (e.g., student misconduct, site transfers, clarification of direct/indirect hours, etc.)

### **Clinical Coordinator**

UNO Counseling faculty member with primary responsibility for ensuring that Internship sites meet departmental and CACREP standards. The Clinical Coordinator will provide the official Internship orientation and outline the UNO Counseling Department and CACREP policies and procedures for Internship. The Clinical Coordinator also serves as the primary liaison between the Internship course instructor, site supervisor, the Graduate Review Committee, and UNO Counseling Department Chair.

1. Primary liaison between student, course instructor, Graduate Review Committee, department chair, and Internship sites/professional community on issues related to the experience (e.g., policies & procedures, documentation, CACREP requirements, hours, etc.).
2. Verifies current and new Internship sites through on-site visits and follow-up visits when necessary.
3. Collaborates with graduate assistants, faculty, and the professional community to maintain updated list of approved sites.
4. Coordinates and conducts orientation for incoming Internship students each semester.
5. Provides necessary and timely conflict resolution between students, course instructors, sites, and the UNO Counseling Department in accordance with policies and procedures outlined in this manual.
6. Schedules and serves on Graduate Review Committees.
7. Verifies all documentation related to the CMH Internship.
8. Along with student's advisor/counseling faculty, assists students in finding appropriate sites for Internship. Serves as initial contact for students experiencing unexpected site concerns.
9. Responds in a timely manner to all student, site supervisor/manager, and course student requests for information related to Internship/ policies/procedures.

## **COUN 8250 & 8260 Course Instructors (applies to core and part-time faculty)**

- Model professionalism (e.g., adherence to ethical/legal standards, working toward cultural competency, etc.)
- Provide minimum of 1.5 hour per week of group supervision (e.g., weekly scheduled class).
- Internship instructor is “site supervisor”. Therefore, Internship instructor will provide a minimum of one hour of weekly individual/ triadic supervision to Internship students.
- Be knowledgeable of and follow the policies and procedures in the student handbook and in this manual.
- Ensure that students adhere to the policies/procedures outlined in this manual.
- Be responsive to the needs of students and site supervisors, including providing prompt responses to email and phone communications from students and site supervisors.
- Document student’s demonstrated skills/knowledge consistent with CACREP standards for COUN 8220.

## **Internship Site Supervisor**

- Provide one hour of weekly individual/triadic site supervision to each student under their supervision.
- Provide detailed written mid-term and final student evaluations.
- Response promptly to all communications from students, site supervisors, Clinical Coordinator, or Department Chair.
- Maintain proper documentation (e.g., signing hour logs) and complete this documentation in a timely manner.
- Be aware of and follow all policies and procedures in this Internship manual and seek guidance from the Clinical Coordinator and/or Department Chair when necessary.
- Document all communication (emails, etc.) with students and submit documentation when stipulated by policies and procedures outlined in this manual.
- Attend Graduate Review Committee meetings as stipulated in this manual.

## **UNO Counseling Students**

- Maintain all required documentation.
  - Complete all client documentation prior to leaving the site each day
- Be punctual and prepared for all scheduled classes, client sessions, and individual/triadic supervision.
- Behave and dress in a manner expected of a professional counselor at all times on-site.

- Review and follow the policies and procedures of this manual, as well as the policies and procedures of the Internship site.
- Seek clarification from site supervisor and/or Clinical Coordinator immediately when unsure on policies and/or procedures.
- Follow all appropriate ethical codes noted in this manual.
- Integrate and apply knowledge from all previous courses.
- Work on developing the conceptualization and treatment planning skills (theory, therapeutic alliance, stage of change, intervention, diversity, ethics, goals/objectives, etc.) expected of a professional counselor.
- Ensure that computers and other electronic devices are compatible with site equipment and have clear/audible video and audio.

## **Section IV**

### **Internship Requirements**

Students must successfully complete their minimum ***100 hour practicum*** experience prior to being approved for internship. Internship hours require a **minimum of 300 hours**, with a minimum of **130 direct** hours and minimum of **170 indirect** hours. Students are also expected to accumulate **15 hours of site supervision** per semester (1 hour/week). Students should expect to average approximately **15-20 hours per week** on-site. However, students should consider that client "no-shows" are a part of the profession and, as a result, additional hours may be needed to meet direct/indirect hour requirements. It is the student's responsibility to communicate their direct/indirect hour needs to their site supervisor and adjust their schedules accordingly. **No** additional hours/services are to be provided at a time or location without the written consent of the Clinical Coordinator and verification that a qualified site supervisor is on- site when the student is present.

