

Community internship agreement **Guidelines for the Community Counseling Internship (G550)**
Indiana University
Department of Counseling and Educational Psychology
Masters in Counseling and Counselor Education

The community counseling track of the Master of Science degree program requires students to complete a 600 hour supervised internship that begins after successful completion of the student's practicum. Consideration is given to internship sites that offer opportunities for students to engage in both individual counseling and group work. The internship provides an opportunity for the student to perform, under supervision, a variety of professional activities that regularly employed staff members in the setting would be expected to perform. We are committed to placing students in agencies and schools in which site supervisors are interested in, and committed to, providing a quality training experience. In addition to working with the assigned site supervisor, each intern meets individually on a monthly basis with a faculty supervisor. For additional information, please contact Catherine Gray at 812-856-8547 or by email at catgray@indiana.edu.

Requirements for Students and Participating Community Sites

Internship experiences may vary according to the needs of the individual student and those of the internship site. Listed below, however, are the general requirements of all students enrolled in the community counseling internship program.

1. Prior to beginning internship, all students must have returned the signed internship agreement to Catherine Gray (EDUC 0028).
2. Students are required to purchase personal liability insurance. Low cost student liability policies are available online through HPSO www.hpso.com/quick_quote/ or by calling 1-800-982-9491. Proof of insurance must be on file in the field placement office (EDUC 0028) prior to beginning internship.
3. The internship must consist of a minimum of 600 on-site hours (approximately 20 hours per week) with a minimum of 240 hours of direct client contact. The number and distribution of hours spent weekly at the site is negotiable between the intern and the agency, as long as the total number of hours is at least 600. The hours should be performed during one academic year (an academic year follows the participating school's calendar).
4. The intern's duties should include those regularly performed by a counselor at the site. Typical professional activities include individual and group counseling, consultation, assessment, crisis intervention, program development and provision of outreach and community education services.
5. The intern must be assigned a supervisor of record who will provide for the intern's supervision. The supervisor of record must possess a minimum of a master's degree in counseling or a related service field (e.g., psychology, social work, marriage and family therapy) and a minimum of two years of pertinent professional experience.

6. Interns must receive a minimum of 60 minutes of face-to-face supervision each week. During these meetings, the supervisor is expected to review the intern's work through discussion of activities, review of notes, reports and other written documents, and, if possible, review of video taped or audio taped work samples. Hours spent in supervision are counted toward the total number of on-site hours. Other counselors, in addition to the supervisor of record, may

provide supervision to the intern; however, the supervisor of record must monitor their supervision activities.

7. Interns may receive a salary or stipend for their services or may perform the internship without remuneration.
8. Interns must be enrolled in G550 Internship in Counseling during the period in which the internship is performed and attend monthly supervision seminars. A total of six credits of G550 must be completed by the conclusion of the internship.
9. The intern must maintain a weekly time/activity log of internship experiences, recording the number of hours spent in the different professional activities.
10. Interns are encouraged to enroll in G598 (Seminar on Professional Issues) preferably during the first semester of their internship.
11. Interns must be formally enrolled in the Graduate division of the Indiana University School of Education, in a degree-granting program in the Department of Counseling and Counselor education, unless special arrangements are made with the Counselor Education faculty.
12. Routine administrative tasks normally performed by the counselors may be counted when computing internship hours. However, because the internship is intended primarily to enhance the intern's counseling and related skills, such tasks should be minimal.

The following is requested of all internship sites:

1. Assign a primary supervisor of record who will provide for the intern's supervision as noted above.
2. Familiarize the intern with the agency's policies and procedures and discuss any special ethical and/or legal issues the student should be aware of when working with the target population.
3. Interns must be allocated sufficient space, materials, and staff support to conduct their activities and counsel clients in a confidential and professional manner.
4. Provide opportunities for the intern to meet the internship experience requirements for counseling and other direct service activities. Where possible, include intern in case conferences, staffings, etc.
5. Participate in periodic evaluations of the intern's performance, including a formal final evaluation using a form supplied by the Field Placement Director.

Suggestions for Structuring the Internship Experience

Although it is not required that specific amounts of time be spent in particular activities, it is suggested that the intern's time on-site be distributed to approximate the following:

Individual/Group Counseling 250-300 hours

Assessment 50-100 hours

Consultation and Outreach 50-60 hours

Supervision 50-60 hours

Other Professional Activities 50-100 hours

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These activities should include the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

Requirements of the Counselor Education Faculty

The intern will be assigned to a faculty supervisor in the Department of Counseling and Counselor Education. The faculty supervisor is expected to:

1. Maintain regular contact with the intern and the participating agency to monitor the intern's activities and professional development.
2. Arrange and conduct monthly group supervision seminars (G550).
3. Obtain periodic evaluations of the intern's performance, including a formal final evaluation, from the on-site supervisor of record and other supervisors.
4. In conjunction with the Field Placement Director, respond to problems and concerns raised by the agency with regard to the intern's performance and other matters pertaining to the internship.
5. Issue a final evaluation of the intern's performance.
6. Participate in the intern's supervision and assist the agency in a manner that facilitates the progress of the intern.

If any questions or problems arise regarding the student's responsibilities or performance, or the internship site's responsibilities, please contact Catherine Gray, Field Placement Director, by phone at 812-856-8547 or by email at catgray@indiana.edu.

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