TEXAS STATE UNIVERSITY

Professional Counseling Program

Department of Counseling, Leadership, Adult Education, and School Psychology (CLAS)

Guidelines for Site-Based Internship COUN 5389

Revised Fall 2026

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INTRODUCTION

The Guidelines for Site-Based Internship – COUN 5389 intends to serve as an initial orientation to Site-Based Internship within the Professional Counseling Program at Texas State University. This course is described as an on-site internship occurring in a school or agency setting with supervision by on-site and university supervisors. This class may be repeated based on the recommendation of the counseling faculty. Course graded on a credit (CR), progress (PR), or no credit (F) basis.

GOALS AND OBJECTIVES

To successfully complete the Site-Based Internship courses, each semester the student must log a minimum of 300 clock-hours of counseling activities, with at least 120 of these hours in direct counseling contact with clients. Activities counting toward indirect hours may include such professional activities as consultation, research, recordkeeping, systems support, supervision, and attending workshops and professional conferences. Please see the Internship hours log for additional information. In the course of completing these activities, the student will be expected to demonstrate a wide variety of counseling techniques and communication skills, including, but not limited to, individual counseling, group counseling, and couple and family counseling interventions, as applicable to each student's degree track. Every week, the student must document hours engaged in these activities, and submit a signed log to the internship professor (see Weekly Log of Counseling Activities on last page).

STUDENT LEARNING OUTCOMES

- The student will demonstrate ability to describe the principles of mental health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health.
- The student will demonstrate understanding the range of mental health service delivery – such as inpatient, outpatient, partial treatment and aftercare – and the clinical mental health counseling services network.
- The student will demonstrate ability to use the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling.
- The student will demonstrate ability to competencies involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders.
- The student will demonstrate ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy activities.
- The student will demonstrate appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.
- The student will demonstrate the ability to recognize his or her own limitations as a counselor-in-training and to seek supervision to refer clients when appropriate.
- The student will demonstrate the selection of appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols.
- The student will demonstrate skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management.

- The student will demonstrate use of preventive, developmental, and wellness approaches in working with individuals, couples, families, and other systems such as premarital counseling, parenting skills training, and relationship enhancement.
- The student will demonstrate ability to adhere to confidentiality responsibilities, the legal responsibilities and liabilities of clinical practice and research, family law, record keeping, reimbursement, and the business aspects of practice.



TYPE OF CLINICAL HOURS REQUIRED FOR EACH DEGREE TRACK

Note: To meet Program and CACREP standards, the following parameters for COUN 5389 Site-Based Internship are as follows:

➢ Clinical Mental Health Counseling (CMHC)

The internship site is to provide the student with the opportunity to use preventative, developmental, and remedial counseling interventions with appropriate clientele and community interventions.

During each of the two, sequential, COUN 5389 Site based Internship semesters:

- A minimum of 120 direct client contact hours must be in a community/clinical mental health setting
- A maximum of 25 hours of direct client contact hours can be carried over to the 2nd internship semester. This number does not reduce the agreed upon time commitment to the internship site during the 2nd semester
- A minimum of 180 indirect hours must be earned during the semester, to include both group supervision hours (class), and weekly individual supervision provided by the on-site supervisor. Indirect hours over 180 cannot be carried over to the next semester of internship.

Settings allowed for this degree track include community counseling/clinical mental health agencies, as well as counseling agencies operating within a school setting. Private practices are not approved sites for CMHC students. The counselor intern must log a minimum of 600 internship hours across 2 semesters: a minimum of 240 direct client contact hours and 360 indirect hours evenly divided across a minimum of 2 semesters. There is no maximum semester to complete these hours, but a student must continue to be enrolled in COUN 5389 until completing the required hours.

➢ Marriage, Couple, and Family Counseling (MCFC)

The internship site is to provide the student the opportunity to demonstrate counseling utilizing systems approaches, primarily with couples and families.

During each of the two, sequential, COUN 5389 Site based Internship semesters:

- A minimum of 40 direct client contact hours must be with couples and/or families. These hours will be accrued through MCFC IM, Practicum, Internship 1 and Internship 2.
- The remaining 80 direct client contact hours may be with individual clients, working from a systems perspective.
- A maximum of 25 hours of direct client contact hours can be carried over to the 2nd internship semester. This number does not reduce the agreed upon time commitment to the internship site during the 2nd semester.

- A minimum of 180 indirect hours must be earned during the semester, to include both group supervision hours (class), and weekly individual supervision provided by the on-site supervisor.
- MCFC Group/Relational Hours: Professional services provided to couples or families in which a clinician delivers therapeutic services with two or more individuals simultaneously or two or more individuals from the same family system within the same therapeutic session. Individuals must share an ongoing relationship beyond that which occurs in the therapeutic experience itself. Examples of ongoing relationships include family systems, couple systems, enduring friendship/community support systems, and residential, treatment or situationally connected systems. Interns must earn the majority of their hours providing individual, couple and family hours. Please see Group Reminder below for additional details.

Similar to the Clinical Mental Health Counseling track, in the Marital, Couple, and Family Counseling degree track, the counselor intern must log a minimum of 600 internship hours across 2 semesters: a minimum of 240 direct client contact hours and 360 indirect hours divided across a minimum of 2 semesters. There is no maximum semester to complete these hours, but a student must continue to be enrolled in COUN 5389 until completing the required hours.

➢ School Counseling (SC)

The internship site for interns on the School Counseling concentration is to be in a Pre-Kindergarten through 12th grade (preK-12) school setting. The site supervisor must be a certified school counselor with a minimum of 3 years professional school counseling experience and must be in the same school district as the intern. The school counseling intern will have the opportunity to demonstrate individual and group counseling approaches to enhance the personal, social, emotional, academic, and/ or future career success of K-12 students as well as participate in consultation with parents and school staff, and coordination of a comprehensive school counseling program.

For School Counseling interns, who are employed as school counselors during their internship, their site supervisor may be at a different school from the intern but must be employed in the same district. For School Counseling interns who are completing an unpaid or volunteer internship, their site supervisor must be in the same school as the intern.

As of Fall 2026, the School Counseling concentration has moved to two semesters of internship. Over those two semesters:

- The student intern must log a total of 600 hours: 240 of which must be direct counseling contact with students or consultation with teachers, parents, and administrators if the interns is the consultant
- The student intern must log a total of 600 hours: 240 direct client contact, 360 indirect hours.

Individual & Group Counseling Experience Reminder:

The purpose of Internship is for counselor interns to continue to develop their skills in providing individual counseling, so the expectation is that a **majority** of direct hours come from individual counseling of clients.

Group counseling is allowed during Internship semesters, but it is concerning if a site is only offering a group counseling experience, and more so if the intern is still co-facilitating groups like they were in Clinical

Practicum. There is certainly skill development that comes from groups, but the strength comes from individual sessions (or couple/family sessions for those in the MCFC concentration).

