



# **GUIDELINES FOR WRITING THE REPORT OF INTERNSHIP ACTIVITIES**

Revised October 2009

Master of Science in Counseling Psychology

Frostburg State University

Frostburg, Maryland 21532-1099

<http://www.frostburg.edu/dept/psyc/graduate/intern.htm>  
(click on *Guidelines for Writing the Internship Activities Report*)

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WHAT YOU SHOULD KNOW BEFORE YOU START YOUR PAPER

Over the years the *Guidelines for Writing the Report of Internship Activities* has changed, thus you need to be careful to follow the format in **THIS CURRENT GUIDELINE** instead of relying on the format of previous students' final papers. The aim of your paper is to provide the graduate faculty with a demonstration of your ability to conceptualize and integrate what you have learned in the program and at your internship site. In general, the graduate faculty will be looking for your ability to develop appropriate treatment goals and follow through with what you have developed. In addition, they will be looking for your ability to communicate in a clear, concise, and organized fashion as expected of professional counselors.

With your permission, your paper will be kept in the Psychology Department for future graduate students to read. After your exit interview, and following the final approval of your paper, please e-mail a copy to [ccapacchione@frostburg.edu](mailto:ccapacchione@frostburg.edu) (M.S. Program Administrative Assistant) so that we can keep an electronic version as well. The paper should be single spaced, type, and follow APA format style when applicable. You do not include your internship proposals; these will be added to your final paper after you submit it. Please note, it is important to watch the verb tense consistency in your paragraphs; be sure to write in the past tense when you are referring to past events such as counseling strategies used.

It is your responsibility to ask a second M.S. Faculty member to be your second reader as a member of your exit interview. As faculty are limited as to the number of exit committees they can serve on, it is important to ask early in this process.

You will be required to have your paper read by two members of the M.S. Faculty. The first person to review your paper will be your faculty advisor. Once you have made all revisions, and have had it approved by your advisor, you are to submit a complete copy of your paper to your second reader **at least one week** prior to your exit interview. Please see each semester's M.S. Calendar for paper deadlines.

## **SAMPLE TITLE PAGE**

REPORT OF INTERNSHIP ACTIVITIES

at

Name of Site(s)

Presented to

THE FACULTY OF THE COUNSELING PSYCHOLOGY PROGRAM

FROSTBURG STATE UNIVERSITY

In partial fulfillment

of the requirements for the degree of

MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY

FACULTY ADVISOR: (your faculty advisor's name here)

SECOND READER: (second reader's name here)

By

(your name here)

(Date – month/day/year)



Master of Science in Counseling Psychology  
101 Braddock Road  
Frostburg, Maryland 21532-1099  
301-687-4446  
FAX: 301-687-7418

**INTERNSHIP PAPER RELEASE FORM**

I hereby give my permission to allow students and faculty in the M.S. Counseling Psychology Program to have access to my internship paper to enable them to benefit from my internship experience. I fully understand that once I have graduated from Frostburg State University, my internship paper will become property of the program, and students will be permitted to sign out my internship paper with the understanding that it must be returned to the Program Coordinator's office.

Name \_\_\_\_\_

Date \_\_\_\_\_

-----

I *do not* agree to allow my internship paper to be accessible to faculty or students in the M.S. Counseling Psychology Program.

Name \_\_\_\_\_

Date \_\_\_\_\_

## SAMPLE TABLE OF CONTENTS

### TABLE OF CONTENTS

Internship Paper Release Form

- I. Summary of Internship Experiences
  - A. General Description of Cases .....page #
  - B. Evaluation of Internship Experience..... page #

Note: if you had more than one internship site, you will need to complete a separate summary of internship experiences (including both A & B) for each site. Use each site names as headers.

- II. Case Summaries
  - A. First Case Summary .....page #
  - B. Second Case Summary .....page #
- III. Self Evaluation.....page #
- IV. Evaluation of the M.S. Program in Counseling Psychology .....page #
- V. Appendix
  - Psychological Evaluations (if part of your internship experience).....page #

## I. SUMMARY OF INTERNSHIP EXPERIENCES:

A. General Description of Cases: Summarize the types and number of cases you had at your internship site, along with the treatment modalities you utilized. If you have two internship sites, you should have two summaries. Do not list each individual case. If any special circumstances occurred, it would be appropriate to describe them here; for example, making educational presentations as part of outreach activities or being on call for crisis intervention.