### **Additional Expectations and Responsibilities:**

1. Internship students will perform the duties of a licensed professional counselor while under the supervision of licensed counselors or other licensed mental health professionals (licensed psychologist, licensed psychiatrist, licensed social workers).
2. Students found to be utilizing or claiming hours from their current position will be required to immediately cease seeing clients and will be required to meet within five business days with the Graduate Review Committee. The committee will discuss the situation and will render a decision regarding how to proceed.
3. ***Students are expected to be on-site every week of the semester and remain actively engaged with their site through the entire semester.***  
Students who complete the minimum hour requirements earlier than the final

week of the semester are expected to maintain a consistent caseload throughout the semester. This may mean that more than the minimum number of hours are accrued!

4. A maximum of 20 direct hours past the minimum 130 direct hours completed during COUN 8250 are allowed to count toward direct hours for COUN 8260. No indirect hours are transferrable.

***Direct Hours (Minimum).....130hrs/semester***

- Direct Hour activities involve face-to-face client services, including:
  - Individual, couple, or family counseling sessions
  - Group counseling session
  - Clinical intake
  - Presenting a case at a “staff meeting”.
- “**Shadowing**” cannot be used for direct hours.

***Indirect Hours (Minimum).....170hrs/semester***

- Case management services, including documentation/treatment planning outside of session.
- Research/readings consistent with Internship site, counselor development, and client population.
  - Clinical files
  - Peer-reviewed literature
- Weekly group supervision (class) and individual/triadic supervision.
- Attending “staff meetings” without presenting a case.
- **Note:** Activities such as driving/picking up clients from appointments or errands are considered indirect services and should be done only when another employee of the site is with the client and the activity is directly related to client care.

**Supervision Requirements (minimums)**

***Individual/Triadic Supervision.....1 hr/week site supervision***

- *Individual/triadic supervision*= face to face supervision with documented site supervisor.
  - Phone, skype, email, or other methods of supervision are not permissible. If site supervisors have a time conflict arise, they are permitted to reschedule supervision time for that same week.
  - Site supervisors are responsible for coordinating a replacement supervisor for UNO Internship students/interns if they will be absent during a regularly scheduled supervision.
  - Students are not allowed to see clients or engage in other clinical responsibilities if they are not receiving the appropriate supervision each week.

- *Triadic supervision*= individual supervision and supervision with the site supervisor and no more than 2 students.
  - Site supervisor(s) must be approved by the Clinical Coordinator.
  - Site supervisors must be employed by the Internship site.
  - Students must have the ability to be in direct communication with the verified site supervisor(s) while on site. When this is not possible, the student will not be allowed to gain direct service hours unless an appropriate alternative supervisor has been approved.

***Group Supervision.....1.5 hours/week***

- ***Group supervision*** = face to face supervision with group supervisor (internship course instructor) and three or more supervisees.
- *Class (i.e., group supervision) is recorded under indirect services.*

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

## **Section V: Evaluation**

Internship students will be evaluated throughout the semester and in a variety of ways. Methods of evaluation include:

1. **Formative Evaluation:** This type of evaluation involves consistent, on-going evaluation of potentially any aspect of the student's behavior or performance on-site or in the classroom. Formative evaluation may come from the course instructor, site supervisor, or Counseling Department personnel charged with overseeing the field experiences (i.e., clinical coordinator) and/or the Department (Department Chair, Graduate Review Committee). Formative evaluation may or may not be in written form.
2. **Summative Evaluations:** This type of evaluation includes the formal mid-term and final evaluation of the student by the site supervisor and/or course instructor. Students are responsible for informing site supervisors of the due dates for mid-term and final evaluations and for providing site supervisors with the proper evaluation forms (Appendix H).
  - i. Students must meet face-to-face with their site supervisors prior to submitting their mid-term and final summative evaluations to course instructor.
  - ii. Evaluation forms must be signed/dated by the site supervisor and student prior to submission. Documents not signed by both will not be accepted.
3. **Supplemental Evaluations:** Site supervisors/managers and course instructors may submit detailed written supplemental evaluation as soon as there is a concern that the student's behavior or performance is perceived by the site supervisor, course instructor, or member of the Counseling Department as *unsatisfactory, unethical, or illegal*. Concern may range from an isolated event to a pattern of unsatisfactory behavior or performance. The initial goal is for the student and site supervisor or course instructor to resolve the issue and move forward. If this initial attempt at resolution fails, a meeting between the student, site supervisor/course instructor, and clinical coordinator is held within 5 business days. If a resolution is not found at this meeting, the clinical coordinator or student may request a meeting with the Graduate Review Committee. This meeting is scheduled within 7 business days and requires mandatory attendance of the student and all parties involved in the dispute. If site personnel are unable to attend, their written narrative of the issues will be used by the committee in determining their final decision.
4. The Graduate Review Committee will render a final decision on how to proceed. If the decision provides for an option for the student to continue/return to their site/classroom, the internship course instructor or site supervisor/manager must agree to allow the student's return. Students must be informed of all supplemental evaluation documents by the author of the document in a face to face meeting. Once informed, the student and author of the supplemental document must sign/date a copy of the supplemental document showing the student has been informed of all concerns/issues of the

supervisor and/or instructor.