For this reason, we have not set a specific number of hours that someone has to have of individual counseling versus group counseling, but it is a conversation that either the Internship instructor or Practicum/Internship Coordinator can have with a site in order to help graduate interns earn more individual direct hours than group counseling hours.

Internship Supervision Information

⌖ ***Who can serve as an on-site supervisor?***

- Must be employed by the internship site and work in the same building as the intern
- Have a minimum of an earned Master's degree in a mental health field
- Have a minimum of 2 years post-degree clinical experience in counseling or a closely related mental health field
- Licensed or certified in their mental health field (e.g., **LPC, LMFT, Psychologist, LCSW, or Certified School Counselor).** Approved status as a licensed supervisor is not required (e.g., LPC-Supervisor, LMFT-Supervisor or ACS [Approved Clinical Supervisor])
- Training and orientation to the supervisor role

⌖ ***What is required of my on-site supervisor during the site-based internship?***

The supervisor must be present and available at the internship site when the counselor intern is working. Home visits are only allowed if the site supervisor is with the intern. Direct observation and knowledge of the intern's counseling is expected, as opposed to evaluation of an intern's progress based upon reports from other clinicians in the internship setting. As stated in the *Student and Site Supervisor Agreement,* all internship sites must be able to provide the ability to video/audio record counseling sessions for the purpose of university supervision and educational experience.

⌖ Be advised that a *Student Site Supervisor Agreement, Supervisor Disclosure Statement,* and *Proposed Internship Activity Plan* must be submitted by every intern, every semester, for each internship site in which the intern plans to earn hours of counseling experience. Coordinate with the on-site supervisor to have these completed prior to starting each semester. Students cannot begin to earn hours without a signed *Student Site Supervisor Agreement*.

PREPARING FOR INTERNSHIP

➲ APPLYING FOR INTERNSHIP

The Professional Counseling Program has an application process through which you apply for a seat in the Site-based Internship course. This application process allows for the program to know how many sections of Internship will be needed each semester, and to balance course section enrollment to meet CACREP requirements. As such, you must apply for internship each semester that you plan to enroll in Internship (even if you are continuing at an internship site). Multiple calls for application are sent out on the program's listserv, and the application dates are listed on the Program's Site-based Internship website. Failure to complete the program's application for Internship will result in the student being placed on a wait list for Internship. If a seat is available for the desired semester, the student will be permitted to register. If no seat is available, the student will not be permitted to register, and will have to apply for another semester.

Once you apply for Internship, students are assigned to sections based on numerous factors, including, but not limited to, the order in which applications were submitted, the amount of coursework completed, student -documented conflicts with other course sections based on schedules or internship requirements, and balance between available internship sections. Courtney Webb, program Administrative Assistant, enters the necessary permissions for you to be able to register for your assigned section after registration opens. Seats are reserved only for those students who have been permitted into each section, so there is no chance of a section filling before you are able to register.

➲ SECURING AN INTERNSHIP PLACEMENT

Students will arrange their own site placements. This can be a long process, so students are encouraged to seek out possible sites well before the semester they hope to begin Internship. It is best to start with the Approved Internship Site List under the Clinical Experience Canvas site. The Professional Counseling Program strongly encourages you to utilize the approved list as we have worked hard to build and maintain relationships with these sites. In addition, the Program encourages students to attend Internship Fairs that Chi Sigma Iota hosts in order to begin making connections within the community.

The approved internship list is updated annually, so there are times that a site supervisor has changed or left the agency. Most of the time, that person has been replaced with another supervisor, but if in the event that they have not, this could cause a site to become ineligible based on not having a qualified site supervisor. This is where working with the Practicum/Internship Coordinator becomes important to determine eligibility of the supervisor. The program works to approve supervisors, rather than blanket approval of sites.
Internship sites located outside of the Central Texas area will not be approved.

See the Professional Counseling Program Site-based Internship webpage for the formal process to have an internship site approved. Consult with the Practicum/Internship Coordinator, Dr. Tracy Chiles, as needed. As a program, we have to ensure that students are at a quality site and receiving excellent supervision.

➲ PROVIDING DOCUMENTATION PRIOR TO INTERNSHIP

Prior to the start of your Internship class, a copy of your proof of professional liability insurance must be given to your professor. The policy listing your name, the policy number and duration of the policy will meet this requirement. In addition, you will need to have your Student Site Supervisor Agreement, Professional Disclosure Statement for Supervision, and Proposed Activity Sheet completed and submitted to the internship link: https://www.txst.edu/clas/professional-counseling/current-students/site-based-internship/internships-documents.html. You will also submit the documents to your Internship Professor on or before the first day of class.

IMPORTANT INFORMATION FOR SITE APPROVALS

See the Professional Counseling Program Internship website for the process for approving new internship sites.

Some things to consider when seeking new site approval:

1. Sites cannot be a private practice for CMHC students
2. Supervisors must be fully licensed as an LPC, LMFT, LCSW, or Psychologist
3. Supervisors must be onsite when the intern is onsite
4. Supervisors must provide a minimum of 1 hour of individual supervision every week
5. Home visits are allowed only if the site supervisor is with the intern at all times on the visit

6. If the student is currently working for an agency, the student will have to have a completely different role at the agency in order for hours to count in internship and all required paperwork will need to be completed
7. In order for a site to be approved, prospective site will need to complete the New Site Application (https://www.txst.edu/clas/coun/current-students/site-based-internship/new-internship-site-application.html) online. Dr. Tracy Chiles will then contact the supervisor and set up a time to talk. It is a process that takes time for a potential supervisor and Dr. Chiles to set up a meeting time.
8. We do not provide drug testing or background checks. That would be something for the site to work out and arrange with the student.
9. A potential site **MUST** be willing to provide the ability to video/audio record counseling sessions. This is a mandatory requirement based on CACREP requirements and supervision best practices followed by the program.
10. Requested sites might not always be approved.

PROFESSIONAL RESPONSIBILITIES OF INTERNS

1. ***Maintain a professional image.***
As counselors-in-training, your behavior, attire, and attitude reflect upon the department, university and the counseling profession in general. Consequently, it is important to maintain a professional image for the community, clients, peers and professors. There are several things you can do to enhance the image you project, including, but not limited to:

- Dressing **appropriately** and **professionally** when seeing clients and when present at the internship site
- Never discussing cases outside of class (group supervision)
- Taking an active role in individual supervision and group supervision
- Engaging in self-care

2. ***Know and practice within the current ACA Code of Ethics.***
Interns are required to abide by the ACA Code of Ethics at all times. Failure to do so could result in the intern being removed from the internship site, or the Professional Counseling Program should the behavior warrant removal. https://www.counseling.org/resources/ethics

Internship students are expected to maintain confidentiality. The privacy of the counseling relationship and material shared therein belong to the client. Cases should not be discussed with anyone other than the supervisors, Internship Professor, and in group supervision.