B. Evaluation of the Internship Experience: This should be your evaluation of the internship site which describes your experience there. In this section, specifically address case management supervision provided by your site. Include access to your supervisor(s), supervision topics and your evaluation of the quality of supervision received. This will provide helpful information to other prospective interns who may want to intern at the site in the future. In addition, it provides useful information to the M.S. Faculty on how well the internship site meets the program's desired goals for interns.

## II. CASE SUMMARIES:

This briefly describes how to write the case summaries. See pages 11-21 on how to specifically write up each type of case.

Interns are to write up one individual case summary and one multi-client case summary (i.e., on a group, family, or couple). The type of case summary you choose to write about for each semester will depend upon the emphasis at your internship site. You will also need to include one formal psychological evaluation if you performed this type of assessment at your site (including an example of a psychological report as an appendix). Overall, the M.S. Faculty is looking for a sample of case summaries that represent the diversity and range of work you completed at your internship site. To ensure that your final paper reflects the diversity and range of work at your internship site, consult with your faculty advisor before you begin to write your case summaries.

The standard length of each case summary is 5-8 pages, depending upon the complexity of the case and the duration of your intervention. For each summary, clearly label whether it is an individual, couples, family, or group case. When a case transitions from one type to another type (e.g., individual to family), it is appropriate for you to include relevant material from all contacts, though you may be conceptualizing the case from one perspective. An introduction to the case summary should set the stage for this type of transition. Please write in a clear and concise manner; avoid being wordy or using repetitious statements.

**It is essential to conceal the identity of each client discussed; therefore, do not use the client's actual name, initials, or other information that could reveal their identity.**

Client confidentiality must be maintained throughout your paper. In addition to not using their name or initials, you would not write about a 45 year old man who is the principal of a local high school because the identity of the man could potentially be revealed. (You would be surprised at how small our world is.) The main objective is to try to make it impossible for anyone to identify your clients. If you cannot do this, then do not write about them. Also, be sure to type at the top of each case summary: **CONFIDENTIAL: FOR PROFESSIONAL USE ONLY.**

### III. SELF-EVALUATION:

Assess your own strengths, needs, and goals (both short- and long-term) that are relevant to you as a helping professional. It is helpful to take a developmental perspective when writing this section (i.e., reflect upon your professional and personal development over the course of your involvement in the program).

**As a separate paragraph in this section, include a summary of your personal growth experience that is required by the program.**

Your written evaluation of your personal growth experience is the means through which faculty monitor students' compliance with the program requirements. First, describe your personal growth experience. Second, describe some specifics as to how your experience affected your development as a professional counselor.

### IV. EVALUATION OF THE M.S. COUNSELING PSYCHOLOGY PROGRAM:

This is an important part of your paper as it gives faculty information about what is working well in the program, as well as what changes may need to be considered. In this section, it is very important to address both program's strengths and needs.

#### Part I:

- A. Please describe up to three aspects of the M. S. program that you consider to be strengths.
- B. Please describe up to three aspects of the M. S. program that you would like to see changed. Please attempt to fashion a recommendation for improvement to match each aspect you would like to see changed.

#### Part II:

- A. Scaled Responses:  
Please rate each of the following on a 10-point scale.  
1 = extremely poor                      10 = excellent

\_\_\_\_\_ M. S. faculty advising & supervision



- \_\_\_\_\_ M. S. program coordinator
- \_\_\_\_\_ Lewis J. Ort Library
- \_\_\_\_\_ FSU computing services & Help Desk
- \_\_\_\_\_ PAWS
- \_\_\_\_\_ Guild Center facilities (classrooms, observation/two-way mirror rooms and video tape equipment)
- \_\_\_\_\_ University (not Psychology Department) administrative support (e.g., FSU financial aid, admissions, registrar)

INDIVIDUAL CASE SUMMARY FORMAT
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- I. IDENTIFYING INFORMATION:
  - A. Client's Name (**Fictitious** \*)
    - Race
    - Sex
    - Age
    - Education
    - Current Work Situation
    - Marital Status; Children
    - Physical Description
  - B. Intern Name
    - Number of Sessions (date began/end, or continuing)
    - Site Supervisor: Name and Title
    - University Supervisor: Name and Title
    - Internship Site
- II. Reason for Referral: This section should briefly describe how the client became known at your internship site.
- III. Presenting Problems/Symptoms: This section should briefly describe the nature of the client's problem and any symptoms he/she may be experiencing.
- IV. Pertinent Medical Information: This section should include any information that may be relevant in developing a clear picture of the client's presenting issue, such as information on current physical health.

\*Note, you are to both use a fictitious name and type the word Fictitious to ensure all readers know you have made up this name.