- i. *Unsatisfactory* refers to student behavior(s), performance, or progress that are incongruent with and/or below expected developmental levels (i.e., student progress) and/or behaviors of a
  - ii. *Unethical//Illegal* behavior/counseling performance, as defined by the UNO Counseling Department and/or the current American Counseling Association ethical code and/or state or federal laws governing the practice of professional counseling in the state of Nebraska.
- b. **Student Appeal:** It is important to note that the student's signature verifies only that they have been fully apprised of the information in the supplemental evaluation. It does not indicate the student's agreement on any/all of the issue(s)/concern(s) or charge(s) levied against them in the supplemental evaluation. If, after the meetings outlined above are completed and a student disagrees with the decision, the following procedure should be followed:
- i. Student may file a **written appeal** outlining the case against them and their points of disagreement with the decision(s) reached to this point within 10 business days and provide a hard copy and electronic copy to the Clinical Coordinator.
  - ii. The Clinic Coordinator will review the appeal and call a meeting of the Graduate Review Committee within 5 business days to hear the student's appeal.
  - iii. The Clinical Coordinator will provide all known documentation to the Graduate Review Committee at least 2 business days in advance.
  - iv. The Graduate Review Committee will hear the student's appeal and render a decision on how to proceed. Further:
    1. All stakeholders will be provided time to explain their position(s) and provide written documentation of attempts to resolve the issues prior to the Graduate Review Committee meeting.
    2. Students found by the Graduate Review Committee to have engaged in unethical/illegal behavior or acted in a way detrimental to the UNO Counseling Department's reputation may be mandated to withdraw from the internship site and/or be denied further continuance in the program.
    3. The Graduate Review Committee will work to resolve all issues and concerns in a professional and ethical manner. However, the UNO Counseling Department will honor the decision of a internship site to terminate a student from their site at any point during the semester.
- c. The actions below are potential reasons for a student's performance and/or behavior being viewed as unsatisfactory, unethical, and/or illegal.
- i. Failure to follow the current ethical code of the American Counseling Association and/or the legal statutes outlining the expectations of a licensed mental health professional in the state of Nebraska.
  - ii. Student fails to demonstrate the professionalism expected of a

- student at the internship level.
  - iii. Failure to demonstrate appropriate conceptualization and/or application of counseling skills.
  - iv. Student demonstrates unwillingness or inability to understand and/or maintain appropriate personal and professional boundaries with clients, classmates, course instructor, and/or site supervisor/site personnel.
  - v. Failure to follow the rules and/or meet the expectations of a counselor working in a professional setting.
  - vi. Student's unwillingness or inability to complete the expected ratio or number of clock hours for internship (i.e., direct/indirect hours).
  - vii. Failure to provide supervisors with appropriate work samples (i.e., recorded client sessions), prepare for/engage in weekly supervision, and/or is resistant to supervisory feedback.
5. The appropriate parties will seek to resolve the issue according to the procedures outlined under the "*Process for Seeking Resolution to Internship Site Concerns*". All supplemental evaluation documents must be in written form and signed/dated by and a copy submitted to the course instructor for inclusion in the student's clinical file.
  6. A written explanation of the content and outcome of all meetings based on a supplemental written evaluation is required, including a full rendering of the faculty's determination if the student's actions/inactions/performance, and or behavior(s) were unsatisfactory, unethical, or illegal as well as specific stipulations concerning the student's current and future status in the counseling department and/or remediation plans. All documents will be placed in the student's clinical file.

#### **Grading Guideline**

Internship grade options are A, B, C, D, F, or I. No pluses/minus will be used. In general, these grades are consistent with the following:

**"A"** is consistent with the student demonstrating counseling skills, knowledge, and/or professional behavior that meets or exceeds what is considered developmentally and professionally appropriate by the UNO Counseling Department, CACREP, and the Counseling profession at large.

**"B"** is consistent with the student demonstrating counseling skills, knowledge, and/or professional behavior that is considered to be meet the developmental and professional expectations of the UNO Counseling Department, CACREP, and the Counseling profession at large.

**"C"** is consistent with counseling skill, knowledge, and/or professional behavior below what is considered developmentally and professionally appropriate by the UNO Counseling Department. This may or may not reflect an ethical or legal issue/concern. Students with a "C", "I", or below in their first internship course are required to re-take the course during the following semester if room allows. Students should meet with the

clinical coordinator to clarify any stipulations for re-enrollment. The clinical coordinator will use information from the student's previous internship instructor and site supervisor/manager to assist in this decision. Students who do not earn a grade of "B" or "A" on the second attempt will meet with the Graduate Review Committee to determine their future status in the counseling department.