3. ***Attend all Class Meetings (Group Supervision)***.
You are expected to attend and fully participate in all class meetings. This time is considered group supervision, a CACREP requirement for successful completion of the Internship experience. Failure to attend group supervision could result in your removal from the internship site, and not passing the Internship class. The syllabus outlines specific expectations for each class meeting (see sample syllabus at end of document). Students must maintain confidentiality of cases discussed in class.

4. ***Keep appropriate documentation.***
This applies to the internship site as well as the course. Each week you will maintain a weekly log, documenting direct client contact, indirect hours, individual supervision with on-site supervisor, and group supervision (class) with the University Supervisor. The log must be signed weekly by the on-site supervisor. Should you have more than one site, a separate log must be kept for each site.

5. ***Recordings.***

Every semester that you are enrolled in internship, you must submit a recording to your Internship Professor. This is a CACREP and Program requirement and is mandatory. Exceptions may include your Internship Professor visiting the site and watching a session live or reviewing the recorded session at your site. This must be approved by and coordinated with the University supervisor in advance.

6. *Things to do at the end of the semester.*
In order to receive credit for the class, you will turn in one final log signed by the on-site supervisor, as well as a final activity sheet documenting all hours. You will also turn in the evaluation completed by the on-site supervisor, and complete an evaluation regarding your experience at the internship site. Your Internship Professor will go over this information in class and provide you with the appropriate licensure documentation per site once all documentation and hours are completed and documented.

FREQUENTLY ASKED QUESTIONS

1. **I could start my first semester of my internship in the summer. I've heard this is a bad idea. I'm also on the MCFC track, so I know I have even more restrictions on where my hours need to come from. I'd rather graduate sooner than later, but do you think this is a really, really bad idea to begin in the summer?**
   Summer is a little more difficult due to the shortened schedule (10 weeks vs 15 weeks). The other issue is that some sites see a decrease in client attendance during the summer; these issues could make it a little more difficult to earn hours. On the other hand, it could provide an intern with the opportunity to start to build a client base, making it easier to make up deficient hours in the Fall semester. You should ask the specific site about what their summer client attendance looks like.

2. **Is there a class meeting time or assignments that accompany internship? Are there any other hidden time requirements?**
   Yes, you will meet for Internship class (group supervision) according to the schedule set out by the professor. We are required to meet a minimum of 1 and 1/2 hours per week for group supervision, so instead of coming every week for class, the schedule is typically changed to meeting every other week for 3 hours per class. Depending on holidays, conferences, etc. some classes are doubled up at the beginning or end of the semester. Class assignments will also take time outside of class (brief presentations, case conceptualizations). Class hours can be included in your indirect hours under group supervision.

3. **When should I start contacting prospective supervisors/agencies for an internship?**
   As soon as you know when you will be taking Internship would be a good time. Some sites start to select interns a year out, particularly if they have few spots and are competitive. Make contact with the ones you are most interested in and ask them about their application, interview, and selection schedules. Make sure you are subscribed to the counseling program's listserv in order to receive notifications from sites about applications, as well as the date for Chi Sigma Iota's annual Internship Fair.

4. **Are these internships ever paid? Can you accept money, if it's offered?**
   Very few are paid. Some sites have offered stipends to interns. If you are employed at a site, you can **only** count internship hours doing something that you have **not** done before. For example, if you were doing case management, but now they are allowing you to do an internship, only those things

that are qualitatively different from things you did before can count toward Internship hours. So, if you continue to do case management, none of those hours could count.

5. **Would you direct me to the list of approved Texas State internship sites?**
   Students are added to the Clinical Experience Canvas site when they are in or complete COUN 5354, Basic Skills. If you have already have taken that course, look for the Clinical Experience in Canvas. If you don't find it, send Dr. Chiles your Net ID (e.g., kg1234) and she can add you. Under Resources, you will find lists for Practicum Groups and Internship sites, which are updated annually.

6. **Is it desirable to have two different internship sites, or do most people keep the same one and roll over clients?**
   Most sites require a 2-semester commitment due to the time it takes to train and orient new interns. Be sure to check with the site regarding their requirements. Some students have added sites that do not have semester-long requirements, like camps, but they do still have time intensive orientations.

7. **Are there 15 weeks in a regular semester and 10 in a summer semester?**
   Yes, the long semesters (Spring and Fall) have 15 weeks in which to earn internship hours. Summer semesters have 10. Student interns cannot earn hours outside of the official semester begin and end dates. See CatsWeb for specific begin and end dates of semesters.

8. **How much time per week is spent at the physical location of an internship site?**
   This answer depends on your schedule and the expectations of the internship site. You and the on-site supervisor will sit down before the semester starts and work out a proposed schedule that will allow you to earn 300 hours across the semester. Based on those calculations, you will have a good estimation of how much time will be required. During the long semesters, this typically equates to a minimum of 20 hours of internship per week. Know that maintaining full time employment and completing internship requirements in one semester may not be feasible. This could require you to enroll in a 3rd semester of internship to complete the required internship experience hours.

9. **Can you take other classes during Internship semesters? Can I take both Internships in one semester?**
   Yes, you are able to take additional classes while in Internship. Some students will take their elective course at this time (CMHC track), or some will take an additional Intermediate Methods course for more clinical experience. Due to financial aid requirements, some students take additional classes at this time. No, you cannot take both Internship classes in the same semester. The internship semesters must be taken sequentially.

10. **Can I do home visits or transport clients during internship?**
    All internship experiences are to take place at the internship site. If the agency provides counseling services away from the site, the requirement that the on-site supervisor be present will extend to this experience as well. Interns cannot transport clients in their vehicles under any circumstance.

11. **Can I work in private practice during internship?**
    Due to the complicated nature of private practice, CMHC counseling interns are not allowed to complete the internship experience in a private practice. See the Internship approval list for those sites approved for MCFC students.

12. **I do not see a site on the list that I like and want it to be considered as a potential internship site. How do I go about doing this**?

All potential sites MUST be approved in advance by Dr. Chiles. See page 6 for more information, procedure, and link to the online request form.

13. **Can I accrue hours in between semesters?**
    Texas State University has mandated the Professional Counseling Program only allow students enrolled in COUN 5389: Site-based Internship to accrue clinical hours during semesters in which they are enrolled. Due to enrollment and accreditation supervision standards, along with student liability insurance limitations, no hours can be accrued outside of established university semester timeframes. In other words, internship hours can only be accrued/earned between the first official class day and last final exam day of each semester. Students can access these dates through CatsWeb or the University calendar.