- V. Psychosocial History: This section should be set up with the following headings:
- A. Living Situation
  - B. Family History
  - C. Developmental History (example: were milestones met)
  - D. Social History (friends, community, church, etc.)
  - E. Education History
  - F. Employment History (include military history)
- VI. Psychiatric History:  
This section should include prior psychological/psychiatric treatment experiences (e.g., in-patient, out-patient, self-help groups), any relevant assessment information (e.g., psychological testing, formalized social/family observations), and history of substance abuse or dependency.
- VII. Treatment Formulation:
- A. Diagnosis: Provide your DSM-IV diagnosis (all 5 Axes), your assessment and interpretation of the client's problem.
  - B. Prognosis: This should be based on your initial sessions with your client and is to include both positive prognosticators and limiting factors of treatment in separate sections with these headings.
  - C. Treatment Issues and Goals: In this section, you will formulate your client's problems and project the desired outcomes. This will reflect the issues and goals that you and your client have decided to address in treatment. That is, the stated treatment goals should logically connect to the stated treatment issues.
- EXAMPLE: The following is an excerpt from a previous student's paper, which demonstrates the M.S. Faculty's expectations for Treatment Issues and Goals.

Treatment Issues and Goals:

  1. Alcohol related issues: maintain abstinence; learn about addiction.
  2. Enhance self-sufficiency: obtain education and new employment, move out of parents' house.
  3. Alleviate shyness and enhance assertiveness: set boundaries with mother regarding children.
- VIII. Counseling Strategy: This section should outline the techniques you employed to meet the above treatment issues and goals outlined in section VII C. Thus, for each problem issue you would state the techniques you utilized, along with a brief statement on the rationale for your choice.

**EXAMPLE: Counseling Strategy**

To deal with her alcohol related issues, the primary modality utilized was to present the client with didactic information regarding various alcohol-related topics...

The client was given information regarding the various resources available to her to pursue financial assistance for housing and educational aspirations...

Her irrational beliefs, over-generalizations, and tendency to predict the future, which all served to impact negatively on her self-esteem and social interactions, were all confronted. She was given the opportunity to experiment with new behaviors and approaches to social situations.

**IX. Course of Counseling:**

A. Write a brief summary of the client's response to treatment.

B. Counseling Notes: Write a brief summary of some, but not all, sessions. The number of sessions summarized will depend on the total number of sessions you have had with your client. For example, if you see a client weekly for eight months, a note every three to five sessions would be appropriate, or you could summarize the sessions that demonstrated a turning point in treatment. On the other hand, if you see a client for only a few, intensive encounters (e.g., hospice or career counseling), it would be appropriate to include your notes on all sessions. Alternatively, you could combine several sessions together into a summary.

Session notes should not be over six sentences in length, and are to be written in complete sentences. These notes are to reflect the treatment issues and goals identified in section VII C. In addition, your session summaries need to reflect the interventions you utilized and your client's response to treatment. For example, you would include the strategy you identified in section VIII, note the client's response to treatment, and then indicate the follow-up plan for the next session (when applicable).

C. Change in Counseling Plan: This section should indicate any changes in the treatment from what was initially established in section VII C or VIII. Include the date and rationale for any changes.

X. Termination and Follow-up Recommendations: This section should briefly describe the last session you had with your client and any recommendations that you suggested.

XI. Up-dated Information: This section would include any information that becomes available to you after you have written the case summary, and for which you have knowledge before your exit interview.

XII. Counselor's Learning and Insights: This section should include any significant "learnings" you experienced while working with your client.

FAMILY CASE SUMMARY FORMAT
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- I. Identifying Information: Write a separate section for EACH member of the family who attended at least one meeting of the family.
  - A. Client's Name (Fictitious)
    - Race
    - Sex
    - Age
    - Education
    - Current Work Situation
    - Marital Status; Children
    - General Physical Description
  - B. Intern Name
    - Number of Sessions (date began/end, or continuing)
    - Site Supervisor: Name and Title
    - Co-Therapist: (when applicable)
    - University Supervisor: Name and Title
    - Internship Site
- II. Reason for Referral: This section should briefly describe how the client became known at your internship site.
- III. Membership: Include a brief description of each member's issue(s) and style of interaction, as well as how each member contributes to the system's dynamics.
- IV. Family Processes Identified: Depending upon the systems approach you take, briefly describe the family's system. For example, you could describe any of the following: marital subsystem, parental subsystem, sibling subsystem, alignment, family roles (i.e., scapegoat, lost child, etc.), parentified child, etc.. (Note: This is not an all inclusive list.)
- V. Family Issues and Goals: Briefly identify the family's issues and their established goals for therapy. This section will be similar to an individual case summary but will be written from a family systems' perspective.
- VI. Strategies Employed: Briefly describe the strategies you employed, stating the rationale for each, and how it relates to the family's identified issues and treatment goals.
- VII. Family Dynamics and Change: This section should describe the family's system and the strategies you employed to affect change in their system/presenting issue(s). You should note any changes made within the family unit.
- VIII. Termination and Follow-up Recommendations: This section should briefly describe the last session you had with the family and any recommendations that you suggested.

