

Counselor Education Cohort Program – M.A. in Counseling

Practicum/Internship Manual

Central Michigan University – Global Campus

CED 690 & CED 691

**NOTE: E-MAIL OR PROVIDE HARD COPIES OF THIS MANUAL TO THE SITE
SUPERVISOR.**

**MAKE COPIES FOR YOURSELF OF ALL FORMS AND OTHER PAPERWORK
SUBMITTED.**

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Dear Student:

Welcome to the Supervised Counseling Experience of Central Michigan University's Counselor Education Cohort Program, Global Campus. Your practicum and internship are very important parts of your learning experiences because they provide the opportunity to demonstrate the theory and practice you have been learning in classes. It is important to recognize that everyone is nervous when beginning field work. You are not expected to know everything or be perfect. However, you are expected to observe, ask questions, be open to learn, and practice from the highest level of ethics. To assist you in the learning process you will be supervised by a University Faculty Instructor and a Site Supervisor.

You might consider choosing a site based on interest and intended practice after graduation. In addition, the setting must meet the CMU requirements for practicum/internship relative to client contact, supervision, and administrative hours. This *Practicum and Internship Manual* contains all of the forms you need to start, maintain, and complete your supervised counseling experience. Most of the forms are self-explanatory. You are encouraged to review all forms several times.

Hopefully, this will be a beneficial experience for supervisors and students. We are collaborating to provide a meaningful experience, ensuring that CMU students are ready to function as counselors at the end of their program. Again, welcome to practicum and internship. These classes are some of the most exciting aspects of the Counselor Education training program, and one of the most important parts of your development as a Professional Counselor. As you begin your many counseling relationships, the following reading by Fred Richards: "Code of Practice" will serve as guidelines for your work.

Sincerely,

John Farrar, Ed.D.

Director of Global Campus M.A. in Counseling

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FRED RICHARDS: "CODE OF PRACTICE"

Fred Richards has expressed, as well as we have ever seen it, the reciprocal nature of the relationship between helper and helpee. He is speaking about psychotherapy, but his words could well serve as a "code of practice" for all professional helpers:

The path of psychotherapy is a journey in which two or more persons seek to discover one another and share one another's personal truth. To do this we will learn to risk disclosing who we are, to reach out to one another, to experience ourselves for who we are at the moment.

I cannot force you to change and grow. I will not tell you how to live. I will, however, invite you to grow, to become more aware, more loving, more able to live a richer, fuller life for which you accept responsibility.

Again, I will neither take responsibility for your life nor protect you from the pain and suffering of living. I will help you in your effort to change the perceptions and behaviors contributing to the unnecessary pain and suffering in your life. In regard to the pain and suffering that comes with simply living. I will help you to face it, accept it, and use it to grow. Sharing this effort with you will most likely help me to more creatively deal with the pain and suffering in my life.

I will be present with you. I will be as honest, genuine, and real as I can muster the insights and courage to be. I will exert my will to not hide from you, even when, feeling helpless, confused, and afraid, I feel an urge to do so.

I will be with you as long as I see you trying to grow. When I experience you as no longer trying to grow, I will share this with you. I will tell you my time left in this life is precious to me and that I choose not to be with you. It is possible that for you my usefulness has ended and you perhaps need to seek help to grow elsewhere. We will talk about this impasse and hopefully not diminish our relationship when deciding whether or not to continue on the journey together.

I will not meet with you to help you become what is called a normal, adjusted, self-satisfied person. Nor will I help you to whine and wallow in the misery of your own making. I, too, have a tendency to do both of the above, so I will lovingly provoke you to share with me the effort to be more. I will help you take charge of your life and to reinvent it if necessary.

I will invite you to tell your story, as honestly and truly as you are capable of telling it now, perhaps more intimately than you have every disclosed it to another human being. I will not share your story with others unless you request I do so. I may decide to tell you part of my story when I believe it is appropriate and helpful to do so.

I will say hello to you as honestly as I know how, but my commitment is to encounter you in such a way that you will someday decide to say goodbye. It is my hope we will

say hello and goodbye as authentically and humanly as persons like ourselves are capable of.

In a sense, I will help you to die, to leave behind outgrown and worn out ways of being, believing, and behaving in order that you can review yourself and become a new person. To surrender and let go of the old and embrace the new is often a painful and joyful experience. I will not run away from the fullness of either your pain or joy.

I have myself learned that much of our suffering and misery, when seen and understood, can evoke laughter. There are times I may laugh at both you and myself. There are times when you may laugh at me and yourself. Hopefully there will be times we can laugh together. If we can share this laughter, there's a chance we will help one another free ourselves to grow and live.

We know of no better guidelines for professional helpers, for those aspiring to enter one of the helping professions, or, for that matter, as a framework for daily living.

[Modified slightly from Fred Richards, in *The Helping Relationship*, by A. Combs & D. Avila.]

Practicum and Internship Site and Hours Requirements

Central Michigan University

CED Cohort Field Work Requirements

CED 690—Counseling Practicum (3 credits, 100 hours)

CED 691—Internship in Counseling (6 credits, 600 hours)

Before applying for practicum and/or internship consider the following:

Note: Students enrolled in both the School Counseling and Professional Counseling program options are eligible to apply for licensure as a Professional Counselor (LPC) in Michigan. Therefore, all interns are required to complete at least 100 hours in an agency setting (this is normally completed in your practicum experience, CED 690).

In counseling, students are required to complete the internship in a setting that provides clinical experiences. In addition to individual counseling, experiences with groups, families, and children are recommended. School counselors must also work with clients utilizing mental health counseling skills.

Requirements:

1. Submit application packet to M.A. in Counseling Director as specified in this Manual.
2. Complete a total of 100 hours of field work in CED 690—Counseling Practicum (3 credits).
3. Complete a total of 600 hours of field work in CED 691—Internship in Counseling (6 credits).
4. The recommended and required hours are determined by the following program options:
 - Students with a valid Michigan teaching certificate and admitted to the School Counseling program option and want to add a counseling endorsement to their teaching certificate.
 - Students who do not possess a teaching certificate but want to become a licensed school counselor, and are admitted to the Professional Counseling program option.
 - Students admitted to the Professional Counseling program option with no interest in school counseling.
5. Consider the program option to which you were admitted and your authorized program. This will determine where you complete the internship and how many hours are to be completed at a given site.
 - Students with a valid Michigan teaching certificate and are admitted to the School Counseling program option follow the School Counseling requirements below.

- Students who do not possess a teaching certificate and are admitted to the Professional Counseling program option and want to become a licensed school counselor follow the School Counseling requirements below.
- Students who are admitted to the Professional Counseling program option and have no interest in school counseling and intend to work in an agency setting follow the Professional Counseling requirements below.

6. Description of terms:

- *School-aged students*: These are students who may be found in settings such as a special program at a college (summer program), or students in programs such as Job Corps, Upward Bound, etc. In addition, this may involve working at an agency and going into schools to work with K-12 students, utilizing mental health counseling skills.
- *K-12 setting*: This involves working with students in a kindergarten through 12th grade school environment.
- *Agency setting*: This involves doing mental health counseling in various non-school settings (i.e., social services agency, hospice, out-patient clinic, hospital, private practice, community mental health agency, etc.).
- *College setting*: The intern may work in this environment if the primary duty is performing mental health counseling for college students on an ongoing basis. Academic advising is not acceptable.
- *Type of counseling*: Interns are encouraged to work with individuals as well as families and facilitate groups following the mental health counseling model and the school comprehensive guidance model.

CED 690—Counseling Practicum

All Practicum Students

100 total hours

- 40 hours of direct/client contact
- 45 hours of indirect or administrative
- 15 hours of supervision

CED 691—Internship in Counseling

School Counseling

Certified teachers admitted to the School Counseling program option (students wishing to add a school counseling endorsement to their teaching certificate):

AND

Students without teaching certification admitted to the Professional Counseling program option (students wishing to become a licensed school counselor):

Michigan Department of Education Requirement:

- 300 hours in a school setting (K-12)
[120 hours direct/client contact, 135 hours indirect/administrative, 45 hours supervision]

- 300 hours with school aged students (K-12 school, agency, college, etc.)
[120 hours direct/client contact, 135 hours indirect/administrative, 45 hours supervision]

Professional Counseling

Michigan Department of Education Requirement:

- 600 hours in a clinical/agency setting
[240 hours direct/client contact, 270 hours indirect/administrative, 90 hours supervision]

Please note:

Note: For state licensure purposes (LPC) it is suggested that School Counseling option students complete 100 hours of the practicum/internship experience in an agency setting.

Note: When the practicum (CED 690) experience is complete you may still see clients, but it will be on a voluntary basis. These hours will not count toward your internship (CED 691) experience.

Enrollment and Registration Information

Central Michigan University
Global Campus—M.A. in Counseling

Frequently Asked Questions

1. How do CED 690 and CED 691 differ?

CED 690 (practicum) and CED 691 (internship) are two distinctly different classes. Refer to the course description in the CMU Bulletin. CED 690 is the first skill level class where you will work with clients. You will be closely supervised and are expected to demonstrate counseling skills at a more basic level. CED 691 is a more advanced field experience in that you are working more independently with clients and are expected to demonstrate skills at a more professional level.

Note: Because of the difference in skill levels between CED 690 and CED 691, the nature, expectations, and complexities of your duties and responsibilities for the internship experience should clearly be at a more advanced level than for practicum.

2. Where can I do my internship?

Please refer to the CED Cohort Field Work Requirements section.

3. After the practicum experience (CED 690) is complete, am I able to proceed immediately to the internship experience (CED 691)?

No, but it is important that we serve our clients in a professional and ethical manner. This means that we do not terminate clients prematurely. Counting service hours towards CED 691 cannot begin until the class commences. Therefore, managing your time and schedule will be your responsibility and part of your professional training.

4. Who can supervise my counseling?

A supervisor is an appropriately credentialed individual capable of, and willing to, provide competent supervision. Supervisors must hold at least a Master's degree in Counseling or another human services field, and must have at least two years experience in direct service provision or have successfully completed appropriate training in supervision. Although not required, Licensed Professional Counselors are preferred for non-school sites and Licensed or Endorsed School Counselors for school sites.