Professional Counseling Program Contacts for Internship:

- **Dr. Tracy Chiles - Practicum and Internship Coordinator** tkc23@txstate.edu
- **Dr. Kevin Fall- Program Coordinator- kf22@txstate.edu**

DOCUMENTATION REQUIRED BEFORE, DURING, AND AFTER INTERNSHIP

The documents on the following pages are for Intern and Site Supervisor use. Documents will be submitted to Dr. Tracy Chiles as well as the assigned University Professor.

Before the semester:

- Student and Site Supervisor Agreement (sent via Adobe sign by the Internship Coordinator)
- Professional Disclosure Statement for Supervision
- Proposed Internship Activity Plan
- Current Liability Insurance

At the middle of the semester:

- Mid-semester Evaluation of Intern

At the end of the semester:

- Final log
- Intern Activity Sheet
- End of Semester Evaluation of Counseling Intern
- End of Semester Evaluation of Counseling Intern (Camp Form, when applicable)
- Evaluation of Intern (School Counseling Track)
- Intern Evaluation of Internship Site
- Intern Evaluation of Internship Supervisor

All documents must be uploaded to the documents portal on the Internship webpage:
https://www.txst.edu/clas/professional-counseling/current-students/site-based-internship/internships-documents.html

NOTE REGARDING DEFICIENCIES IN INTERNSHIP HOURS:

If you do not complete your 300 internship hours in the first semester, a grade of PR (Progress) will be issued by the University Supervisor. During the second semester of internship, you will first need to complete the deficient hours from the first internship semester before you can start to accrue the hours required for the second semester of internship.

As soon as you complete the outstanding hours from the first semester, you must provide the first semester instructor with the necessary documentation showing completion. At that time, they will submit a Grade Change Request online to change the grade from PR to CR (Credit).

Failure to take this step will prevent your graduation application from being cleared by the Graduate College, since your degree audit will show that you are still needing credit for two semesters of Internship.

If you are not able to complete the second semester's required hours (300 hours), you will be required to enroll in a third semester of internship. The grade for the second semester will remain a PR (progress), but final credit (CR) for the second internship course will be reflected on the third semester.



Dear On-Site Supervisor,

The graduate student providing this document to you is pursuing a graduate degree in Professional Counseling at Texas State University. Each student in the counseling program is required to satisfactorily complete a closely supervised internship experience prior to graduation. The intern who gives you this letter is preparing to enter their Site-based Internship class (COUN 5389). One of the requirements for this course specifies that the intern must work with a mental health agency, school, and/or other appropriate organization. It has been our experience that interns derive invaluable benefit from the "real world" experience of working under a clinical supervisor in an actual mental health agency or school counseling setting.

We genuinely appreciate the cooperation and willingness of organizations such as yours in helping our interns gain valuable experience outside of the academic setting. Because this experience is so significant in the professional development of our interns, quality on-site supervision is very important. Please note the items listed in the *Student and Site Supervisor Agreement* for specific information about on-site supervision requirements. One of the most important is that an intern must receive **a minimum of one hour per week of regularly scheduled individual supervision from the on-site supervisor**. Group supervision can also take place at the site, but cannot take the place of individual supervision. On-site supervisors agree to work with the intern in specifying work assignments and defining tasks/goals for the semester. In addition, an on-site supervisor serves as a professional resource for the intern, while directly evaluating the intern's work on a continuing basis throughout the supervised experience. For this reason, an administrative supervisor cannot be considered for the role of on-site supervisor. On-site supervisors must be present at all times when the intern is at the site. As stated in the *Student and Site Supervisor Agreement,* all internship sites must be able to provide the ability to video/audio record counseling sessions for the purpose of educational experiences and university supervision. Home visits are only allowed if the site supervisor is with the counseling intern and transporting of clients is prohibited.

Specific requirements for the student according to their area of specialization are included. All students are required to accrue hours in face-to-face counseling contact with clients/students. Specific examples of direct and indirect services are outlined in the *Student and Site Supervisor Agreement*. Each intern is expected to complete two separate semesters of experience, accruing 300 hours of experience each semester, with 120 of the 300 hours to include direct client contact/counseling experience. Please note

that interns seeking to fulfill the requirements of our marriage, couple, and family track must complete at least 40 of the 120 hours of direct services with couples or families, and only interns seeking to fulfill the requirements of our school counseling track must complete all 600 hours in a single semester.

In addition to on-site supervision, each intern also meets with a Texas State faculty member ("University Supervisor") every other week during the semester for group supervision. This time is used to discuss clinical and administrative issues to ensure that the intern is meeting program requirements. The university supervisor also maintains contact with the on-site supervisor for purposes of support and to evaluate the intern's performance and progress during the semester.
Please review the enclosed material and know that your willingness to work with one or more interns is greatly appreciated. Feel free to contact the counseling program if you have any questions about an intern, the supervised internship course, or about the program in general.
Sincerely,
Practicum and Internship Coordinator
Professional Counseling Program



Student and Supervisor Agreement

The purpose of this Agreement is to set forth terms of site-based internship of a master's level counseling intern in the Texas State University Professional Counseling Program. This Agreement is in reference to the following internship information:

Counselor Intern: _____
Site Supervisor: _____
Sup Contact: Phone: _____ Email: _____
Site Name: _____
Site Address: _____
Semester Dates: Start Date: _____ End Date: _____
Planned # Hrs at Site: Direct: _____ Indirect: _____ Total: _____

The Parties to this Agreement understand and agree to the following:

1. The student counselor intern will be responsible for:
   - Adhering to the administrative policies, rules, standards, schedules and practices of the internship site and the university
   - Providing all necessary and appropriate supplies where required or when not provided by the internship site and/or university.
   - Arranging for securing own background check or other pre-intern screening requirements
   - Providing personal transportation to and from the internship site
   - Arranging a schedule to ensure attendance at weekly individual supervision with the site supervisor and group supervision (class) as scheduled by the university supervisor
   - Purchasing and maintaining professional liability insurance throughout the internship
   - Reporting all absences to site supervisor and university supervisor in a timely manner

- Adhering to all applicable ethical codes and policies of the internship site
- For 300-hour sites: Completing 120 direct hours of counseling and 180 indirect hours each semester; Completing 40 relational hours each semester, if counselor intern is on the MCFC track