**"D" or "F"** is consistent with evidence of a student's inability to demonstrate the counseling skill, knowledge, or professionalism required of a UNO Counseling student and future counseling professional. Although likely, this grade may or may not reflect an ethical or legal issue or concern. Prior to submitting a grade of "D" or "F", the student must meet with the Graduate Review Committee. If the committee finds the student engaged in unsatisfactory, unethical, or illegal behavior or practices, the student may be dismissed from the Counseling Department. At a minimum, students receiving a grade of "D" or "F" will be required to re-take the course in full when enrollment numbers allow and with no credit for previously completed direct/indirect clock hours. Students may be held to additional stipulations as determined by the Graduate Review Committee.

**"I"** (incomplete) is provided only in cases where the student has made satisfactory progress ("A" or "B" per course instructor), yet is unable to complete the expected clock hours for internship due to extenuating circumstances outside the student's control. The student must provide a written explanation of these circumstances and provide a copy to the course instructor and clinical coordinator. The student will meet face to face with the course instructor and clinical coordinator at the earliest possible time to process the student's request. The decision to provide an "I" must have the approval of the clinical coordinator prior.

- All "I" grades must be resolved within 1 academic semester (2 if summer is the upcoming semester) and include a detailed

## Appendix A

### Internship Application

#### **Department of Counseling University of Nebraska at Omaha**

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

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

Internship Semester: \_\_\_\_\_ of \_\_\_\_\_ (Fall of 2015)

Preferred Phone #: \_\_\_\_\_

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

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

UNO Faculty Advisor: \_\_\_\_\_

<b>Pre-Requisite/Co-Requisite for COUN 8250 &amp; 8260**</b>	
<b>Course</b>	<b>Semester Completed (e.g., Fall, 2015)</b>
COUN 8020	Intro to Counseling
COUN 8030	Counseling Practices
COUN 8040	Prof & Ethical Issues
COUN 8110	Human Dev. & Psych Interv
COUN 8200	Counseling Theories
COUN 8270 & 8370	Group Techniques & Practice
COUN 8306/8316/8406	Counseling Techniques I, II, III
COUN 8520	Multicultural Counseling
COUN 8920	DSM-5/Tx Planning
COUN 8280	Crisis Intervention
COUN 8250***	Counseling Internship I
COUN 8516 (co-req)	Tx Issues In CD
COUN 8610 (co-req)	Marriage & Family

#### **Approval**

Student Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Clinical Coordinator: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Semester Approved for Internship: \_\_\_\_\_

**Appendix B**  
**Student & Internship Site Information**

**Clinical Mental Health Counseling  
University of Nebraska at Omaha**

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

Term of Enrollment (circle): *Fall*    *Spring*    *Summer*    of 201\_\_\_\_\_

Date Attended 8220 Orientation: \_\_\_\_\_

**Student Information**

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

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

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

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

**Note: All course email will be sent to the student's UNO Email.**

Emergency Contact:

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

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

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

**Internship Site Information**

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

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

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

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

Website: \_\_\_\_\_

Department/Program (where student is working): \_\_\_\_\_

Population(s) Served: \_\_\_\_\_

**Appendix C**  
**Site Supervisor Information**

**Note: A copy of all site supervisor'(s) licensure/certification is required.**

**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**

Name \_\_\_\_\_

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

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

Background (circle 1):      Counseling   Social Work   Psychology   Marriage & Family  
Other: \_\_\_\_\_

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

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

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

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

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

### **Attestation**

My signature below indicates I have read and agree to the policies and procedures of COUN 8220 (Internship) as noted in the University of Nebraska at Omaha Internship Manual. This agreement is effective between the dates of \_\_\_\_\_ to \_\_\_\_\_

Internship Student: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

UNO Clinical Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

**Appendix D**  
**Memorandum of Understanding**

**Department of Counseling  
University of Nebraska at Omaha**

I. This memorandum of understanding is made on \_\_\_\_\_ of \_\_\_\_\_, by and between the University of Nebraska at Omaha Department of Counseling (hereinafter referred to as UNO) and \_\_\_\_\_ (hereinafter called the Internship Site), on behalf of \_\_\_\_\_ (internship student's name).