5. How do I find a site supervisor?

Start calling right away. Ask for an appointment to talk to the principal of a school or the clinical director of an agency. Explain your needs and bring your interview packet with you (resume, a list of CMU classes, etc.). Interview this person and utilize your good counseling skills. Have copies of the paperwork ready to give to the site. Note: This is an interview and attire and presentation must reflect all of the requirements for interviewing.

6. When is all of the paperwork due?

For site approval you should plan on starting the process the semester before you plan to take CED 690 and the semester before you plan to take CED 691. The complete application packets are sent to the M.A. in Counseling Director. A separate application packet is required for CED 690 and CED 691. If you are doing your internship experience at more than one site, a separate application packet is required for each site.

7. What is an Affiliation Agreement?

It is a contract between Central Michigan University and your site(s). When you have found a site, you will need to get the name of the person who handles liability and legal issues. That person's name goes on the bottom of the Affiliation Agreement Request Form that you will include in your application packet. Upon approval of the documents included in the packet, the M.A. in Counseling Director will give the Affiliation Agreement Request Form to Stephanie Terrian, Executive Secretary, for processing.

Note: When you are filling out this form, remember that the Authorized Signing Party is not necessarily your supervisor! Ask who is authorized at your site to sign *contracts addressing liability issues*. This is usually a Superintendent in a school system or the Agency Director in other settings.

Upon receipt of this request form, affiliation agreements will be prepared and sent to you to take to the site for the appropriate signatures. After signature, you need to return the signed copy of the agreement to Stephanie Terrian for the CMU official's signature. It may be mailed or emailed. Stephanie will send a fully signed copy of the agreement back to the Authorized Signing Party, and then send you a notice informing you when you may begin accruing hours at the site *if all other required paperwork has been processed and approved, you have completed all course prerequisites, and otherwise have instructor approval*. **Remember, you cannot start at the site until the agreement has been fully processed and you have received the notice from Stephanie.**

If you change sites, you will need another application packet with a new Affiliation Agreement Request Form. Again, you will not be able to counsel until the Agreement has been signed by both the site and CMU and you have received the emailed approval notice from Stephanie.

8. What about liability insurance?

We do not require insurance during the practicum and internship process. You are covered by the university during these two educational experiences.

9. May I split up my practicum and internship between two sites?

Yes, if there is no other way to get your hours in the time allotted or you are seeking a different experience. Wherever you work there must be a separate signed Affiliation Agreement,

supervisor's contract, and all the necessary paperwork. You must submit a separate application packet for each site.

10. May I do my supervised counseling with a person in private practice?

If you are going to be an agency counselor or if the person has a large clientele of families and children, you may be supervised by a private practitioner who meets our requirements for a site supervisor.

11. May I do a paid practicum or internship?

You may be paid for your work, but if you are, CMU no longer covers you for accident insurance. You must provide a statement from your site giving CMU the insurance company's name and stating that you are covered. This statement must be signed by the person who signed the Affiliation Agreement. There are also necessary changes that need to be made to the Affiliation Agreement if you are an employee of the site.

12. How many hours are required for practicum and internship?

You will need 100 hours for practicum, with a minimum of: 40 hours of direct contact with clients, 45 hours of indirect or administrative service, and 15 hours of supervision. You will need 600 hours for internship. For each 100 hours of internship, 40 hours are direct contact, 45 hours are indirect or administrative contact, and 15 hours are supervision.

13. What is Direct/Client Contact?

Direct contact includes the actual counseling of an individual, couple, family and group counseling hours. Note: For example, if you see 8 people in a group for 2 hours, you do not log 16 hours. This is 2 hours of direct contact.

14. What are examples of Indirect Contact/Administrative?

Examples include phone calls to clients and their family members, doing case notes, making referrals for your client, preparing counseling treatment plans, correspondence, e-mails, etc. Note: Case notes and other client records are never to be taken out of the facility.

15. What are examples of Supervision?

Face-to-face consulting with your supervisor, and others on occasion, about your client, shadowing another counselor, etc. However, most of your supervision must be done in the presence of the supervisor who signed your paperwork. In addition, to be considered supervision there must be processing of content with the supervisor.

16. What type of counseling am I expected to do?

When you graduate you will receive a Master of Arts in Counseling degree. You are eligible to apply to be a Licensed Professional Counselor (LPC) in Michigan. As a counselor, you will need to know how to counsel clients in ongoing sessions. Therefore, in all settings interns must do some clinical counseling.

17. What is the clinical requirement for practicum and internship?

For all Global Campus students we encourage all students to seek out a practicum in a mental health setting. For school counseling students the mental health focus of the practicum often serves as an important counterweight to a full internship in the school setting. Thus, allowing counseling students to interact with a variety of levels of mental health concerns and not just concerns found directly in a school setting. A student engaging in a clinical practicum or internship will be expected to conduct individual counseling and group counseling. In addition to the primary tasks of counseling a student may also engage in family therapy, couples counseling, psycho-education, and outreach.

18. How will I document hours?

In this Manual you will find various forms provided for documentation of hours. Refer to the descriptions and examples to make sure you correctly document your hours. Hours will be checked by the University Faculty Instructor and the M.A. in Counseling Director.

19. How do I record on-going counseling sessions with a particular client (or group or family)?

Counseling interns are required to have ongoing client relationships with each client (or group or family). Assign a number to each client (or group or family) and enter that number on your log sheets to document your on-going client activity. Each time you see a particular client (or group or family), enter their corresponding number on your log sheets.

20. May I count hours I spend in our CED 691 internship class as supervision?

Yes. Case reviews and technique discussion are hours to be counted as supervision hours.

21. How many hours can I work at my site each week?

Forty hours per week is the regular work week.

22. How many semesters is the internship?

A number of factors influence how long it will take an intern to complete the internship. However, all students are required to spend more than one semester in CED 691. In addition to written class assignments and other paperwork requirements, the intern must accrue a minimum of 600 hours. Keep in mind, though, that since there are minimum hour requirements for Client

Contact, Administrative and Supervision categories, it is sometimes necessary to accrue more than 600 hours before the internship experience is complete.

23. May I count hours from my regular job if it involves counseling?

Only if you are doing something completely different at your job site other than what you have done previously, your site supervisor has been approved, and an Affiliation Agreement has been signed.

Since you are being paid at this position, the site's liability insurance must cover you as well as your own purchased liability insurance.

Specific criteria must be met before a student can receive approval for accruing hours "on the job." If you start a new job at the time you are starting your practicum or internship, in most instances we can, if arranged beforehand, allow you to use work hours as practicum or internship hours.

If, on the other hand, you are presently employed in the counseling field and wish to do your internship at your job site, two specific arrangements must be made beforehand: (a) an appropriate supervisor (who, usually, is not your regular supervisor) must be found to provide you supervision, and (b) a shift in clientele must be arranged to avoid having an internship that is simply a continuation of your present employment rather than a learning experience.

24. Do I have to come to class if I am done with my hours prior to the end of the semester?

Yes, you must attend all class meetings for practicum class group supervision and internship class supervision until you turn in your completed portfolio and submit all hours for credit. Since many students will not complete their 600 hours before the last regular class meeting, students are expected to stay in contact with their CED 691 instructor or the Global Campus Director (Dr. Farrar).

25. What is a portfolio?

The portfolio is a large 3-ring binder in which you compile all of your class materials and any forms (hours, assignments, paperwork) that are completed for class and the site. Place all CED 690 and CED 691 paperwork in the portfolio. The University Faculty Instructor will check the portfolio and the Final Check-Off Form at the last class meeting. Locate the Portfolio Table of Contents in this Manual. Begin organizing your portfolio right away.

Note: The portfolio must be submitted to the University Faculty Instructor on or before the last class meeting for grading.

26. What is a Final Check-Off Form?

This is the list of documents that are to be submitted to the University Faculty Instructor. Note: You will prepare a separate Final Check-Off Form and final packet for each site.

27. What are the minimum hours required for practicum and internship?

	Client Contact	Administrative	Supervision	Total
Practicum (CED 690, 3 crs.)	40	45	15	100
Internship (CED 691, 6 crs.)	240	270	90	600

28. I want to be a school counselor. Do I have to do my practicum in a school?

Please refer to the CED Cohort Field Work Requirements section. For both those seeking school counseling licensure or school counseling endorsement 600 hours of your combined practicum (100 hours) and internship (600 hours) must be in pre-K – 12 grade settings. Up to 300 of those hours may be in non-school settings. At least 300 hours must be in a school setting. It is strongly recommended that those seeking a school counselor career also avail themselves of experience in a mental health setting as well.

29. What if I can't make class?

You may not miss class and still pass practicum or internship. If you are too ill to attend, there is a death in your family, or you give birth on that date, you will need to make up the missed supervision some other way. Arrangements should be made with your CED 690 or 691 instructor.

30. Who grades me?

Your University Faculty Instructor evaluates you for CMU based on input from your site supervisor. All of your paperwork and your site supervisor's report are included in the determination. Your site supervisor does not assign your grade. Grades are Credit or No Credit.

31. What are evaluations?

There is a midterm and final evaluation form completed by your Site Supervisor for both CED 690 and CED 691.

32. Should I pay someone to supervise me?

Only if the person is in private practice and you have a contractual agreement signed, indicating how many hours of supervision you will receive and for what price.

33. My site will not let me videotape. What should I do?

It is a common practice for interns to tape clients. Sometimes, due to liability, legal or ethical issues, sites are not supportive of videotaping sessions. If allowed to tape, be certain that clients sign consent forms for taping. An example of a permission to audio or video tape counseling session form is found in Part II of the Practicum and Internship Manual.

34. The site has its own forms. What should I do?

You will do everything that is asked of you by the site. In addition, you also will do all of the paperwork required by CMU. Sometimes that will seem redundant. Thinking through things in more than one way won't hurt you, and it may help!

35. What if I don't like my site after I've been there awhile?

Always consult with your University Faculty Instructor and the M.A. in Counseling Director right away if there are problems at the site. If it is possible for an intervention, your instructor will talk with the site supervisor. If you need a different site, changes may be made. Never walk away from a site without consulting with your University Faculty Instructor and the M.A. in Counseling Director. Remember that fostering good relationships between CMU, the public, as well as your site is extremely important.