- IX. Up-dated Information: This section would include any information that has become available to you after you have written the case summary, and for which you have knowledge before your exit interview.
- X. Counselor's learning and insights: Again, this section should indicate any significant “learning” you experienced while working with the family.

<b>GROUP CASE SUMMARY FORMAT</b>
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Therapy groups may follow different formats. Therefore, three possible group case summaries are given. The first is for a process group, the second is for a psychoeducational group, and the third is for a support or self help group. The format that you use will depend on the type of group that you participate in during your internship.

### **GROUP CASE SUMMARY (PROCESS)**

- I. Identifying Information: Write a separate section for each group member (i.e., if there were six group members have an A1 – A6, a separate A section for each of the six clients).
- A. Client's Name (Fictitious)  
 Race  
 Sex  
 Age  
 Education  
 Current Work Status  
 Marital Status; Children  
 General Physical Description
- B. Intern's Name (only 1x)  
 Number of Sessions (date began/end or continuing)  
 Site Supervisor: Name and Title  
 Co-Therapist (when applicable)  
 University Supervisor: Name and Title  
 Internship Site
- II. Type, Purpose, and Goals: Describe the group format (e.g., open, closed, short- or long-term), the general purpose of the group (e.g., grief, assertiveness, etc.), and the goals of the group.
- III. Membership: Write a brief description of each member's role in the group and his/her interactive style.
- IV. Group Strategies Employed: Briefly describe any strategies you employed. For example,

example, you could describe any of the following strategies: didactic, icebreaker exercises, stress induction, sculpting, homework, etc. (Note: This is not an all inclusive list.)

- V. Group Dynamics: Write about the dynamics of the group and changes each member made as a result of being a member of the group.
- VI. Counselor's Learning and Insights: This section should indicate any significant “learnings” you experienced while working with the group.

### **GROUP CASE SUMMARY (PSYCHO-EDUCATIONAL)**

- I. Identifying Information: Write a separate section for each group member (i.e., if there were six group members have an A1 – A6, a separate A section for each of the six clients).
  - A. Client's Name (Fictitious)
    - Race
    - Sex
    - Age
    - Education
    - Current Work Situation
    - Marital Status; Children
    - General Physical Description
  - B. Intern's Name (1 time)
    - Number of Sessions (date began/or continuing)
    - Site Supervisor: Name and Title
    - Co-therapist (when applicable)
    - University Supervisor: Name and Title
    - Internship Site
- II. Type, Purpose and Goals: Describe the group format (e.g., open, closed, short-or long-term), the general purpose of the group (e.g., grief, sex offenders, etc.), and the goals (objectives) of the group.
- III. Group Leader's Role: This section should briefly describe your style of interacting with the group (e.g., directive, reinforcing, etc.) and your leader functions.
- IV. Activities: Briefly describe any activities you employed (e.g., bibliotherapy, work sheets, homework, role-plays, etc.)
- V. Progress: Describe the progress of each member by using a scale of 1 to 10 for each member both at the beginning of the group and at the end. To do this, you will need to set whatever anchor's you feel are appropriate for the scale (i.e., if an assertiveness group you could set it as 1 = completely passive, 10 = completely accretive). Following the ratings

ratings provide a brief discussion describing why you scaled the member at this level (e.g., what criteria did you use to measure/define successful group completion, how did the member demonstrate learning, how did the member demonstrate change).

- VI. Counselor's Learning and Insights: This section should indicate any significant "learnings" you experienced while working with the group.