2. The site supervisor will be responsible for:
   - Providing a Professional Disclosure Statement for Supervision and Proposed Activity Plan
   - Starting and ending the internship on the semester dates listed above
   - ***Being present and available at the internship site when the counselor intern is on site***
   - Providing a minimum of one hour of weekly individual supervision; additional supervision in any format is at the discretion of the site supervisor
   - Providing supervision on an emergency basis, as needed
   - Providing the ability to video/audio record counseling sessions for university supervision
   - Consulting with the university supervisor about the counselor intern's progress
   - Providing ongoing evaluative feedback to the counselor intern
   - Completing a midsemester evaluation during the internship semester, and a final written evaluation at the end of each internship semester
   - Providing a total of 300 clock hours within the semester, with a minimum of 120 hours being face-to-face direct clinical contact with clients
   - For 300-hr sites: Providing a ***weekly caseload of 10-12 clients***, such that the counselor intern can meet the 120 direct counseling hour requirement by the end of the semester; Providing ***3-4 relational clients (e.g., couples, families, siblings, parent-child dyads) for MCFC counselor interns*** who are needing 40 relational hours per semester

3. The Professional Counseling Program will be responsible for:
   - Designating a faculty member to serve as the university supervisor - This person will be the contact between the university and internship site supervisor, making contact at the beginning of the semester, and conducting a site meeting during the course of the semester.
   - Facilitating a site visit - The site visit is designed to introduce the University Supervisor to the site supervisor and the internship site, as well as to discuss goals and progress of the intern. The university supervisor will meet with the counselor intern in a group supervision format (class on campus) every other week for an average of 3 hours. The university supervisor will assign grades for the class, as well as provide documentation of the Internship experience on licensure documents upon the completion of each internship semester.
   - Coordinating the internship program - the program's Practicum & Internship Coordinator, will also be available for consultation with the university and site supervisors throughout the internship experience.

4. Internship activities that are appropriate for professional practice in counseling:
   - Direct Services – All interns will provide at least ***120 hours of face-to-face counseling services each semester*** (240 in one semester for school counseling), including: individual counseling, group counseling, couples counseling, family counseling, and play therapy; caregiver, teacher, and administrator consultations; classroom counseling or lessons (for school setting). For MCFC counselor interns, 40 of their 120 direct counseling hours must be relational (e.g., couples, families, sibling).
   - Indirect Services – All interns will provide the remaining ***180 hours of indirect services*** required each semester (360 hours in one semester for school counseling) in professionally relevant activities such as: workshops, in-service trainings, staff meetings, individual and group supervision, documentation, referrals, reviewing session recordings and online counseling

resources (e.g., theory videos), reading, consultation with other professionals, and test administration and interpretation.

5. It is understood and agreed to by and between the parties that the site supervisor has the right to terminate the field experience of the counselor intern if, in the judgment of the site supervisor, the counselor intern's professional performance and development are below the requirements set by the site. Also, it is understood and agreed to by and between all parties that the Texas State University Professional Counseling Program has the right to terminate the field experience of the counselor intern for reasons concerning the performance of the counselor intern and/or the internship site. Such action will not be taken until the concerns have been discussed with the relevant and pertinent individuals. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

6. Any questions regarding the internship program, its procedures, or this Agreement shall be referred to Dr. Tracy Chiles, TXST Clinical Coordinator, at tkc23@txstate.edu.

Signatures

I have read and understand the information provided above regarding this Agreement.

_____	_____
Student Signature	Date
_____	_____
Site Supervisor Signature	Date
_____	_____
Professor Signature	Date
_____	_____-
Clinical/Program Coordinator Signature	Date

PROFESSIONAL DISCLOSURE STATEMENT FOR SUPERVISION
(Sample Format)

Please submit a Supervision Disclosure Statement that includes the following information:

I. Qualifications and Experience of Supervisor

1. Information regarding highest degree earned and date conferred;
2. Amount of experience and training in clinical supervision;
3. Amount of experience and training as counselor, as well as in other professional roles;
4. Areas of specialization (e.g., adolescents, substance abuse, etc.)

II. Theoretical View of Supervision

1. Nature, course, and purpose of supervision;
2. Theoretical model of supervision used;
3. Potential techniques to be implemented

III. Process of Evaluation

1. Necessity and purpose of feedback;
2. Method, form, and frequency of feedback;
3. Separation between supervision and personal counseling

IV. Supervision Arrangements

1. Meeting times, frequency, location, etc.;
2. Cancellation policy;
3. Emergency contact information

V. Legal and Ethical Considerations Relevant to Clinical Supervision

1. Due Process
2. Documentation
3. Confidentiality

PROPOSED INTERNSHIP ACTIVITY PLAN

The plan should include: each of the required activities of the internship, and an estimate of the amount of time (in hours) to be spent in each activity category; specific topics or activities to be accomplished; to whom the services will be provided, how the target persons will be identified and obtained; and the approximate amount of time expected to be spent in each activity. Ultimately, this plan should demonstrate how the counselor intern will earn 300 hours of internship experience.

Description of Activity	Approximate time to be spent on activity

I have read the proposed activity plan and I agree that the Counselor Intern will be permitted to complete these activities under my supervision

Approved:

_____

On-site Supervisor Date

I have read the proposed activity plan and understand the expectations set forth for this semester.

_____

Counselor Intern Date

Copies maintained by Counselor Intern, On-site Supervisor, and University Supervisor

INTERN ACTIVITY SHEET

This form must be attached to a final Internship Log (located on last page of manual) and submitted to the University Supervisor at the end of the semester.

Counselor Intern Name:_____

Name of Internship Site:_____

On-site supervisor Name:_____

Direct Services	**Direct Hours**
Individual Counseling	_____
Play Therapy	_____
Couples Counseling	_____
Family Counseling	_____
Group Counseling	_____
Parent/Teacher Consultation	_____
Classroom Guidance (School)	_____
Intake Session	_____
ARD, 504, GT, LEP, etc. meetings (School)	_____

=_____**Total Direct Hours**

Indirect Services	**Indirect Hours**
Supervision Total	_____
◈ Group Supervision hours	_____
◈ Individual Supervision hours	_____
Workshops/Training/Conferences	_____
Documentation/Recordkeeping	_____
Reading of relevant material	_____
Review of session recordings	_____
Making referrals	_____
Consultation with professionals	_____
System Support (School)	_____
Other (please list)	_____

=_____**Total Indirect Hours**

=_____**Total Hours Semester**

_____ _____

Counselor Intern Signature Date On-site Supervisor Signature Date

MID-SEMESTER EVALUATION OF COUNSELOR INTERN

In order to provide interns with feedback regarding their professional competencies and to keep the department informed as to the level at which our interns are performing in various internship placements, we request that On-Site Supervisors complete this form for this semester's internship. The completed form is to be discussed with the intern and then returned to the University Supervisor at the intern's final class meeting. Your cooperation and effort are greatly appreciated in this matter.

Counselor Intern: _____ Semester: _____

On-site Supervisor: _____ Agency/School: _____

Please use the following 5-point scale to assess this intern's counseling skills at the middle of the semester at your site.