36. What if I think something is wrong at my site? Perhaps they are doing something unethical or I'm not getting enough clients or supervision?

Bring these issues to the University supervision classes, contact your University Faculty Instructor and the M.A. in Counseling Director. Don't try to handle these kinds of issues by yourself.

37. When can I begin at my practicum site?

You are able to start logging hours as soon as the semester begins, provided you have received written approval that your Affiliation Agreement has been processed.

38. May I work at my site during semester breaks?

Yes, you may work over breaks once you have attended class. It is important that you e-mail the University Faculty Instructor and the M.A. in Counseling Director immediately if there are questions or concerns.

39. May I count hours for a conference I want to attend?

You may count hours for a state and national counseling conference. For more information, refer to the Miscellaneous Internship Experiences form.

40. Am I able to register for CED 691 if I have not completed all hours to meet the CED 690 requirement?

You must complete all 100 hours in CED 690 prior to registering for CED 691. CED 690 is scheduled for 16 weeks which provides the student adequate time to meet the necessary requirement for hours. CED 691 is scheduled immediately after CED 690.

41. What happens if I do not complete all of my hours in either CED 690 or CED 691?

You must fill out the Request for Incomplete form, obtain the necessary signatures, and submit it to your University Faculty Instructor.

If you do not receive a grade of B or better in CED 690, you must re-register and retake CED 690. Any hours accrued during your first CED 690 registration **do not** count toward the new registration. You must begin accruing hours all over again.

42. Who will be my University Faculty Instructor if I receive an Incomplete grade in either CED 690 or CED 691?

You will continue with the same University Faculty Instructor who assigned you the Incomplete grade. According to CMU policy, you have one year from when the Incomplete grade is assigned to complete the remaining course requirements. Regular contact is required between the University Faculty Instructor and the student until the one year time period has expired. The students and the University Faculty Instructor must document these meetings by using the Supervisor Form after Incomplete Grade found in this Manual.

If you do not complete the requirements for an Incomplete grade within that one year time period, you must re-register for the course during another semester. Note: You may not accrue hours without continuing supervision with the University Faculty Instructor who assigned the Incomplete grade.

43. What are my options for making up CED 690 or CED 691 if my Incomplete grade expires?

You are expected to complete these courses with your cohort. If not, you may re-register for the course(s) at another cohort site if space is available. Discuss possible options with the M.A. in Counseling Director, including coming on-campus to take the class (CED 691 only).

Preparation for Internship Interview and Site Selection

Central Michigan University
Department of Counseling and Special Education
321 Education and Human Services Building
Mt. Pleasant, MI 48859
CED Cohorts

Submission Part I

TO: Potential CED Interns

FROM: John Farrar, Ed.D.
M.A. in Counseling Director

RE: Seeking an Internship Site

As you seek an internship site, you are to prepare a packet of information (neatly organized), which includes the following:

- The cover letter from the internship coordinator (entitled Potential Internship Site Supervisor) included in this section.
- Your updated resume.
- A letter explaining why you are interested in being an intern at this site.
- A list of courses to be completed in the program and any electives you have taken (included in this section).
- Please take a copy of the practicum/internship Manual with you to the interview.
- Include this packet of materials in your manila envelope when you are submitting your application materials to the M.A. in Counseling Director for site approval.
- The M.A. in Counseling Director reserves the right to refuse the student's choice of site and/or supervisor.

Note: This process involves is an interview and the presentation of self (including attire); your materials and experiences are important and reflect on the quality of the interview as well as CMU.

JF/st

Central Michigan University
Department of Counseling and Special Education
321 Education and Human Services Building
Mt. Pleasant, MI 48859

Dear Potential Practicum/Internship Site Supervisors:

Master's level students in the Counselor Education program at Central Michigan University are required to complete a practicum and internship as part of their academic program. The student has prepared a packet of information that will assist you in your consideration of this student as an intern at your agency.

Students in the Counselor Education program are required to complete a minimum of 48 semester hours that involve theory and practice. In addition, our students have various backgrounds and work experiences. As part of the practicum and internship experience, students are expected to complete a total of 700 hours that are distributed accordingly: clinical, supervision, and administrative. In addition, the intern is expected to be supervised for at least one hour weekly. We hope that you find the background and training of our students to be congruent with the needs of your agency.

Should you have additional questions, please call or e-mail me.

Sincerely,

John Farrar, Ed.D.

Director of Global Campus M.A. in Counseling

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snowmantherapy.com

Finding a Site for Your Practicum and Internship Checklist

You are responsible for securing a site for the Practicum and Internship portion of your program, well in advance of the scheduled class meetings. Be advised that this preparation can take months to complete, which is why it is necessary to submit your application materials *the semester prior* (at least two months ahead of time) to beginning your practicum/internship experience. Please use the following guidelines to keep your preparation for this significant learning experience on track. (Additional information specific to each item will be found within this course pack.) Several months before the scheduled course:

- Thoroughly read this Manual.
- Plan your schedule and organize your life such that you can commit the necessary time to complete CED 690 and 691.
- Consider sites relative to your preferred area of counseling. Refer to your past interview assignments, cohort members, or your CMU advisor for possibilities.
- Confirm that both the site and the site supervisor meet all required criteria.
- Call the identified organization(s), agency(ies) or school(s).
- Schedule an interview for consideration as a counseling student intern. Be sure this site can provide you with a qualified site supervisor and enough counseling hours to complete the course requirements.
- Prepare an information packet (as outlined in this packet) for the site interview.
- During the interview at the site, explain the Affiliation Agreement and other contracts necessary before you begin.
- Provide the site supervisor with a copy of the Practicum and Internship Manual.
- Using the check-off form included in this Manual, check to see if all paperwork is complete and accurate, then submit your application packet to the M.A. in Counseling Director. You will receive a call telling you whether your materials are or are not approved.
- After your packet of materials is processed, Stephanie Terrian will send the Affiliation Agreement directly to you. You will need to take these agreements to the site to obtain the necessary signatures.
- Return the signed copy of the Affiliation Agreement directly to Stephanie Terrian. A fully signed Agreement will be sent to the site after being signed by the CMU official.
- The approval notice will be sent directly to you, informing you that an approved Agreement has been fully processed and you may begin accruing hours.
- The M.A. in Counseling Director reserves the right to refuse the student's choice of site and/or supervisor.

Mail your forms to: M.A. in Counseling Director, Central Michigan University, Counseling and Special Education, 354 EHS Building, Mt. Pleasant, MI 48859. **Or E-Mail:** farra1jv@cmich.edu. Questions: 989-774-3709.

Site Supervisor's Information

Central Michigan University
Department of Counseling and Special Education

Site Supervisor's Information
Counseling Practicum (CED 690)
CED Cohorts

Introduction

A key component in the development of a Professional Counselor is the involvement in the practicum experience. This is often the experience which, more than any other part of the graduate training program, sets the tone of the student's professional life as a counselor. Simply stated, the goal of the practicum experience in the Counselor Education program at Central Michigan University is to provide the student with the opportunity to gain supervised counseling experience in an actual work setting, functioning as a member of a professional staff.

The key to the attainment of this goal lies with the on-site supervisor, a critical role in the development of a Professional Counselor. In the practicum experience, where students work in a variety of settings, it is impossible to maintain complete control of the quality of each student's site and supervision. Thus, the faculty of the Counselor Education program has established the following policies and procedures governing the practicum experience:

Requirements

- Site supervisors must hold at least a Master's degree in Counseling or some other human services related field, and at least two years of post-Master's professional experience is required.
- The site supervisor is asked to be available to the student when she or he is on-site, and to provide at least weekly individual supervisory sessions.
- While we do not intend to mandate supervision style, it is important that your supervision of this student include at least specific periodic live supervision of his or her counseling skills. This will enable you to adequately and appropriately assess the intern's performance in your setting.
- An adequate number of clients/counseling opportunities are required to meet the required number of hours as follows:

CED PRACTICUM MINIMUM HOURS

Client Contact	Administrative	Supervision	Total
40	45	15	100

CED INTERNSHIP MINIMUM HOURS

	Client Contact	Administrative	Supervision	Total
3 credits	120	135	45	300
6 credits	240	270	90	600

- Preferably, the opportunity for both individual and group counseling experiences, with family and couples opportunities a bonus. However, the student should also be involved in ongoing individual counseling sessions.
- An appropriately credentialed supervisor is essential. While we encourage training in supervision, given the lack of such opportunities, we accept two years of on-the-job experience as a minimum standard.
- Appropriate supervision, whereby the supervisor either directly (via co-facilitation or observation) or indirectly (via audio/video tape) observe the student's work and provide feedback based on that observation.
- This meeting is used to process the practicum experience, and includes such activities as reviewing audio tapes and conducting case reviews. It is important that you understand that on-campus meetings are intended to enhance the student's experience in the course, and in no way replaces the clinical supervision provided by the on-site supervisor.
- If this is a paid practicum, the student has been instructed to arrange for or purchase liability insurance. You may also want to check with your own insurance carrier to be certain that your coverage includes supervision of other counselors (most policies do automatically include this coverage).
- Site supervisors are asked to meet with the University Faculty Instructor at least once during CED 690. The University Faculty Instructor is available by phone, or e-mail, or in person if the site supervisor needs or wants further consultation. The site supervisor is encouraged to contact the University Faculty Instructor if any issues arise. Our mutual goal is to assure that we graduate qualified students who will benefit the University and the community.

Role of the Student

Although practicum is a distinctly different class, these are some common expectations for a field experience. They are as follows:

- Students function essentially as employees of the agency or institution in which they conduct their practicum, subject to all appropriate rules and regulations of that setting. Established practices, policies, and procedures of the organization are to be followed in all matters pertaining to the practicum experience.
- Each student has a set of requirements/goals which she or he needs to attain to complete the practicum experience. Their goals are, however, quite vague due to the nature of the practicum experience. Thus, we require each student and supervisor to develop a Practicum Plan, or set of goals and objectives (a contract) designed specifically for his or her site and individual needs. We encourage you, as the site supervisor, to assist in this process so that both of you have a clear understanding of expectations and responsibilities. The student will then forward a copy of this plan to the on-campus Practicum Coordinator or the M.A. in Counseling Director.
- Please be aware of the potential requirement at some practicum sites for the student to submit a criminal background check, at the student's expense, as a condition of participation in the practicum experience. This is something the student will need to ask about during the course of the meeting with a potential site to find out what might be required.