II. WHEREAS, UNO has an established Clinical Mental Health Counseling specialization; and WHEREAS, one of the objectives of this program is to train students to work as counselors in community agencies and in schools; and

WHEREAS, it is the desire of the University to utilize resources of the Internship Site for students (hereinafter also referred to as students) enrolled in the UNO Internship course; and

WHEREAS, the Internship Site has such resources and is willing to cooperate with the University in making them available for educational purposes;

**NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:**

A. Joint Responsibilities:

1. Either party may terminate this initial agreement by giving the other written notice of termination, not less than thirty (30) days prior to the scheduled date for the next Internship class. The agreement may be terminated at any time during the semester by mutual consent.
2. Determination of the number of students to be assigned to the site shall be negotiated between the site and UNO. The site has the final decision on the number it can accommodate.
3. The site has no obligation to work with a student considered initially or later determined to be unsuited to the site's program, and UNO has no obligation to place a student at a site it considers unsuitable.
4. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of such differences as socioeconomic status, race, color, disability, gender, age, religion, ability, sexual orientation, or national and ethnic origin.
5. Students are not to be considered employees and are not intended to replace paid employees or service contracts.
6. Internship Site acceptance of a student does not obligate the Internship Site to compensate the student or the University, nor is there any financial obligation on the

part of either institution to the other. Further, Internship students are not to receive payment from the Internship site for services rendered as part of their Internship requirements. Internship site stipend offers must be reviewed by UNO and the student granted permission to accept the stipend.

7. UNO and Internship Site agree to prohibit students, faculty, or staff from publishing any materials as a direct result of a student's Internship experience, unless such publication is approved in writing for release by the site and the University, such approval not to be withheld unreasonably.
8. University and Internship Site supervisors of students will comply with:
  - a. The 2014 American Counseling Association Code of Ethics and the 1993 Association for Counselor Education and Supervision Ethical Guidelines.
  - b. All State of Nebraska legal statutes regarding the practice of counseling.

**B. Responsibilities of the University of Nebraska at Omaha  
Counseling Department:**

1. Designate one person to serve as the Clinical Coordinator. This person will be responsible for the primary coordination and administrative aspects of Internship.
2. Ensure that the UNO Counseling program Internship manual contains current policies, guidelines, requirements, objectives and forms, and is available to students and site supervisor(s).
3. Provide the Internship site current information on required total hours of work, the nature of educational assignments, and expected student learning outcomes necessary for each student via a course syllabus when requested by the site.
4. When circumstances indicate that a Internship student must be withdrawn or terminated, and/or if the Internship site is unable to meet the conditions of the agreement, UNO has the responsibility to withdraw the student from the site. This action will be taken only after the appropriate policies and procedures for dismissal/withdrawal, or remediation of a student are followed in accordance with the policies and procedures outlined in the UNO Internship Manual.
5. UNO counseling department will assist the Internship site supervisor in obtaining learning resources for students upon request.

**C. Responsibilities of the Internship Site:**

1. The Internship Site will designate one licensed staff member, known as the student's site supervisor, to instruct, supervise, and evaluate each student and be available for consultation as requested by UNO. This professional should: (a) Have a Master's Degree or higher in a human services field from an accredited institution, (b) possess an appropriate active license and potentially relevant certification, (c) have a minimum of two years of professional experience as a licensed professional, (d) be aware of the Internship program's requirements, as outlined in the Counseling Program Internship Manual, (e) be aware of the requirements for counselor supervision (f) be approved by UNO Clinical Coordinator to serve as site supervisor. If the professional

is not a counselor by degree, she/he must also be familiar with and committed to the values, skills, ethics, and knowledge required for counselor practice. Site supervisors may be asked to submit a professional resume or curriculum vitae to the UNO Counseling Department to be kept on file for accreditation and other relevant professional purposes.

2. The Internship site will secure a secondary site supervisor to ensure the student has access to a licensed mental health professional at all times while on-site.
3. The Internship site will provide a formal orientation of site programs, policies, and procedures for the student.
4. The Internship site will provide adequate time for the site supervisor to hold face-to-face individual or triadic supervision sessions with the student for at least one hour per week of the semester.
5. The Internship site will have the student's primary and/or secondary site supervisor available to consult with or otherwise assist the student at all times while the student is on-site or seeing clients as part of their Internship agreement.
6. The Internship site supervisor will be responsible for the supervision of the student's professional activities at the Internship site.
7. The Internship site will provide time for the site supervisor to attend scheduled meetings for site supervisors, to be held at a designated time and place on the UNO campus.
8. The Internship site will provide office supplies, telephone facilities and office arrangements to facilitate the student to function effectively in their clinical role, and will make provisions for safeguarding materials the agency considers to be confidential.
9. The Internship site supervisor will provide learning experiences compatible with UNO's educational and clinical objectives, as outlined in the Internship manual.
10. The Internship site supervisor will provide the Internship course instructor written evaluations of the student at mid-semester and end-of-semester, and at any time the student is demonstrating unsatisfactory performance, unethical, or illegal behavior as indicated in the Internship manual.
11. The Internship site supervisor will promptly communicate to the UNO Internship course instructor and/or to the Clinical Coordinator, in writing as well verbally, any concern regarding the student's performance
12. The Internship site supervisor will consult the UNO Internship instructor and Clinical Coordinator promptly if circumstances arise which require the Internship site to withdraw the student from the site. The site will follow the procedures outlined in the Internship manual and provide the Clinical Coordinator with a written explanation of the scenario and decision leading to withdrawing/terminating the student from the site.