1 – Poor for an intern of his/her training and experience

3 – Average for an intern of his/her training and experience

5 – Excellent for an intern of his/her training and experience

Ability to conceptualize and understand client dynamics	1	2	3	4	5	N/A
Theoretical understanding of counseling	1	2	3	4	5	N/A
Listening skills	1	2	3	4	5	N/A
Accuracy of clinical perceptions	1	2	3	4	5	N/A
Communication skills	1	2	3	4	5	N/A
Sensitivity to client concerns	1	2	3	4	5	N/A
Assessment skills	1	2	3	4	5	N/A
Self-understanding and awareness	1	2	3	4	5	N/A
Openness to supervision/feedback	1	2	3	4	5	N/A
Openness to evaluation	1	2	3	4	5	N/A
Quality of interaction with colleagues	1	2	3	4	5	N/A
Professional demeanor	1	2	3	4	5	N/A
Knowledge and practice of the Code of Ethics	1	2	3	4	5	N/A
Overall rating of intern's counseling performance	**1**	**2**	**3**	**4**	**5**	

Specific comments about the intern's performance at your agency/school would be very helpful. Please take a few minutes to give your impression about how this counselor intern has performed in your agency/school, his/her strengths and limitations, as well as your suggestions regarding ongoing training experiences for this intern. Should you require more space, feel free to attach additional comments to this form.

On-site Supervisor's Signature: _____

Date: _____

Counselor Intern's Signature: _____

Date: _____

Site Supervisor Evaluation of Counselor Intern
End of Semester Evaluation
Professional Counseling Program

TEXAS STATE UNIVERSITY

Site Supervisor:
Please rate the student according to the following scale based on the student's current level of professional development. Please be as objective as possible in your ratings, as this evaluation is used for the professional development of our internship students. After you have completed this form, please share your responses and rationale for your responses with the student. Students will then sign the form and submit it to their University supervisor to be placed in their internship folder.

Intern Name: _____ Date: _____

Site Supervisor: _____ Internship Site: _____

PROFESSIONAL CHARACTERISTICS

	POOR	INCONSISTENT	AVERAGE	STRONG	EXCELLENT
Preparation for counseling sessions	1	2	3	4	5
Preparation for supervision sessions	1	2	3	4	5
Willingness to seek consultation and/or supervision	1	2	3	4	5
Follows through with supervisor feedback and instruction	1	2	3	4	5
Interacts appropriately with clients	1	2	3	4	5
Interacts appropriately and professionally with staff on site	1	2	3	4	5
Interacts appropriately in group supervision	1	2	3	4	5

LEGAL AND ETHICAL BEHAVIOR

	POOR	INCONSISTENT	AVERAGE	STRONG	EXCELLENT
Adherence to legal standards	1	2	3	4	5
Adherence to professional ethical standards	1	2	3	4	5

PERSONAL CHARACTERISTICS

	POOR	INCONSISTENT	AVERAGE	STRONG	EXCELLENT
Self-awareness	1	2	3	4	5
Emotional stability	1	2	3	4	5
Self-control	1	2	3	4	5
Sense of self-confidence	1	2	3	4	5
Dependability	1	2	3	4	5
Preparation	1	2	3	4	5
Adaptability	1	2	3	4	5
Willingness to learn	1	2	3	4	5
Independence	1	2	3	4	5
Initiative	1	2	3	4	5
Responsible	1	2	3	4	5
Recognizes personal limitations	1	2	3	4	5
Ability to be a team player	1	2	3	4	5

COUNSELING SKILLS AND PROCESS

	POOR	INCONSIS TENT	AVERAGE	STRONG	EXCEL LENT
Genuine interest in clients	1	2	3	4	5
Ability to establish and maintain rapport	1	2	3	4	5
Ability to understand client's point of view	1	2	3	4	5
Ability to relate to diverse clients	1	2	3	4	5
Appropriately uses culturally responsive modalities	1	2	3	4	5
Has insight into a client's problems	1	2	3	4	5
Ability to modify counseling theories and interventions to make them culturally appropriate for clients and/or clients' presenting concerns	1	2	3	4	5
Applies skills in interviewing, assessment and case management from a systems perspective	1	2	3	4	5
Ability to select models/techniques appropriate to couples'/families' presenting problems (N/A)	1	2	3	4	5
Ability to use systems theories in case conceptualization	1	2	3	4	5

ASSESSMENT SKILLS AND PRACTICES

Ability to:	POOR	INCONSIS TENT	AVERAGE	STRONG	EXCEL LENT
Use clinical appraisal techniques to gather client information	1	2	3	4	5
Collect a biopsychosocial history	1	2	3	4	5
Assess for client danger to self/others	1	2	3	4	5
Use information to help clients with decision making	1	2	3	4	5
Acknowledge and have awareness of cultural bias in assessment protocols	1	2	3	4	5
Assess for addictions	1	2	3	4	5
Conduct a Mental Status Exam	1	2	3	4	5
Develop client goals that are measurable	1	2	3	4	5
Refer clients when necessary	1	2	3	4	5

SITE SPECIFIC KNOWLEDGE/SKILLS

	POOR	INCONSIS TENT	AVERAGE	STRONG	EXCEL LENT	
Ability to document/keep appropriate and timely client records	1	2	3	4	5	NA
Demonstrate understanding of site's functions	1	2	3	4	5	NA
Knowledge of in-house referral sources	1	2	3	4	5	NA
Knowledge of community referral sources	1	2	3	4	5	NA
Able to develop and implement a treatment plan	1	2	3	4	5	NA
Able to advocate appropriately for a client and/or couple/family	1	2	3	4	5	NA
Diagnostic skills	1	2	3	4	5	NA
Ability to work with families or family units	1	2	3	4	5	NA
Ability to counsel in a group setting	1	2	3	4	5	NA
Ability to interface with the legal system relevant to couple and family counseling	1	2	3	4	5	NA

Please answer the following questions:

What are the strengths of the student as an intern?

What areas need further development?

What recommendations would you make to enhance this student intern's development?

Student Intern Signature & Date: _____

Site Supervisor Signature & Date: _____

Supervisor Name & Credentials, Printed: _____

FINAL EVALUATION OF INTERN
(SCHOOL COUNSELING TRACK)

In order to provide interns with feedback regarding their professional competencies and to keep the department informed as to the level at which our interns are performing in various internship placements, we request that on-site supervisors complete this form for this semester's internship. The completed form is to be discussed with the intern and then returned to the university supervisor at the intern's final class meeting. Your cooperation and effort are greatly appreciated in this matter.

Intern's Name:_____ Semester:_____

School:_____ On-site Supervisor:_____

Please use the following 5-point scale to assess this intern's counseling skills at the end of the semester at your internship site.