- The student is responsible for scheduling an in-person meeting with the University Faculty Instructor and the site supervisor. The student will provide the site supervisor with the University Faculty Instructor's contact information.

Evaluations

- Site supervisors are asked to complete evaluations concerning the competency of the student at the midterm and completion of each academic semester. They are also urged to communicate freely with the M.A. in Counseling Director concerning the student's progress and any difficulties encountered in the supervision process.
- Students are supervised by a University Faculty Instructor and a site supervisor. These two people will consult with the student about her or his work. Everyone is nervous when beginning. The student is "practicing" and not expected to know everything or be perfect. The student should ask questions, observe others, read professional journals and any other articles recommended by supervisors.

Supervision of the Student

Listed below are the special requirements set by the CMU Counseling faculty for supervision:

CED PRACTICUM MINIMUM HOURS

Client Contact	Administrative	Supervision	Total
40	45	15	100

The student is to secure a position in an agency, school, or organization. For students enrolled in Counseling Practicum (CED 690), the practicum experience must consist of at least 100 hours with a minimum number of hours in each of the three categories above. **(This section is subject to change as Michigan Department of Education guidelines change.)**

Supervisor's Role

- The site needs to be able to provide enough hours to meet the required number of direct client contact and indirect contact counseling hours. (Forty hours of direct contact out of every 100 hours required.) One hour per week of supervision is also required. There is more information about these requirements under the site supervisor's contract and FAQ in this packet.
- We will need a copy of your resume for our records, and an Affiliation Agreement between your agency and the university must be completed. Your prospective intern has information on these procedures, or contact the M.A. in Counseling Director for assistance if such an agreement is not on file.

Your cooperation is very much appreciated by the faculty and staff of CMU's Counselor Education program. Your signature on the attached sheet indicates that you understand the above policies and procedures, and are willing to collaborate with the faculty in providing a meaningful experience for the student.

The M.A. in Counseling Director, John Farrar, Ed.D., is available to assist you in all phases of this experience, or just for support if needed. You may reach Dr. Farrar by phone at (989) 774-3709, or by e-mail at farrar1jv@cmich.edu.

Central Michigan University
Department of Counseling and Special Education

Site Supervisor's Information
Internship in Counseling (CED 691)
CED Cohorts

Introduction

A key component in the development of a Professional Counselor is the involvement in the internship experience. This is often the experience which, more than any other part of the graduate training program, sets the tone of the student's professional life as a counselor. Simply stated, the goal of internship experience in the Counselor Education program at Central Michigan University is to provide the student with the opportunity to gain supervised counseling experience in an actual work setting, functioning as a member of a professional staff.

The key to the attainment of this goal lies with the on-site supervisor, a critical role in the development of a Professional Counselor. In the internship experience, where students work in a variety of settings, it is impossible to maintain complete control of the quality of each student's site and supervision. Thus, the faculty of the Counselor Education program has established the following policies and procedures governing the internship experience:

Requirements

- Site supervisors must hold at least a Master's degree in Counseling or some other human services related field, and at least two years of post-Master's professional experience is required.
- The site supervisor is asked to be available to the student at all times when she or he is on-site, and to provide at least weekly individual supervisory sessions.
- While we do not intend to mandate supervision style, it is important that your supervision of this student include at least specific periodic live supervision of his or her counseling skills. This will enable you to adequately and appropriately assess the intern's performance in your setting.
- An adequate number of clients/counseling opportunities are required to meet the required number of hours as follows:

CED PRACTICUM MINIMUM HOURS

Client Contact	Administrative	Supervision	Total
40	45	15	100

CED INTERNSHIP MINIMUM HOURS

	Client Contact	Administrative	Supervision	Total
3 credits	120	135	45	300
6 credits	240	270	90	600

- Preferably, the opportunity for both individual and group counseling experiences, with family and couples opportunities a bonus. However, the student must also be involved in ongoing individual counseling sessions.
- An appropriately credentialed supervisor is essential. While we encourage training in supervision, given the lack of such opportunities, we accept two years of on-the-job experience as a minimum standard.
- Appropriate supervision, whereby the supervisor either directly (via co-facilitation or observation) or indirectly (via audio/video tape) observe the student's work and provide feedback based on that observation.
- This meeting is used to process the internship experience, and includes such activities as reviewing audio tapes and conducting case reviews. It is important that you understand that on-campus meetings are intended to enhance the student's experience in the course, and is no way replaces the clinical supervision provided by the on-site supervisor.
- If this is a paid internship, the student has been instructed to arrange for or purchase liability insurance. You may also want to check with your own insurance carrier to be certain that your coverage includes supervision of other counselors (most policies do automatically include this coverage).
- Site supervisors are asked to meet with the University Faculty Instructor at least once during CED 690. The University Faculty Instructor is available by phone, or e-mail, or in person if the site supervisor needs or wants further consultation. The site supervisor is encouraged to contact the University Faculty Instructor if any issues arise. Our mutual goal is to assure that we graduate qualified students who will benefit the University and the community.

Role of the Student

Although internship is a distinctly different class, these are some common expectations for a field experience. They are as follows:

- Students function essentially as employees of the agency or institution in which they conduct their internship, subject to all appropriate rules and regulations of that setting. Established practices, policies, and procedures of the organization are to be followed in all matters pertaining to the internship experience.
- Each student has a set of requirements/goals which she or he needs to attain to complete the internship experience. Their goals are, however, quite vague due to the nature of the internship experience. Thus, we require each student and supervisor to develop an Internship Plan, or set of goals and objectives (a contract) designed specifically for his or her site and individual needs. We encourage you, as the site supervisor, to assist in this process so that both of you have a clear understanding of expectations and responsibilities. The student will then forward a copy of this plan to the on-campus Internship Coordinator or the M.A. in Counseling Director.
- Please be aware of the potential requirement at some internship sites for the student to submit a criminal background check, at the student's expense, as a condition of participation in the internship experience. This is something the student will need to ask about during the course of the meeting with a potential site to find out what might be required.

- The student is responsible for scheduling an in-person meeting with the University Faculty Instructor and the site supervisor. The student will provide the site supervisor with the University Faculty Instructor's contact information.

Evaluations

- Site supervisors are asked to complete evaluations concerning the competency of the student at the midterm and completion of each academic semester. They are also urged to communicate freely with the M.A. in Counseling Director concerning the student's progress and any difficulties encountered in the supervision process.
- Students are supervised by a University Faculty Instructor and a site supervisor. These two people will consult with the student about her or his work. Everyone is nervous when beginning. The student is "practicing" and not expected to know everything or be perfect. The student should ask questions, observe others, read professional journals and any other articles recommended by supervisors.

Supervision of the Student

Listed below are the special requirements set by the CMU Counseling faculty for supervision:

CED INTERNSHIP MINIMUM HOURS				
	Client Contact	Administrative	Supervision	Total
3 credits	120	135	45	300
6 credits	240	270	90	600

The student is to secure a position in an agency, school, or organization. For students pursuing School Counseling ENDORSEMENT (have a valid Michigan teaching certificate), internship should include at least 300 hours, with a minimum number of hours in each of the three categories above, but **must include at least 100 hours** in a non-school setting (as the student will be eligible for professional counseling licensure after completing the Master's degree). For students pursuing School Counseling LICENSURE (do not have a teaching certificate), internship **must** include at least 300 hours in a school setting. **(This section is subject to change as Michigan Department of Education guidelines change.)**

Supervisor's Role

- The site needs to be able to provide enough hours to meet the required number of direct client contact and indirect contact counseling hours. (Forty hours of direct contact out of every 100 hours required.) One hour per week of supervision is also required. There is more information about these requirements under the site supervisor's contract and FAQ in this packet.
- We will need a copy of your resume for our records, and an Affiliation Agreement between your agency and the university must be completed. Your prospective intern has information on these procedures, or contact the M.A. in Counseling Director for assistance if such a agreement is not on file.

Your cooperation is very much appreciated by the faculty and staff of CMU's Counselor Education program. Your signature on the attached sheet indicates that you understand the above policies and procedures, and are willing to collaborate with the faculty in providing a meaningful experience for the student.

The M.A. in Counseling Director, John Farrar, Ed.D., is available to assist you in all phases of this experience, or just for support if needed. You may reach Dr. Farrar by phone at (989) 774-3709, or by e-mail at farraljv@cmich.edu.

Course Enrollment and Registration Information

Central Michigan University Counseling Cohorts CED 690 and CED 691

Course Enrollment and Registration Information

There are a number of special requirements for these courses. The following information will assist you in meeting the requirements and in making a smoother transition through the practicum and internship process.

Prerequisites

- Regular Admission to the CED program.
- Grade of B or better required in CED 660 (Counseling Techniques) and in CED 690 (Counseling Practicum).
- The student must successfully complete CED 690 before registering for CED 691.
- Read the Practicum and Internship Site and Hours Requirements.
- Read the Part I and Part II of the Practicum and Internship Manual carefully.
- A word of caution: Make multiple copies of all forms. These forms will be used for CED 690—Counseling Practicum and CED 691—Internship in Counseling. MAKE COPIES and keep the originals in your portfolio.
- Purchase a large 3-ring binder that will be used to create your portfolio.

Site Selection

- Refer to the #28 in the Frequently Asked Questions sections (page 17) for specific site and hours of service requirements.
- The site must provide an adequate number of clients and/or counseling opportunities to meet the required number of hours outlined below.
- While the faculty is fully supportive of paid internships, specific criteria must be met before an intern can receive approval for accruing hours “on the job.” If you start a new job at the time you are starting your practicum/internship, in most cases we can, if arranged beforehand, allow you to use work hours as practicum/internship hours. If, on the other hand, you are presently employed in the counseling field and wish to do your practicum/internship at your jobsite, three specific arrangements just be made beforehand: (1) an appropriate supervisor (who, usually, is not your regular supervisor) must be found to provide you supervision, (2) a shift in clientele must be arranged to avoid having a practicum/internship that is simply a continuation of your present employment, and (3) you

must arrange for professional liability insurance, either individually or through your practicum/internship site.