### **GROUP CASE SUMMARY (SUPPORT/SELF-HELP GROUP)**

- I. Identifying Information: Write a separate section for each group member (i.e., if there were six group members have an A1 – A6, a separate A section for each of the six clients).
- A. Client's Name (Fictitious)
    - Race
    - Sex
    - Age
    - Education
    - Current Work Status
    - Marital Status; Children
    - General Physical Description
  - B. Intern's Name (provide this information only once)
    - Number of Sessions (date began/end or continuing)
    - Site Supervisor: Name and Title
    - Co-Therapist (when applicable)
    - University Supervisor: Name and Title
    - Internship Site
- II. Type, Purpose and Goals: Describe the group format (e.g., open, closed, short-or long-term), the general purpose of the group (e.g., grief, sex offenders, etc.) and the goals of the group (e.g., focus on internal/personal vs. external/political situations).
- III. Membership: Write a brief description of common themes, identify and/or common situations; describe internal/external group resources; describe the group attitude (e.g., accepting and supportive or negative and defensive).
- IV. Leadership Roles/Strategies: Briefly describe any strategies you employed (e.g., modeling, directing, encouragement for self-disclosure, support, change, affiliation or feedback).
- V. Progress: Describe the progress of each member by using a scale of 1 to 10 for each member both at the beginning of the group and at the end. To do this, you will need to set whatever anchor's you feel are appropriate for the scale (i.e., if an assertiveness group you could set it as 1 = completely passive, 10 = completely accretive). Following the ratings provide a brief discussion describing why you scaled the member at this level (e.g., what criteria did you use to measure/define successful group completion, how did the member

the member demonstrate learning, how did the member demonstrate change.

- VI. Counselor's Learning and Insights: This section should indicate any significant "learning" you experienced while working with this group.

#### COUPLES CASE SUMMARY FORMAT

- I. Identifying Information: Write a separate section for each member of the couple (i.e., have a separate A1 and A2).
- A. Client's Name (Fictitious)
    - Race
    - Sex
    - Age
    - Education
    - Current Work Situation
    - Marital Status; Children
    - General Physical Description
  - B. Intern's Name (only 1x)
    - Number of Sessions (date began/or continuing)
    - Site Supervisor: Name and Title
    - Co-Therapist (when applicable)
    - University Supervisor: Name and Title
    - Internship Site
- II. Reason for Referral: This section should briefly describe how the clients became known at your internship site.
- III. Presenting Problems/Symptoms: In this section, you should include information on the couple's concerns, and you may address individual concerns as well. For example, if you saw a client individually before beginning couples counseling with that client, it would be appropriate to include this information here.
- IV. Pertinent Medical Information: Briefly describe any pertinent information for each individual.
- V. Psychosocial History: This section should be set up with the following headings:
- A. Living Situation
  - B. Family History
  - C. Social History
  - D. Education History
  - E. Employment History



- VI. Psychiatric History:  
This section should include prior psychological/psychiatric treatment experiences (e.g., in-patient, out-patient, self-help groups) for each person, any relevant assessment information (e.g., psychological testing, formalized social/family observations), and history of substance abuse or dependency.
- VII. Dynamic Formulation:
- A. Assessment: The following are areas to assess with your couple:
    - 1) How distressed is this couple?
    - 2) How committed is this couple to the relationship?
    - 3) What are the issues that divide them?
    - 4) How do these issues manifest themselves within the relationship?
    - 5) What are the strengths holding them together?
    - 6) What can treatment do to help them?
  - B. Prognosis: This should be based on your initial sessions and consist of both positive prognosticators and limiting factors of treatment.
  - C. Treatment Issues and Goals: In this section, you will formulate your client's problems and project the desired outcomes. This will reflect the issues and goals that you and your client have decided to address in treatment. That is, the stated treatment goals should logically connect to the stated treatment issues.
- VIII. Counseling Strategy: This section should outline the techniques you employed to meet the above treatment issues and goals outlined in VII C. Thus, for each problem issue, you would state the techniques you utilized along with a brief statement on the rationale for your choice.
- IX. Course of Counseling:
- A. Write a brief summary of the couple's response to treatment.
  - B. Counseling Notes: You need to emphasize your interventions and the couple's responses, for example identify strategy employed, couple's response, and the plan for the next session, if appropriate. Refer to IX B, on page 11, for specific details on how to write this section.
  - C. Change in Counseling Plan: Indicate any changes in the treatment from what was initially established, including the date and rationale for each change.
- X. Termination and Follow-up Recommendations: This section should briefly describe the last session you had with your client and any recommendations that you suggested. It will also be important to note any significant changes in the therapy approach, such as a change from couple to individual counseling.

- XI. Up-dated Information: This section would include information that becomes available to you after you have written the case summary, and for which you have knowledge before your exit interview.
  
- XII. Counselor's Learning and Insights: This section should indicate any significant “learning” you experienced while working with the couple.