

G647 Advanced Counseling Internship Guidelines
Indiana University Department of Counseling and Educational Psychology
Master's in Mental Health Counseling and Counselor Education

The advanced internship is designed for students who have completed two semesters of G647 and who plan to pursue licensure as a Mental Health Counselor in Indiana. This packet contains information and guidelines for students and organizations interested in participating in the advanced internship program offered by the Department of Counseling and Educational Psychology at IU. Consideration is given to internship sites that offer opportunities for students to engage in both individual counseling and group work. The advanced 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 where 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 Director of Field Experience (DFE) Andy Bosk at abosk@iu.edu or 812-856-8035.

Requirements of Advanced Interns and Participating Sites

1. Before starting advanced internship, students must have returned the advanced internship agreement form to Andy Bosk at abosk@iu.edu.
2. The advanced internship consists of a minimum of 300 on-site hours with a minimum of 120 hours of direct client service in the provision of mental health services.
3. The number and distribution of hours spent weekly at the site is negotiable between the advanced intern and the site, as long as the overall number of hours is at least 300.
4. The advanced intern's duties should include those regularly performed by a mental health 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. Advanced interns are required to purchase personal liability insurance. Low cost student liability policies are available online through HPSO: <http://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description> or by calling 1-800-982-9491.
6. The advanced intern must be assigned a supervisor of record who will provide for the advanced intern's supervision. The supervisor of record must be a licensed and/or certified master's level or doctoral level: mental health counselor, clinical social worker, marriage and family therapist, psychologist, psychiatrist, clinical nurse specialist in psychiatric or mental health nursing, or other equivalent mental health professional that has been approved by the Director of Field Placement.
7. Other staff members, in addition to the supervisor of record, may provide supervision to the advanced intern; however, the supervisor of record must monitor their supervision activities. Advanced 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 advanced intern's work through discussion of activities, review of notes, reports and other written documents, and, if possible, review of videotaped or audiotaped work samples. Hours spent in supervision are counted toward the total number of on-site hours.

8. Site supervisors are expected to participate in periodic evaluations of the intern's performance, including a formal final evaluation using a form supplied by the Field Placement Director.
9. 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.
10. Advanced interns must be allocated sufficient space, materials, and staff support to conduct their activities in a confidential, effective manner.
11. Advanced interns may receive a salary or stipend for their services or may perform the internship without remuneration.
12. The advanced intern must be formally enrolled in the Graduate division of the Indiana University School of Education, in a degree-granting program, unless special arrangements are made with the Counselor Education faculty.
13. The advanced intern must be enrolled in G647 Advanced Internship in Counseling during the period in which the internship is conducted.
14. The advanced intern must maintain a weekly time/activity log of internship experiences, recording the number of hours spent in the different professional activities.

Requirements of the Indiana University Faculty

The advanced 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 advanced intern and the participating site to monitor the advanced intern's activities and professional development;
2. Facilitate monthly group supervision seminars (G647 class);
3. Obtain periodic evaluations of the advanced intern's performance, including a formal final evaluation, from the on-site supervisor of record and other supervisors;
4. Respond to problems and concerns raised by the participating site with regard to the advanced intern's performance and other matters pertaining to the internship;
5. Issue a final evaluation of the advanced intern's performance; and
6. Participate in the advanced intern's supervision and assist the agency in a manner that facilitates the progress of the advanced intern.

If any questions or problems arise regarding the student's responsibilities or performance, or the advanced internship site's responsibilities, please contact Andy Bosk, Director of Field Experience, at 812-856-8035 or abosk@iu.edu.

**G647 Advanced Counseling Internship Agreement
Indiana University Department of Counseling and Educational Psychology
Master's in Counseling and Counselor Education**

This agreement is established between:

1. the Counseling and Counselor Education Program, School of Education, Indiana University,
2. _____, a graduate student in said Program, and
3. _____, the Participating Agency.

Participating Agency:

On behalf of the Agency, I indicate by my signature below that I have read the requirements for the counseling internship described in the attached guidelines and requirements document and that I have explained same to those persons in the Agency who will be involved in the conduct of the internship. Our questions about the internship requirements have been answered to our satisfaction and the Agency will abide by them when providing an internship to the above-named student. I understand that the Agency may replace the supervisor of record upon written notice to the Director of Field Experience of the Counseling and Counselor Education Program, School of Education, Indiana University. I understand that modifications to the internship requirements described in the attached document may be made only after written agreement between this Agency, the intern, and the Counselor Education Program. ***I understand that students should never be requested to furnish personal contact information (cell phone number or email address) to any of their clients.***

Intern:

By my signature below, I indicate that I have read and understand the internship requirements described in the attached guidelines and requirements document. My questions about the internship requirements have been explained to my satisfaction and I agree to abide by same when performing an internship in the above-named Agency.

Counseling and Counselor Education Program:

On behalf of the faculty of the Counseling and Counselor Education Program, School of Education, Indiana University, I have read and understand the advanced internship requirements described in the attached guidelines and requirements document and have explained them to those persons in the Program who will be involved in the conduct of the internship. Our questions have been answered to our satisfaction and we will abide by all previously referenced requirements and guidelines when providing an internship to the above-named intern. Furthermore, we agree with the arrangements the Agency has made with regard