You may be involved in experiences where you are teaching a class, running groups, or seeing families as the majority of your experiences. However, you must also be involved in facilitating one-on-one counseling interaction.

Selection of Supervisor

- A supervisor is an appropriately credentialed individual capable of, and willing to, provide competent supervision. Supervisors must hold at least a Master's degree in Counseling or another human services field, and must have at least two years experience in direct service provision or have successfully completed appropriate training in supervision. Although not required, Licensed Professional Counselors are preferred for non-school sites and Licensed or Endorsed School Counselors for school sites.
- Site supervision must include at least some live supervision opportunities, where the supervisor observes the student's counseling skills and provides supervision based upon this observation. If live supervision is not available for some reason, then the opportunity to audio tape at least one counseling session each week (video taping is certainly acceptable) to fulfill the supervision requirement is acceptable.
- The expectation is that you will receive approximately 1 hour of on-site supervision each week if you are there 20 or more hours each week. Sites where you are there less than 20 hours per week would generally provide fewer supervisory hours.

Preparation for Interview

Before the interview process begins, prepare a packet of material for the interviewer. Prepare the packet of materials as instructed under the heading "Application to Site Forms." Take this material with you to the site.

Post-Interview Site Approval Forms

- Your chosen site must be reviewed and approved by the M.A. in Counseling Director prior to accruing hours toward the course requirements.
- A number of forms are used in setting up a practicum and internship site. The **Affiliation Agreement** is one of the most important documents that is entered into between the University and the Agency or organization providing the site, and is initiated by you completing the Affiliation Agreement Request Form.
- ***You cannot begin at the site until the Affiliation Agreement is in place, and you have received the emailed CED Affiliation Agreement Approval form from Stephanie Terrian.***

- Once a site is set up, you do not need to re-sign the forms each semester. They will remain in effect throughout your practicum/internship. However, if you were to obtain a second site, you must complete all necessary paperwork, including a separate application packet.
- The M.A. in Counseling Director reserves the right to refuse the student's choice of site and/or supervisor.

Class Enrollment

You will register for CED 690 (3 credits) during one 16-week semester, and CED 691 (6 credits) over two 16-week semesters (3 credits of CED 691 in each of the two semesters).

Client Contact

CED 690 MINIMUM HOURS

	3 credits
Client Contact	40
Supervision	15
Administrative	45
TOTAL	100

CED 691 MINIMUM HOURS

	3 credits	6 credits
Client Contact	120	240
Supervision	45	90
Administrative	135	270
TOTAL	300	600

Please carefully read the following section.

- Client Contact is defined as any group or individual interaction with a client(s) in which the student is responsible for facilitating some or all of that interaction. Thus, if a student is asked to sit in on a group, that time would be classified as Administrative, and the processing of the group afterward with the group facilitator would be classified as Supervision. Accrual of Client Contact hours would begin when the student begins to take responsibility for conducting all or part of a session(s). The hours should be assigned as follows: Client Contact = individual client session(s) (120 hours of individual counseling, 120 hours families and groups); Supervision = individual, group, and family contact with supervision; Administrative = non-clinical client contact (any activities except clinical contact, such as tape work, case notes, consultation, reading, preparation, and professional development).
- It is imperative that the appropriate number of Client Contact hours be accrued as described above. If, at the end of two semesters, you have accrued 600 total hours but only 200 Client

Contact hours, you will not receive a satisfactory grade in CED 691. You must accrue the full 240 hours of Client Contact, even if it means accruing more than the 600 total hours.

Liability Insurance

The University provides liability insurance to all students actively pursuing a course of study. However, this coverage applies only in cases of unpaid internships. Individuals in paid internships must make arrangements for liability insurance (see above). In addition, professional liability insurance is available through the American Counseling Association (see your instructor for details). Failure to secure appropriate liability insurance and provide proof of same at or before the first meeting of the class will result in the immediate withdrawal of the student from the course.

Evaluation

- Three evaluation forms are used in the practicum/internship program. The **CED 690—Counseling Practicum Evaluation** (or **CED 691—Internship in Counseling Evaluation**) is completed by your on-site supervisor on or about the midterm of each semester. After reviewing this evaluation with the student both the on-site supervisor and student sign the evaluation, which is then placed in a sealed envelope and given to the student to submit to the University Faculty Instructor. At the end of the semester your on-site supervisor completes a final evaluation of the student in the same manner described above. The University Faculty Instructor must also complete an evaluation of the student's performance in class. Finally, the **Student Evaluation of Practicum/Internship Site and Field Supervisor** form is completed by the student for each site upon termination of her or his practicum/internship. **Log Sheets** are used to document hours, and must agree with the Supervisor's Recommendation form.
- You are responsible for maintaining logs (using the forms provided) of all hours accrued in your practicum/internship. Your on-site supervisor will be asked to verify this log.

Incomplete Grades

Students completing an Incomplete grade must consult with the instructor regarding class attendance requirements and removal of the "I" grade. Complete the Incomplete Request Form or Request to Remove an Incomplete Form and submit to the instructor. Incomplete grades must be removed within one year after receiving the "I." Please refer to the CMU Bulletin for additional information. In addition, the University Faculty Instructor should complete and submit the Global Campus "Statement of Requirements for Removal of Incomplete or Deferred Grades" form. The University Faculty Instructor may find this form at <http://global.cmich.edu/>, click on the Faculty tab, click on Procedures and Forms, scroll down to Global Campus/CMU Academic Forms, and then click on the "Statement of Requirements for Removal of Incomplete or Deferred Grades" form (see page 64 to see what information is required on this form).

Class Meetings/Attendance

As long as a student is at a site and enrolled in the class, attendance is required. These meetings will be used to process the internship experience, and may include such activities as reviewing audio tapes and conducting case reviews. It is not intended to function as, or replace, the clinical supervision that you receive on-site.

If the student is completing an Incomplete grade, the student is required to be in contact with their practicum or internship supervisor and the Global Campus Program Director (Dr. Farrar) until all hours are accumulated.

Paperwork/Portfolio

You are responsible for maintaining a large portfolio where required paperwork and assignments are submitted to your instructor. If you do not turn in the required paperwork (or request for an Incomplete grade) on or before that date, you will receive a grade of “NC” (No Credit)! Some of these forms will be placed in your CMU file.

Forms and Confidentiality

Students are to use the forms required by CMU and to also complete all of the usual site documentation. Confidentiality and Informed Consent forms from the site are to be used. CMU does not want students carrying confidential forms on their person. **These forms are to be kept at the site.** All paperwork done by the student for CMU should use first names only or pseudonyms for clients. Forms to assist in documenting interactions with clients and/or outside agencies and maintaining confidentiality is found in Part II of the Practicum and Internship Manual.

Seeing Clients

CMU students should never be first-responders, and are not to see clients anywhere except the approved site, unless they are already paid employees of the site.

A Note On Safety

Hepatitis B, in addition to other blood-borne pathogens including HIV, etc., is a very real concern for all of us in the helping professions. You are encouraged to look into all precautions that can help to protect you from these diseases, including vaccination and on-the-job safety measures. In no case is a CMU intern to be a first-responder, thus placing the student in a high-risk position. If you have any questions regarding this matter, please contact your University Faculty Instructor and/or your site supervisor. **DO NOT ALLOW IGNORANCE TO BE A FACTOR IN THIS AREA; GET THE FACTS!**

After Submitting Class Enrollment Paperwork

CED 690/CED 691
AFFILIATION AGREEMENT APPROVAL FORM

The Affiliation Agreement is an important document which must be processed by CMU prior to beginning your internship.

- You must first submit your application materials to the M.A. in Counseling Director.
- After receipt of the request form, Stephanie Terrian will prepare the affiliation agreement which she will send to you.
- You are to take the agreement to the site representative, have the person sign the agreement, and then you need to return the signed copy of the agreement directly to Stephanie. You can either mail or scan and email the agreement. Scanned copies must be clear and legible in order to be valid.
- After being signed by the CMU official, a fully signed copy of the agreement will be sent to the site representative.
- You will then be emailed a CED Affiliation Agreement Approval Form that will indicate when you may begin accruing hours at the site. However, you should not report to your site until the term begins. This date should coincide with the date you begin to log hours.

Remember, you cannot start at the site until the affiliation agreement, all other required paperwork has been processed and approved, and you have successfully completed all course prerequisites. When you submit your final paperwork, please attach a copy of your signed CED Affiliation Agreement Approval Form.

Preparation for First Class Meeting

Central Michigan University

Preparation for First Class Meeting

CED Cohorts

1. You are not to report to your site to begin accruing hours at your practicum site until the beginning of the academic semester. You are, however, permitted to visit your site to get acquainted (meet staff, tour the site, etc.) or attend orientation meetings, but you are not to see clients or document hours until the beginning of the academic semester and you have received the approval notice.
2. You may begin accruing hours at your internship site as soon as you have completed your CED 690 hours with a grade of B or better, and you have received the emailed notification that an approved Affiliation Agreement is on file for your site.
3. Check class meeting dates, times, and assignments.
4. Review the practicum/internship manual carefully for procedures and practices.
5. Arrange your schedule such that you attend all classes. Class attendance is required.
6. Prepare to learn, dialogue, and process information in an open and honest environment that is based on constructive criticism.
7. Practice confidentiality! Pay attention to what you hear, see, speak, feel, and touch. For example, do not speak about client issues outside of the counseling office.
8. You will be required to compile a portfolio of all materials from CED 690 and CED 691. In order to organize the portfolio, purchase a large 3-ring binder (at least 3 inches) for all materials (see the portfolio table of contents).
9. Class attendance is required while accumulating hours at your internship site. Note: This may involve attending class for more than two semesters.
10. You must be supervised by a University Faculty Instructor while making up an Incomplete grade in CED 690 or CED 691.
11. Make copies of all applications, forms, approvals, logs, evaluations, etc. for your portfolio.

**Confidentiality
Rules
Taping Release Form**

CONFIDENTIALITY IN CED CLASSES

Confidentiality is the foundation of the counseling process and relationship. Clients come to licensed helpers and reveal information they have not discussed with others and that may remain hidden otherwise. Confidentiality is an ethical and legal process involving the obligation of professional helpers to build relationships based on trust and the understanding that client information is private.