13. The Internship site supervisor will arrange student work schedules that will not conflict with schedules of the University (e.g., class time).
14. The Internship site supervisor will permit, upon reasonable request, the inspection of related Internship site facilities by UNO and organizations charged with accreditation of the UNO's counseling-related programs.
15. The Internship site supervisor agrees to allow the course instructor and, if necessary, the Clinical Coordinator, access to Internship site facilities and records, including audio/video recordings, necessary to evaluate the professional performance of a UNO counseling Internship student. The student's progress in skill development will be the focus of the UNO supervisor; case conceptualization and management will remain solely within the purview of the site supervisors.
16. The Internship site supervisor will agree to provide each UNO Internship student all site policies, rules, and regulations pertinent to the student's role at the site. Particular emphasis will be placed on requirements for safeguarding client rights and confidential information.

**D. Responsibilities of the Student:**

1. The student will secure professional liability insurance prior to the beginning of the semester in which they are enrolled for Internship.
2. The student will provide complete and provide verification of a background check to the UNO Counseling Department and Internship site supervisor.
3. The student will follow Internship site and UNO policies, schedules, procedures, programs, and operating standards.
4. The student will abide by the 2014 American Counseling Association Code of Ethics and by all applicable statutes of the State of Nebraska which regulate the practice of professional counseling.
5. The student will complete 300 clock hours of Internship over the course of their Internship semester, no less than 130 of which must constitute direct counseling services. The remaining 170 hours may be completed in carrying out other duties normally assigned to counselors at the site.
6. The Internship student will work under the supervision of the Internship site supervisor.
7. The Internship student will ensure that a primary or secondary site supervisor is available at all times during their presence on-site—and will refrain from providing direct services to clients when a primary or secondary site supervisor is not available to assist the student if necessary
8. The student will promptly complete all required documentation, such as, progress notes, assessment reports, consent forms, and any other documentation required by UNO or the Internship site supervisor.
9. The student will prepare for and actively participate in weekly supervision

sessions with the site supervisor and with their UNO faculty supervisor.

10. The student is responsible for maintaining appropriate (active) professional liability insurance. If the Internship site has additional health and safety requirements (e.g., immunizations, background checks, etc.), the student is expected to meet these requirements.
11. The student is not an employee and is not entitled to monetary compensation during internship unless otherwise arranged for with the Internship site and UNO. The Internship site may reimburse the student for travel expenses incurred in fulfilling Internship duties.
12. The student will consult with the site supervisor and UNO Internship course instructor to formulate a professional/clinical learning contract, which will document specific learning objectives and activities, as well as means of evaluation.
13. The student will advise the site supervisor in advance of any anticipated need to be absent from the site. In any situation that prohibits advanced notification, the student will promptly contact the site supervisor and reschedule missed supervision/clinical appointments.

#### **APPROVAL**

---

UNO Clinical Coordinator

Date

---

Internship Site Supervisor

Date

**Appendix E**  
**Student Agreement**  
**Department of**  
**Counseling**  
**University of Nebraska at**  
**Omaha**

My signature below verifies that I have read the Counseling Internship Manual for the \_\_\_\_\_ (semester/year) and that I will follow the policies and procedures described therein for the entirety of the time I am enrolled in COUN 8250/8260: Counseling Internship.

---

Signature of Student

---

Date

## **APPENDIX F**

### **Client Consent Form**

Department of Counseling  
University of Nebraska at  
Omaha

Dear client, (and/or parent/guardian/legal representative):

Your counselor is an advanced graduate-level student who has completed much of the required coursework for a graduate degree in Counseling with a specialization in Clinical Mental Health at the University of Nebraska at Omaha. The University of Nebraska at Omaha graduate program in Counseling is accredited by the Council for Accreditation for Counseling and Related Educational Programs (CACREP) and its faculty and students adhere to the American Counseling Association's (ACA) Code of Ethics and Standards of Practice. CACREP and counseling program standards require graduate students to participate in on-the-job training during which they provide counseling services under the supervision of experienced licensed counselors, including UNO counseling faculty.

Counseling students enrolled in clinical Internship receive weekly individual supervision by licensed professionals at their Internship site and weekly group supervision at the University of Nebraska at Omaha. 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: when a client is determined to be a danger to him/herself or others and when the counselor perceives there may be child or elder abuse and/or neglect. It should be noted that your counselor is also a mandated reporter.