1 – Poor for an intern of his/her training and experience

3 – Average for an intern of his/her training and experience

5 – Excellent for an intern of his/her training and experience

Program Planning

Organizes counseling program by assessing needs, setting goals, & formulating action plan

1 2 3 4 5 N/A

Provides accountability standards for school counseling program (evaluation, use of data, etc.)

1 2 3 4 5 N/A

Initiates and coordinates school wide counseling program (lessons, small groups, other activities)

1 2 3 4 5 N/A

Seeks input from teachers, administrators, and others in planning the school counseling program

1 2 3 4 5 N/A

Manages time effectively and provides services for all students in a timely manner

1 2 3 4 5

Counseling

Demonstrates knowledge of counseling theories by selecting appropriate models & techniques for individual and group counseling

1 2 3 4 5 N/A

Uses appropriate counseling processes for individual and group sessions to meet developmental, preventative, and remedial needs of students

1 2 3 4 5 N/A

Follows up individual and group counseling to monitor student progress

1 2 3 4 5 N/A

Demonstrates basic counseling skills (therapeutic relationship, empathy, reflection, etc.)

1 2 3 4 5 N/A

Consultation and Coordination

Demonstrates knowledge of consulting processes and techniques with students, parents, teachers, and administrators

1 2 3 4 5 N/A

Assists parents and teachers in understanding and responding to developmental needs of students

1 2 3 4 5 N/A

Advocates for all students

1 2 3 4 5 N/A

Makes appropriate referrals of students to school and community programs

1 2 3 4 5 N/A

Presents instructional/informational programs to parents, teachers, community (teacher in service, parent education, etc.)

1 2 3 4 5 N/A

Shares information about students appropriately and in confidential manner with school personnel, parents, and community agencies

1 2 3 4 5 N/A

Interprets testing results and other student data accurately for individual planning

1 2 3 4 5 N/A

Professional Practices

Adheres to ethical standards of the counseling profession

1 2 3 4 5 N/A

Follows laws, policies, and procedures which govern school programs

1 2 3 4 5 N/A

Openness to supervision/feedback and evaluation

1 2 3 4 5 N/A

Quality of interaction with colleagues

1 2 3 4 5 N/A

Professional demeanor

1 2 3 4 5 N/A

Overall rating of intern's counseling performance

1 2 3 4 5

Specific comments about the intern's performance at your agency/school would be very helpful. Please take a few minutes to give your impression about how this person performed in your agency/school, his/her strengths and limitations, as well as your suggestions regarding future training experiences for this intern. Should you require more space, feel free to attach additional comments to this form.

On-site Supervisor's Signature: _____

Date: _____

Counselor Intern's Signature: _____

Date: _____

**** This Internship Evaluation is to be completed by each Counselor Intern before the end of each semester.**

INTERN EVALUATION OF INTERNSHIP SITE

1) Intern's Name:_____ Phone #:_____

Date:_____ Email:_____

2) Internship site:_____

Internship site address:_____

Name, phone number and email of site contact person:_____

3) This evaluation describes my experience at the above-named site during the following semester of my internship experience (check only one):

First ___ Second ___ Third ___ Fourth____ More ___

4) Was this your final semester at this site? ___Yes ___ No

ENVIRONMENT/CLIMATE

Check the appropriate blank

5) During which week did you reach 50% of your total direct contact hours?

First_____ Second_____ Third_____ Fourth_____ Fifth or later_____

I never reached 50% of my direct contact hours this semester _____

6) Types of client/student problems with which you worked this semester (check all that apply):

_____Academic concerns (e.g., scholarship/financial aid, academic/career planning, scheduling, testing/placement, graduation issues, etc.)
_____Adjustment disorders (e.g., adjusting to divorce, adjusting to a new school, job or community, grief, transition issues, etc.)
_____Adult-child conflicts (including parent-child & student-teacher conflicts)
_____Anger/Conflict management & resolution problems
_____Anxiety disorders of adulthood (e.g., panic disorder, social phobia, PTSD, etc.)
_____Anxiety disorders of childhood and adolescence
_____Bipolar disorders (including cyclothymia)
_____Psychotic disorders (e.g., schizophrenia, paranoia, etc.)
_____Depressive disorders of childhood and adolescence
_____Depressive disorders of adulthood
_____Developmental disorders (e.g., academic skills disorders, other learning disabilities)
_____Disruptive behaviors (e.g., "hyperactivity", conduct disorder, disruptive classroom behavior, etc.)
_____Dissociative disorders (e.g., fugue, depersonalization, etc.)
_____Eating disorders (e.g., anorexia, bulimia, severe dieting, excessive exercise, etc.)
_____Emotional/Physical/Sexual abuse and related problems
_____Legal problems (e.g., gang related problems, probation)
_____Psychoactive substance dependence disorders (e.g., alcohol, cocaine, etc.)

ENVIRONMENT/CLIMATE (cont'd)

Circle the appropriate number.	Seldom	Often	Consistently	N/A
7) Interns are treated respectfully by the clients/students.	1	2	3	N/A
8) The intern feels the staff supports intern involvement in the agency/school.	1	2	3	N/A
9) Physical facilities are available for intern use (e.g., office, office supplies, etc.)	1	2	3	N/A
10) The intern feels that the administration at the internship site supports the training program.	1	2	3	N/A
11) Interns receive clerical support.	1	2	3	N/A
12) The intern feels there is camaraderie among staff at the internship site.	1	2	3	N/A
13) Staff members act professionally and ethically toward clients/students at all times.	1	2	3	N/A
14) Staff members act professionally and ethically toward interns at all times.	1	2	3	N/A
15) Staff members act professionally and ethically toward each other at all times.	1	2	3	N/A

Comments or recommendations on environment/climate at internship site:

ENVIRONMENT/CLIMATE (cont'd)

Circle the appropriate number.	Seldom	Often	Consistently	N/A
16) The site provides appropriate references, books and materials.	1	2	3	N/A
17) This site is consistent in its treatment programming.	1	2	3	N/A
18) The site provides an adequate forum for discussing treatment related issues.	1	2	3	N/A
19) The site gives interns adequate guidance on ethical issues.	1	2	3	N/A
20) There are sufficient clients for interns.	1	2	3	N/A
21) The site appropriately uses various therapeutic techniques and approaches.	1	2	3	N/A
22) Client/student problems are appropriate to the intern's level of training.	1	2	3	N/A
23) The on-site supervisor helps the intern set goals for supervision and facilitated the intern's professional development.	1	2	3	N/A
24) The professional staff is readily accessible to the intern.	1	2	3	N/A
25) The staff maintains regular contact with the intern.	1	2	3	N/A

Comments or recommendations on environment/climate at internship site:

my preparation for this internship experience as:

_____ Adequate_____ Good_____ Excellent_____

27) To what courses/experiences do you attribute your preparedness?

28) What improvements, new courses and/or new experiences do you believe are needed to improve your professional preparedness for internship placement?