Confidentiality entails the ethical and legal responsibility of mental health professionals to safeguard clients/patients from unauthorized disclosures of information given in the therapeutic relationship. You are expected to operate in an ethical and professional manner. Since you will be working with actual clients during the course of your studies, their privacy is to be respected and all information concerning them **is confidential**. A breach of confidentiality could result in course failure or dismissal from the program.

There are four general exceptions to the legal and ethical requirement that counselors keep client confidentiality: (a) cases in which clients pose a clear and imminent danger to themselves or others, (b) cases in which clients request that their records be released to themselves or a third party, (c) cases in which a court orders a counselor to make records available, and (d) cases in which the client was/is a victim or perpetrator of child abuse or neglect (see *The CED Advisor* handbook).

Technology has created additional ethical and legal concerns about confidentiality given that the transmission of information is not necessarily private (fax, Internet, written communication, phone, etc.). Often a disclaimer stating that this is confidential information and is only for the intended recipient is necessary. Although there is a disclaimer, confidential information has been breached.

PERMISSION TO AUDIO OR VIDEO TAPE COUNSELING SESSIONS

Agency Name _____

Agency Address _____

As a student intern I am required to either audio or video tape counseling sessions. This taped session is used only for training purposes and is erased after the counseling intern and the supervisors have reviewed the tape. In all cases, I will adhere to rules of confidentiality and, unless written consent is given, your identity will be protected. Please review the following information.

Rules of Confidentiality:

Counselors are mandated by law to release certain information. Client information will not be released to any agency or individual(s) except in the following circumstances in which clients:

- Give written consent that their records can be released.
- Pose a clear and imminent danger to themselves and others.
- Was/is a victim or perpetrator of child abuse or neglect.
- Records are ordered by the court to be released to a specific judge.

Print full name of client: _____

I hereby grant permission to audio or video tape counseling sessions regarding the above referenced client to (print full name and address of person):

Purpose or need for disclosure: _____

Specific information to be disclosed: _____

This consent may be revoked by me at any time. This consent expires within 90 days of signature unless otherwise specified (indicate date) _____.

For clients 18 years of age or older:

Printed Name: _____

Signature: _____ Date: _____

If client is under 18 years of age, parent or guardian signature:

Client's Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

COUNSELING AND SPECIAL EDUCATION
CENTRAL MICHIGAN UNIVERSITY

ASSESSMENT OF MINOR CLIENT FORM

According to Public Act 186, followed by Section 707 of the Michigan Mental Health Code, minor clients ages 14-18 may be treated for issues concerning STDs, substance abuse, and pregnancy for 4 months or 12 sessions.

Print Client Name _____

Client Age _____

Client Signature _____ Date _____

Counselor Signature _____ Date _____

*(NOTE: THIS IS FOR YOUR INFORMATION ONLY.
YOUR SITE MAY USE A DIFFERENT FORM.)*

Reporting Abuse and Neglect

Note that the Michigan Department of Human Services has established at Centralized Intake (CI) unit for Abuse and Neglect, both Children's Protective Services (CPS) and Adult Protective Services (APS), with an implementation date of March 5, 2012.

Further information about the DHS-3200 reporting form and the DHS CPS Mandated Reporter's Guide may be obtained by visiting WWW.MICHIGAN.GOV.

CENTRAL MICHIGAN UNIVERSITY
COUNSELING AND SPECIAL EDUCATION

CLIENT RIGHTS

Each client has the following rights:

1. The right to be treated with consideration, respect, dignity, and privacy.
2. The right to be informed of one's condition, available services, treatment, and various therapies.
3. The right to consent to or refuse any service, treatment, or therapy after a full explanation of the expected consequences.
4. The right of a parent or legal guardian to consent or refuse service or treatment of therapy on behalf of a minor.
5. The right to know the cost of services.
6. The right to be fully informed of all rights.
7. The right not to be discriminated against in the provision of services on the basis of religion, race, color, creed, sexual orientation, age, physical or mental disabilities, or inability to pay.

*(NOTE: THIS IS FOR YOUR INFORMATION ONLY.
YOUR SITE MAY USE A DIFFERENT FORM.)*

CENTRAL MICHIGAN UNIVERSITY
COUNSELING AND SPECIAL EDUCATION

Contact with Outside Agency/Individual

Name of Client: _____

Date: _____ Time: _____

Person Spoken
With: _____

Name of Agency: _____

Phone Number: () _____

Means of
Contact: _____

Content of Correspondence/Contact:

Counselor Signature: _____ Date: _____

Supervisor Signature: _____

*(NOTE: THIS IS FOR YOUR INFORMATION ONLY.
YOUR SITE MAY USE A DIFFERENT FORM.)*

Portfolio Table of Contents

PORTFOLIO TABLE OF CONTENTS

(provide tabs for each section)

Course Enrollment Information (make copies)

- Affiliation Agreement Approval Form

Application to Site Forms

- Packet prepared by student to submit to site

Submission Information Forms

- Application for Practicum/Internship
- Affiliation Agreement Request Form
- Site Approval Form
- Site Supervisor's Signature Form
- Practicum/Internship Plan Form
- Student Information Form
- Site information Form
- Site Supervisor Agreement

Practicum/Internship Log Forms

- Daily Practicum/Internship Logs
- Practicum/Internship Hours Log Summaries

Evaluation Forms

- Midterm Practicum/Internship Evaluation (one for each site and semester enrolled)
- Final Practicum/Internship Evaluation (one for each site and semester enrolled)
- Student Intern Evaluation of Practicum/Internship Site and Field Supervisor (one for each site)

Miscellaneous Experience Forms

- Miscellaneous Internship Experiences (internship only)

Incomplete Forms

- Request for Incomplete Grade (CED 690)
- Request for Incomplete Grade (CED 691)

Final Check-Off Forms

- Final Check-Off Form (CED 690) (one for each site)
- Final Check-Off Form (CED 691) (one for each site)

Class Assignments

Any Other Miscellaneous Information Student Wishes to Include

Accumulating and Documenting Hours

TIPS about Accumulating and Recording Hours

1. As long as you are working at a site and accumulating hours, you must be supervised by a Site Supervisor and a University Faculty Instructor.
2. Once all hours have been accumulated, all paperwork must be submitted to the University Faculty Instructor.
3. When documenting hours you cannot work at your site for more than 40 hours per week.
4. The student must be registered for CED 690/691 in order for hours to count.
5. Your University Faculty Instructor has the responsibility to supervise your internship for up to one year after you register for the class. Refer to the Incomplete policy.
6. Documenting hours is often problematic for students. Hours are thoroughly checked before a grade is assigned. Common documenting problems:
 - Time conflicts—you cannot be in two places at once. For example, if you were seeing clients from 10:00-11:30, you cannot be doing administrative duties or attending a supervision meeting from 11:00-12:00!
 - Invalid times. Hours can only be recorded as quarter-hours (15 minutes = .25 hours), half-hours (30 minutes = .5 hours), three-quarter hours (45 minutes = .75 hours), or full hours. Examples: write 1:00-1:15, not 1:00-1:20; write 1:30-2:00, not 1:35-2:05; write 2:00-2:45, not 2:00-2:50; write 3:15-4:15, not 3:20-4:20.

Note: Given the unique nature of school counseling vs. clinical counseling, students may summarize their activity during a given workday (i.e. 3-hours with students in personal counseling, 1-hour in supervision, 2-hours with paperwork)

- Time calculation and addition errors. For example, if on one line you wrote that you were doing administrative duties from 9:15-10:00 (.75 hours) and from 2:00-3:45 (1.75 hours) on that same date, your total on that line for that activity would be 2.5.
- Incomplete information at the top part of log sheet. Make sure all date information, student name, semester, credit hours, course number, CRN (section number), supervisor name, site name and city are filled in.
- Place all entries in date order.
- Place all log entries for any given date on the same log sheet. Do not carry over entries for the same date onto another log sheet. This may mean leaving a line or two blank on a log sheet to keep the same date's entries on the same log sheet.

- Do not carry over totals from one log summary to another. Remember, log sheets do not necessarily cover a week's worth of activity. When entry spaces are filled up on an individual log sheet, start a new one even if it is for the same week, with its own set of column totals. In addition, make sure you use a separate log summary for each site.
- Too many entries on one line—we cannot read teeny writing. It's okay to use more than one line for a day's entries. Remember to treat each entry space as a separate listing in the total hours column under each respective category.
- Missing or incorrect log entry “detail.”

For administrative or supervision entries, make sure you write in what you actually did during those times.

For client contact entries, since you are required have ongoing client relationships with each client (or group or family). Assign a number to each client (or group or family) and enter that number on your log sheets to document your on-going client activity. Each time you see a particular client (or group or family), enter their corresponding number on your log sheets.

Example:

	Times	Individual	Group	Family
10/1/14	8-9am 10-11:15am 1:15-1:45pm	#1	#1	#1
10/3/14	8-9am 1:15-1:45pm	#1		#1
10/4/14	10-11:15am 11:30-12pm 2-3pm 4-5pm	#2	#2	#2 #1
10/5/14	10:30-12pm 12:15-1pm 3:45-4:15p	#2	#1	#2

In the above example, Client #1 had individual sessions on 10/1/14 and 10/3/14; Client #2 had individual sessions on 10/4/14 and 10/5/14; Group #1 met on 10/1/14 and 10/5/14; Group #2 met for the first time on 10/4/14; Family #1 met on 10/1/14, 10/3/14 and 10/4/14; and Family #2 met on 10/4/14 and 10/5/14. Follow this same format for each of your individual client, group, or family. **Do not just put an X or check mark in the box.**

- Cannot list “on call” times—you can only record times of actual activity.
- Copy logs on one side only.

- Missing signatures (Site Supervisor and student). Never turn in unsigned logs!
- Important note: Never record conference or workshop attendance on your site log sheets (internship only). This activity is recorded on the Miscellaneous Internship Experiences forms referred to elsewhere in this Manual.

NOTE: All paperwork must be documented accurately, legibly, and neatly in accordance with acceptable standards of professionalism.