Because your counselor is a graduate student in counseling, he or she is required to formally demonstrate their counseling knowledge and skills in interactions with clients by providing supervisors work samples in the form of recorded video/audio recordings of counseling sessions. Thus, counseling students may request permission to record counseling sessions with audio or videotaping equipment. It is important to note that the student-in-training is the focus of the recording, and that the primary purpose of these recordings are to enhance professional training and improve the services that you receive. For example, you can consent to be video recorded but you can require that you be off-camera. If you consent to be recorded, all recordings are considered to be confidential information, and will be protected by the counseling student and the supervisors of the counseling student in keeping with the current ACA Code of Ethics. The only time this confidentiality may be breached is at your request or when required by law.

### **Consent to Participate in Counseling**

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

---

(Signature of Client)

---

(Date)

---

(Signature of Client's Parent or Guardian, if applicable)

---

(Date)

---

(Signature of Counseling Student)

---

(Date)

### **Consent to Record**

In addition, I do    / do not    (Circle one) grant permission to allow these counseling sessions to be recorded via audio and/or video. I understand that only counseling student supervisors and counseling Internship students will have access to review these recordings, and that these recordings will be subject to the same standards of confidentiality as all counseling records as specified by the American Counseling Association's Code of Ethics and Standards of Practice and the laws governing the practice of professional counseling in Nebraska. I understand that I may withdraw this permission to record at any time.

---

(Signature of Client)

---

(Date)

---

(Signature of Client's Parent or Guardian, if applicable)

---

(Date)

## Internship Hours Log

University of Nebraska at Omaha  
Counseling Department

Student: _____		Site: _____				
		Week: _____		Page: _____ of _____		
Date	Activity	Direct Service Hours			Indirect Service Hours	
		Individual Counseling	Group Counseling	Other Direct Services	Individual & Triadic Supervision	Group Supervision
<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: \_\_\_\_\_ DATE: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix H

### Site Supervisor Evaluation

#### Department of Counseling University of Nebraska at Omaha

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

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

Dates of Supervision: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle the number which reflects your observations concerning the performance of this student according to the following areas:

1=Poor, bottom 10%    2=Below Average    3=Average/Developmentally Appropriate  
4=Above Average    5=Outstanding, top 5%    N/O=Not Observed

#### **General Observations**

						<b>Rating</b>
1.	Is dedicated to professional development	1	2	3	4	5    N/O
2.	Devotes energy to counseling & staff meetings	1	2	3	4	5    N/O
3.	Is receptive to constructive criticism	1	2	3	4	5    N/O
4.	Relates well to peers and supervisors	1	2	3	4	5    N/O
5.	Shares own expertise with peers & supervisors	1	2	3	4	5    N/O
6.	Able to identify areas needing improvement & personal value Systems that could impact therapeutic process.	1	2	3	4	5    N/O
7.	Engages in personal and profession development	1	2	3	4	5    N/O
8.	Presents self in professionally acceptable manner	1	2	3	4	5    N/O
9.	Maintains hours, appointments, etc.	1	2	3	4	5    N/O
10.	Adheres to documentation requirements	1	2	3	4	5    N/O
11.	Displays interest and engagement in site/clients	1	2	3	4	5    N/O

#### **The Counseling Process**

13.	Prepares appropriately for all sessions	1	2	3	4	5    N/O
14.	Able to establish and maintain quality alliances w/client(s)	1	2	3	4	5    N/O
15.	Relates in meaningful ways to a diverse clientele	1	2	3	4	5    N/O
16.	Brings focus to issues expressed by clients	1	2	3	4	5    N/O
17.	Encourages client involvement in goal development	1	2	3	4	5    N/O
18.	Deals appropriately with manipulation by clients	1	2	3	4	5    N/O
19.	Handles negative client behavior appropriately	1	2	3	4	5    N/O
20.	Is congruent with most clients	1	2	3	4	5    N/O
21.	Demonstrates awareness of own feelings toward clients	1	2	3	4	5    N/O
22.	Works effectively with involuntary clients	1	2	3	4	5    N/O
23.	Encourages appropriate action by clients	1	2	3	4	5    N/O
24.	Uses judgement and timing with interventions	1	2	3	4	5    N/O
25.	Uses tests and other "tools" appropriately	1	2	3	4	5    N/O
26.	Assesses progress and encourages clients to assume responsibility for their behavior	1	2	3	4	5    N/O
27.	Terminates sessions/relationships smoothly	1	2	3	4	5    N/O