**** This Internship Evaluation is to be completed by each Counselor Intern before the end of each semester.**

INTERN EVALUATION of SITE SUPERVISOR

Intern's Name _____ Date_____

Phone # _____ Email_____

Internship Site _____

Supervisor's Name _____

This evaluation describes my experience with the above-named supervisor during the following semseter of internship (check one): _____First _____Second

Was this your final semester of internship: _____Yes _____No

Directions: Circle the number that best represents your thoughts concerning the clinical supervision you received. After completing the form, please return it to your Internship Instructor.

Strongly agree = 1 Agree = 2 Disagree = 3 Strongly disagree = 4

Personal and Professional Development	
1. Accepted and respected me as an individual.	1 2 3 4
2. Recognized and encouraged further development of my unique strengths and capabilities.	1 2 3 4
3. Helped me define and achieve specific concrete goals for myself during the internship experience.	1 2 3 4
4. Allowsed me to discuss problems I encounter in my internship setting.	1 2 3 4
5. Helped me define and maintain an ethical behavior.	1 2 3 4
6. Allowed and encouraged me to evaluate my clinical work.	1 2 3 4
7. Explained their criteria for evaluation clearly and in behavioral terms.	1 2 3 4
8. Applied their criteria in a reasonable way in evaluating my counseling performance.	1 2 3 4
9. Helped me identify clinical strengths.	1 2 3 4
10. Helped me identify and achieve areas for personal and professional growth.	1 2 3 4
11. Identified and challenged my biases in helpful ways.	1 2 3 4

Supervisor Relationship & Usefulness of Feedback	
12. Used live observations, tape processing, and case material in way which are insightful and informative.	1 2 3 4
13. Pointed out when me when I was doing something effective.	1 2 3 4
14. Encouraged and listened to my ideas and suggestions for developing my skills.	1 2 3 4
15. Encouraged me to expand my clinical work to include new techniques when appropriate.	1 2 3 4
16. Gave me useful feedback when I made clinical errors	1 2 3 4
17. Focused on both verbal and nonverbal behavior expressed by me and my clients.	1 2 3 4
18. Helped me identify and organize relevant case data as I develop treatment plans with my clients.	1 2 3 4
19. Helped me increase my skill in critiquing and gaining insight from my audio/video tapes.	1 2 3 4
20. Gave input in a constructive and helpful manner.	1 2 3 4
21. Maintained clear professional boundaries.	1 2 3 4
Conceptual/Theoretical/Cultural Perspective	
22. Helped me to formulate a theoretically sound rational for understanding individual, couple, and family behavior (as clinically appropriate).	1 2 3 4
23. Helped me look at culture, context, privilege, and power in therapeutic relationships.	1 2 3 4
24. Helped me recognize systems of privilege and oppression in clients' lives.	1 2 3 4
25. Helped me develop/enhance cultural humility.	1 2 3 4
26. Helped me develop/enhance multicultural competencies.	1 2 3 4
27. Guided me in integrating research into practice.	1 2 3 4
Administrative Issues	
28. Was dependable for weekly supervision (e.g., on time, made appointments).	1 2 3 4
29. Was available for emergencies and urgent matters.	1 2 3 4
30. Helped me to make a good use of our time.	1 2 3 4
31. Helped me negotiate relationships with colleagues/co-therapists as needed.	1 2 3 4
32. Guided me in administrative matters (e.g., paperwork).	1 2 3 4

Overall, I would rate my supervisor as:

4=Highly Capable 3= Capable 2= Adequate 1= Less than Adequate

Would you prefer this supervisor again? If no, please explain

Additional Comments:

Camp Evaluation

Student Name: _____ Camp Site: _____

This form is used to assess a student practitioner's counseling skills at a camp site.

Ratings: N – Not applicable/No opportunity to observe; O – Does not demonstrate this skill; 1 – Demonstrates this skill minimally; 2 – Demonstrates this skill variably; 3 – Demonstrates this skill consistently

Skill/Disposition	Skill/Disposition Description	Rating
Multicultural Competency	Demonstrates awareness, appreciation, & respect of cultural differences. Engages in broaching when appropriate.	
Professional Ethics	Adheres to the ethical guidelines of the ACA, ASCA, & AAMFT. Demonstrates consistent ethical behavior & judgment.	
Confidence	Demonstrates appropriate levels of self-assurance and trust in own ability.	
Adherence to Site Policies	Demonstrates adherence to all site policies & procedures.	
Adaptability and Flexibility	Demonstrates ability to adapt to changing circumstances, unexpected events, & new situations.	
Supervision	Takes initiative to seek supervision to improve counseling skills.	
Openness to Feedback	Responds non-defensively & changes behavior in accordance with supervisory feedback.	
Motivation	Demonstrates enthusiasm for professional and personal growth & development.	
Therapeutic Relationship Building	Demonstrates ability to create a therapeutic alliance (e.g., safety, connection, trust, respect) with clients.	
Basic Skills	Demonstrates appropriate use of basic skills, such as reflecting content, feeling, and meaning..	
Recognition of Client Resources	Identifies and acknowledges client strengths and resources to support client success.	
Questions	Demonstrates appropriate use of open-ended and close-ended questions, with an emphasis on open-ended questions.	
Interventions	Facilitates interventions that allow clients to express themselves verbally and nonverbally, and that facilitate movement toward goal.	

Comments:

_____ _____

Student Signature Date

_____ _____

Site Supervisor Signature Date

Student Name:	Week of: to
Practicum/University Supervisor:	Group/On Site Supervisor:

Practicum & Internship Weekly Log

For each activity, document the total number of hours engaged in each activity for each day. For special activities (i.e. seminars, workshops, etc.), list the title as well as the hours spent. Total the activity hours per week, as well as cumulatively, across EVERY row. * For Internship, the on-site supervisor must sign off on each weekly log.

FIELD SITE		MON	TUE	WED	THUR	FRI	SAT	SUN	WEEKLY TOTAL	PREVIOUS WEEK	CUMULATIVE TOTAL
Direct	**Enter Date:** mm/dd/yy	/ /	/ /	/ /	/ /	/ /	/ /	/ /			
	• Client(s)-Individual *Intake sessions										
	• Client(s)-PlayTherapy										
	• Client(s)-Couple										
	• Client(s)-Family										
	•Client(s)-Group/ Classroom Guidance										
Cumulative Direct Hours										+	=
	• Group Supervision (including class time)										
	• Individual Supervision										
	• Observation • Consultation										
	• Workshops or Seminars Attended										
	• Reading/research										
	• Making referrals • Systems Support										
	• Recordkeeping										
	• Other:										
Cumulative Indirect hours										+	=
									Direct + Indirect Hours = Total		

* (Internship) On-Site Supervisor Signature:_____ Date:_____