Practicum/Internship Hours Log Forms

**Central Michigan University
Daily Practicum/Internship Log (Cohorts)**

Refer to example for correct log recording format.

Be sure that all information is completely and clearly filled in, with **valid times and no time conflicts**, and both signatures before submitting

Dates: _____ 20 ____ to _____ 20 ____

Student Name: _____ Date: _____

Semester: _____ Credit Hours: _____ Course: CED _____ CRN: _____

Supervisor Name: _____ Site Name: _____ City: _____

Date	Client Contact				Daily Total Hours	Administrative/Non-Clinical Client Contact		Daily Total Hours	Supervision		Daily Total Hours
	Times	Ind.	Grp.	Fam.		Times	Specify Type		Times	Notes	
Column Totals											

NOTE: CLIENT ID# IS REQUIRED FOR EACH CLIENT (OR GROUP OR FAMILY). EACH TIME YOU SEE THAT CLIENT (OR GROUP OR FAMILY) USE THAT SAME # ON YOUR LOGS.

Site Supervisor Signature <i>(please sign weekly)</i>	Date	Intern Signature	Date
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EXAMPLE

**Central Michigan University
Daily Practicum/Internship Log (Cohorts)**

Dates: October 3 **20** 14 to October 7 **20** 14

Student Name: _____ Date: _____

Semester: _____ Credit Hours: _____ Course: CED _____ CRN: _____

Supervisor Name: _____ Site Name: _____ City: _____

**Refer to example for correct log
recording format.**

**Be sure that all information is
completely and clearly filled in, with
valid times and no time conflicts, and
both signatures before submitting**

Date	Client Contact				Daily Total Hours	Administrative/Non-Clinical Client Contact		Daily Total Hours	Supervision		Daily Total Hours
	Times	Ind.	Grp.	Fam.		Times	Specify Type		Times	Notes	
10/3/14	10-11am 11-12pm 1-3pm	#4 #5		#2	4	5-6pm	Progress notes Phone calls	1	3-4:45pm	Discussed intern's divorce & court proceedings; Discussed moving beyond presenting problem	1.75
10/6/14	8-8:30am 8:30-9am 9-10:15am	#1 #3			2.25	11-12:30pm 1:15-3pm	Progress notes Administrative meeting	3.25	3:15-5pm	Consulted regarding session content	1.75
10/6/14						5:15-6pm	Research information about client issue	.75			
10/7/14	8-9:15am 9:15-10am 10-11am	#3 #5		#6	2.5	1-3pm 3-4:15pm	Paperwork and filing correspondence	3.25	11am-12pm	Client case consultation	1
Column Totals					8.75			8.25			4.5

NOTE: CLIENT ID# IS REQUIRED FOR EACH CLIENT (OR GROUP OR FAMILY). EACH TIME YOU SEE THAT CLIENT (OR GROUP OR FAMILY) USE THAT SAME # ON YOUR LOGS.

Site Supervisor Signature <i>(please sign weekly)</i>	Date	Intern Signature	Date
--	------	------------------	------

PRACTICUM/INTERNSHIP HOURS LOG SUMMARY (cohorts)
(total hours at end of semester)

Note: make sure you use a separate log summary for each site

Note: Each entry must agree with the column totals on each separate Daily Practicum/Internship Log.

Name: _____ Semester: _____ CRN: _____

Site: _____ Date: _____

Log Ending (in date order)	Client Contact	Administrative	Supervision
	TOTAL:	TOTAL:	TOTAL:

EXAMPLE**PRACTICUM/INTERNSHIP HOURS LOG SUMMARY (cohorts)**

(total hours at end of semester)

Note: make sure you use a separate log summary for each site*Note: Each entry must agree with the column totals on each separate Daily Practicum/Internship Log.*

Name: _____ Semester: _____ CRN: _____

Site: _____ Date: _____

Log Ending (in date order)	Client Contact	Administrative	Supervision
10/7/14	8.75	8.25	4.5
	TOTAL:	TOTAL:	TOTAL:

**Miscellaneous Hours
(internship only)
National and State Conferences**

Central Michigan University
CED 691 (Cohorts)
MISCELLANEOUS INTERNSHIP EXPERIENCES

Use a separate Miscellaneous Internship Experiences form for each activity.

Miscellaneous hours may be obtained by attending national and state counseling conferences. The intern will receive a maximum of 50 internship hours for attending a national counseling conference, and 25 internship hours for attending a state counseling conference.

In addition, miscellaneous hours may be obtained by attending workshops that relate to the practice of counseling. For a workshop, the intern will receive 10 internship hours. The intern must have prior approval from the internship supervisor for workshop attendance.

Note: State counseling conference and workshop hours must be accumulated during enrollment in internship class. Attendance at ACA can be applied to internship hours even if the student is not enrolled in internship class.

The total/maximum hours that can be applied toward internship for all miscellaneous experiences is 85 hours. Hours are generally applied equally to supervision and administrative categories. Please check:

- | | |
|--|---|
| <input type="checkbox"/> ACA Conference | 50 hours total (<i>submit proof of registration and attendance</i>) |
| <input type="checkbox"/> State Counseling Conference | 25 hours total (<i>submit proof of registration and attendance</i>) |
| <input type="checkbox"/> Workshops | 10 hours total (<i>submit proof of registration and attendance</i>) |

Fill out the appropriate form and list the miscellaneous internship experiences on a separate Miscellaneous Experiences Internship Hours Log Summary sheet. Do not record on Daily Internship Logs.

Semester: _____ Date: _____ CRN _____

Intern Name: _____ Student ID #: _____

Conference/Workshop Title: _____

Conference/Workshop Date(s): _____

Conference/Workshop
Location: _____

Total and Distribution of Hours:

CED _____ : Supervision _____ Administrative _____ **Total** _____

Note: Presentation required in internship class.

Intern Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____
(continued on next page)

National Conference (50 hours total)

You must attend all of the following sessions in order to obtain the specified hours:

- 12 Education Sessions (including counseling, supervision, diversity, techniques, etc.)
- 1 Plenary Session (large group in ballroom)
- 1 Poster Session
- 4 Ancillary Events
- 2 Graduate Student Events
- 2 Learning Institutes (2 can be substituted for 2 Education Sessions)

State Conference (25 hours total)

You must attend all of the following session in order to obtain the specified hours:

- 3 Education Sessions (including counseling, supervision, diversity, techniques, etc.)
- 2 Plenary Sessions (large group in ballroom)
- 1 Ancillary Event
- 1 Student Event
- 1 Learning Institute (can be substituted for 2 Education Sessions)

List National and State Conference Activities Attended by Category

List Detailed Workshop Activities

MISCELLANEOUS EXPERIENCES PRACTICUM/INTERNSHIP HOURS LOG
SUMMARY

(total hours at end of semester)

Note: Each entry must agree with the Miscellaneous Experiences form(s).

Name: _____ Semester: _____ CRN: _____

Experience: _____ Date: _____

Semester	Administrative	Supervision

Experience: _____ Date: _____

Semester	Administrative	Supervision

Experience: _____ Date: _____

Semester	Administrative	Supervision

Experience: _____ Date: _____

Semester	Administrative	Supervision

Grand Totals—All Miscellaneous Experiences Listed Above

TOTALS:	A:	S:
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Evaluation Forms

**Midterm and Final Evaluations (for each semester
enrolled)
Student Evaluation of Site and Field Supervisor**

Note: Make copies of all forms.

CED 690—Counseling Practicum Evaluation
CMU Department of Counseling and Special Education

Midterm Evaluation

Final Evaluation

Dates this Evaluation Covers: _____ **To** _____ **Setting:** School Counseling Agency Counseling

Student Name: _____ **Student ID #:** _____

Practicum Site Supervisor: _____ **Supervisor Contact Phone:** _____

University Faculty Instructor: _____

Site Name: _____ **Address:** _____

Semester & Year: _____ **CRN:** _____ **CMU Advisor:** _____

Type of Counseling (check all that apply):

Individual Group Couples/Family Advising/Counseling Intake/Assessment Counseling Center Substance Abuse
 Play/Child Career Other _____

Client Contact	Administrative	Supervision	Total Hours
Note: Hours must agree with the hours reported on the intern's log sheet.			

Total required in each category: Client Contact: 40, Administrative: 45, Supervision: 15, for a total of 100 hours.

The form has been designed to facilitate the evaluation of practicum students. The form should be completed at least twice during the semester (midterm and final). The site supervisor and student should discuss the evaluations during supervision. Following the final evaluation, a copy of the evaluation should be given to the student, a second copy should be kept by the site supervisor, and the original copy should be placed in the student's file for future reference. All practicum students, in both on-campus and off-campus programs, should be evaluated using this form. During off-campus practicum experiences, both the site supervisor and the University Faculty Instructor should complete evaluations of the student.

Student Goals in the Practicum Plan

List the initial goals as written on the PRACTICUM PLAN submitted with the application materials and rate the student according to performance:

1 = BELOW LEVEL 2 = MEETS LEVEL 3 = EXCEEDS LEVEL 0 = NOT DONE

Initial Goals	Rating	Comment on Each Goal <i>(required for each goal)</i>
Client Contact:		
1.		
2.		
3.		
4.		
Supervision:		
1.		
2.		
3.		
4.		
Administrative:		
1.		
2.		
3.		
4.		

Rate the student's performance in each of the areas below, according to the following scale:

1 = BELOW STANDARD 2 = LIMITED EXPERTISE DEMONSTRATED 3 = EXPECTED FOR PRACTICUM STUDENT

4 = EXPECTED LEVEL FOR INTERNSHIP STUDENT 5 = EXPECTED LEVEL FOR POST-GRADUATE

(Note: a 5 rating should only be used to reflect skills and abilities at the professional level)

CLIENT CONTACT:	1	2	3	4	5
1. Creates and maintains a working relationship that promotes focused change.					
2. Gathers relevant information during sessions, prioritizes issues and interventions.					
3. Is sensitive to cultural differences and relates well to diverse clients.					
4. Conceptualizes client issues beyond the presenting problem.					
5. Makes necessary preparations before seeing clients.					
6. Demonstrates knowledge of and adheres to ethical standards of the profession.					
7. Develops a theoretical treatment plan based upon client directed goals.					
8. Provides informed consent and confidentiality information.					
9. Accesses theoretical and intervention information and applies it.					
10. Communicates effectively.					
11. Demonstrates knowledge of client lifespan issues.					
12. Demonstrates competency in building the therapeutic relationship.					