## **Conceptual Behaviors**

29. Can distinguish between client's perceptions of their concerns and his/her professional judgement	1	2	3	4	5	N/O
30. Identifies both short and long-range objectives	1	2	3	4	5	N/O
31. Uses change-promoting strategies effectively	1	2	3	4	5	N/O
32. Senses the dynamics associated with clients and Their situation/dilemma	1	2	3	4	5	N/O
33. Uses referral procedures or consultation with other professionals appropriately	1	2	3	4	5	N/O
34. Exercises appropriate ethical behavior	1	2	3	4	5	N/O
35. Understands the organizational milieu	1	2	3	4	5	N/O
36. Is able to discern where counseling has assisted or has not been helpful to clients	1	2	3	4	5	N/O
38. Is able to use counseling interventions and techniques appropriate to client needs	1	2	3	4	5	N/O

***Supervisor Grade Recommendation*** to date (see internship manual for guidance):

A      B      C      D      F      I (incomplete)

***Supervisor's Comments (please use additional paper if necessary):***

(Please include progress made, major strengths and weaknesses). **If C or below**, a written explanation of the site supervisor's reasoning and suggestions for remediation and/or additional contact with course instructor and/or clinical coordinator are required below

I understand my signature below indicates that I have reviewed the site supervisor's evaluation above and have discussed this evaluation in person with my supervisor. I understand that I have the right to disagree with this evaluation and address my concerns as indicated in the Internship Manual.

I accept this evaluation

I do not accept this evaluation and will address my disagreement(s) in accordance with the procedures outlined in this Internship Manual.

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

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

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

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

## **Appendix I**

### **Student Evaluation of Site**

Department of Counseling  
University of Nebraska at Omaha

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

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

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

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

Please respond with a "Y" for "yes" and an "N" for "no" to the following statements about the site:

- I received formal orientation to my Internship site.
- 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.
- I was provided reasonable confidential physical space to provide counseling with appropriate confidentiality.
- I was regularly assigned clients (or allowed to recruit clients) at this site and allowed to develop an appropriate caseload.
- I had difficulty gaining sufficient direct hours at this site to complete my direct hours requirements.
- I had difficulty obtaining opportunities to participate as a co-leader or a leader of counseling groups at this site.
- I had difficulty obtaining the necessary equipment and physical arrangements to video tape at this site.
- I was treated with professional respect by all staff members at this site.
- I received at least 1 hour of clinical supervision on-site each week.
- I felt supported in my clinical decision-making.

- This site provided me with adequate resources to continue my professional development.
- 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.
- I would recommend this site for future UNO students.

**Additional Comments:**

I believe it is important for the UNO Counseling Department to know about the following positive and negative aspects of my Internship site and my experiences at this site:

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

Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix J

### Student Evaluation of Site Supervisor

Department of Counseling  
University of Nebraska at Omaha

Student Name: \_\_\_\_\_  
Site: \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_

#### Scale

1=Highly Unsatisfactory (Unethical/Illlegal)                    2=Unsatisfactory                    3=Adequate

4=Satisfactory (met expectations)                    5=Highly Satisfied (exceeded expectations)

- \_\_\_\_ Site supervisor met and/or otherwise communicated with me in timely manner when I requested it.
- \_\_\_\_ Site supervisor helped me identify and work on appropriate learning goals for my Internship experience.
- \_\_\_\_ Site supervisor kept my regularly scheduled one hour 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 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix K**

### **Student Evaluation of Internship Instructor**

Department of Counseling  
University of Nebraska at Omaha

Student Name: \_\_\_\_\_  
Course Instructor: \_\_\_\_\_

#### **Scale**

1=Highly Unsatisfactory (Unethical/Illegal)      2=Unsatisfactory      3=Adequate

4=Satisfactory (met expectations)      5=Highly Satisfied (exceeded 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 kept my regularly scheduled one hour Individual/triadic 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):

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

## Appendix L

### Summary of Internship Hours

University of Nebraska at Omaha  
Counseling Department

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

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

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

Instructions: Students are responsible for maintaining the currency and accuracy of this form. It must be turned in to the Internship 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.

INTERNSHIP LOG SUMMARY FOR THE Semester of: \_\_\_\_\_

Month	Direct Service Hours			Indirect Service Hours		
	Individual Counseling	Group Counseling	Other Direct	Individual Supervision	Group Supervision	Other Indirect Services

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

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

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

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

## **Appendix M**

## Supplemental Evaluation

Department of Counseling  
University of Nebraska at Omaha

Name of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluator's Organization \_\_\_\_\_  
Position of Evaluator \_\_\_\_\_  
Student Being Evaluated: \_\_\_\_\_  
Time Period Involved: \_\_\_\_\_ to \_\_\_\_\_

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

Signature of Evaluator: \_\_\_\_\_  
Date Submitted to Internship Course Instructor: \_\_\_\_\_  
Date Submitted to Clinical Coordinator: \_\_\_\_\_