Comments:

SUPERVISION:	1	2	3	4	5
1. Recognizes the role of supervision.					
2. Actively seeks supervision when necessary.					
3. Accesses appropriate resources when needed.					
4. Receptive to feedback and suggestions.					
5. Successfully implements suggestions from supervisor.					
6. Takes initiative to explore personal and professional strengths and developmental issues.					
7. Conceptualizes and processes issues in supervision.					
8. Shows leadership in the supervisory process.					
9. Meets consistently with the supervisor.					
10. Handles constructive criticism well.					
11. Shows self-reflection and awareness of and insight into own behaviors.					

Comments:

ADMINISTRATIVE:	1	2	3	4	5
1. Uses time well and manages tasks independently, effectively and efficiently.					
2. Understands organizational structures, policies, and procedures of the site.					
3. Proficient use of technology.					
4. Deals effectively with authority.					
5. Produces well thought out case notes and treatment plans.					
6. Completes data entry, case notes, and paperwork according to site guidelines.					
7. Demonstrates clear expression in writing and speaking skills.					
8. Develops and sustains positive relationships with supervisor, peers and staff.					
9. Demonstrates problem solving skills as needed when performing administrative and other tasks.					
10. Is aware of and sensitive to cultural differences between peers and staff.					
11. Brings positive contributions to the site environment.					

Comments:

PROFESSIONALISM:	1	2	3	4	5
1. Maintains a professional relationship in the setting.					
2. Behavior is professional and ethical when presenting client issues.					
3. Attire is appropriate for the setting.					
4. Arrives on time and has a good attendance record.					
5. Organized and completes assignments.					
6. Demonstrates and is aware of the value of self-care.					

Comments:

Site Supervisor's Signature	Date	Student's Signature	Date

After discussing the evaluation with the student, please return the signed form to the student in a sealed envelope. Thank you for supervising this CMU student.

M.A. in Counseling Director: John Farrar, Ed.D., Central Michigan University, 349 Education and Human Services Building, Mt. Pleasant, MI 48859

Phone: (989) 774-3709

e-mail: FARRA1JV@CMICH.EDU

University Faculty Instructor's Signature	Date

CED 691—Internship in Counseling Evaluation
CMU Department of Counseling and Special Education

Midterm Evaluation

Final Evaluation

Dates this Evaluation Covers: _____ **To** _____ **Setting:** School Counseling Agency Counseling

Student Name: _____ **Student ID #:** _____

Internship Site Supervisor: _____ **Supervisor Contact Phone:** _____

University Faculty Instructor: _____

Site Name: _____ **Address:** _____

Semester & Year: _____ **CRN:** _____ **CMU Advisor:** _____

Type of Counseling (check all that apply):

Individual Group Couples/Family Advising/Counseling Intake/Assessment Counseling Center Substance Abuse
 Play/Child Career Other _____

Client Contact	Administrative	Supervision	Total Hours
Note: Hours must agree with the hours reported on the intern's log sheet.			

Total required in each category: Client Contact: 240, Administrative: 270, Supervision: 90, for a total of 600 hours.

The form has been designed to facilitate the evaluation of internship students. The form should be completed at least twice during the semester (midterm and final). The supervisor and student should discuss the evaluations during supervision. Following the final evaluation, a copy of the evaluation should be given to the student, a second copy should be kept by the supervisor, and the original copy should be placed in the student's file for future reference. All internship students, in both on-campus and off-campus programs, should be evaluated using this form. During off-campus internship experiences, both the site supervisor and the University Faculty Instructor should complete evaluations of the student.

Student Goals in the Internship Plan

List the initial goals as written on the INTERNSHIP PLAN submitted with the application materials and rate the student according to performance:

1 = BELOW LEVEL 2 = MEETS LEVEL 3 = EXCEEDS LEVEL 0 = NOT DONE

Initial Goals	Rating	Comment on Each Goal <i>(required for each goal)</i>
Client Contact:		
1.		
2.		
3.		
4.		
Supervision:		
1.		
2.		
3.		
4.		
Administrative:		
1.		
2.		
3.		
4.		

Rate the student's performance in each of the areas below, according to the following scale:

1 = BELOW STANDARD 2 = LIMITED EXPERTISE DEMONSTRATED 3 = EXPECTED FOR PRACTICUM STUDENT

4 = EXPECTED LEVEL FOR INTERNSHIP STUDENT 5 = EXPECTED LEVEL FOR POST-GRADUATE

(Note: a 5 rating should only be used to reflect skills and abilities at the professional level)

CLIENT CONTACT:	1	2	3	4	5
13. Creates and maintains a working relationship that promotes focused change.					
14. Gathers relevant information during sessions, prioritizes issues and interventions.					
15. Is sensitive to cultural differences and relates well to diverse clients.					
16. Conceptualizes client issues beyond the presenting problem.					
17. Makes necessary preparations before seeing clients.					
18. Demonstrates knowledge of and adheres to ethical standards of the profession.					
19. Develops a theoretical treatment plan based upon client directed goals.					
20. Provides informed consent and confidentiality information.					
21. Accesses theoretical and intervention information and applies it.					
22. Communicates effectively.					
23. Demonstrates knowledge of client lifespan issues.					
24. Demonstrates competency in building the therapeutic relationship.					

Comments:

SUPERVISION:	1	2	3	4	5
12. Recognizes the role of supervision.					
13. Actively seeks supervision when necessary.					
14. Accesses appropriate resources when needed.					
15. Receptive to feedback and suggestions.					
16. Successfully implements suggestions from supervisor.					
17. Takes initiative to explore personal and professional strengths and developmental issues.					
18. Conceptualizes and processes issues in supervision.					
19. Shows leadership in the supervisory process.					
20. Meets consistently with the supervisor.					
21. Handles constructive criticism well.					
22. Shows self-reflection and awareness of and insight into own behaviors.					

Comments:

ADMINISTRATIVE:	1	2	3	4	5
12. Uses time well and manages tasks independently, effectively and efficiently.					
13. Understands organizational structures, policies, and procedures of the site.					
14. Proficient use of technology.					
15. Deals effectively with authority.					
16. Produces well thought out case notes and treatment plans.					
17. Completes data entry, case notes, and paperwork according to site guidelines.					
18. Demonstrates clear expression in writing and speaking skills.					
19. Develops and sustains positive relationships with supervisor, peers and staff.					
20. Demonstrates problem solving skills as needed when performing administrative and other tasks.					
21. Is aware of and sensitive to cultural differences between peers and staff.					
22. Brings positive contributions to the site environment.					

Comments:

PROFESSIONALISM:	1	2	3	4	5
7. Maintains a professional relationship in the setting.					
8. Behavior is professional and ethical when presenting client issues.					
9. Attire is appropriate for the setting.					
10. Arrives on time and has a good attendance record.					
11. Organized and completes assignments.					
12. Demonstrates and is aware of the value of self-care.					

Comments:

Site Supervisor's Signature	Date	Student's Signature	Date

After discussing the evaluation with the student, please return the signed form to the student in a sealed envelope. Thank you for supervising this CMU student.

M.A. in Counseling Director: John Farrar, Ed.D., Central Michigan University, 349 Education and Human Services Building, Mt. Pleasant, MI 48859

Phone: (989) 774-3709 e-mail: FARRA1JV@CMICH.EDU

University Faculty Instructor's Signature	Date

Central Michigan University

**Department of Counseling and Special Education
Counseling Practicum (Cohorts)
CED 690**

Student Evaluation of Practicum Site and Field Supervisor

To be completed by the student at the end of the practicum experience for each site. Only one evaluation per site is required.

Student Name _____ Date _____

Site Name _____ Location _____

Supervisor Name _____ Semester/Year _____

This form is designed to give the student the opportunity to provide feedback about the supervision received during practicum. This information will be useful in discussions with supervisors and will help the University Faculty Instructor evaluate the learning opportunities at various practicum sites. In addition, this information may be used for research purposes to help in the evaluation of the practicum program at CMU and to help with expanding our understanding of supervision in general.

Each item that follows asks you to indicate (1) if you engaged in the activity or task, (2) your satisfaction with the activities, and (3) the frequency with which activities of supervision occurred.

Please rate frequency based on a scale of 0 to 5, with 0 meaning that something never happened, and 5 indicating that the activity happened each time there was an opportunity as described in the item.

Please rate satisfaction on a rating scale of 0 to 5, with 0 meaning that you were completely dissatisfied and 5 signifying that you were completely satisfied.

FIRST, if you think it will be useful to preface your responses with any introductory comments, please feel free to do so here. Additional space is available at the end of this form for general evaluative comments.

Thank you for giving thoughtful consideration to this evaluation.

Circle your response to each of the following areas:

Frequency: 0 meaning that something never happened, and 5 indicating that the activity happened each time there was an opportunity as described in the item.

Satisfaction: 0 meaning that you were completely dissatisfied and 5 signifying that you were completely satisfied.

Schedule and Availability	Frequency					Satisfaction						
	0	1	2	3	4	5	0	1	2	3	4	5
1. Overall during the practicum, the actual supervision contacts matched the agreed upon Practicum Plan.	0	1	2	3	4	5	0	1	2	3	4	5
2. Apart from scheduled meetings, my supervisor was available if I requested additional contact.	0	1	2	3	4	5	0	1	2	3	4	5

Orientation	Frequency					Satisfaction						
	0	1	2	3	4	5	0	1	2	3	4	5
3. My supervisor discussed procedural matters, agency policies, etc. when I began the practicum.	0	1	2	3	4	5	0	1	2	3	4	5
4. Apart from scheduled meetings, my supervisor was available if I requested additional contact.	0	1	2	3	4	5	0	1	2	3	4	5
5. My supervisor discussed ethical and legal issues when I began the practicum.	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Practicum—Miscellaneous At the site there was the opportunity to:	Frequency					Satisfaction						
	0	1	2	3	4	5	0	1	2	3	4	5
6. Interact with other staff members.	0	1	2	3	4	5	0	1	2	3	4	5
7. Observe treatment, assessment, or other direct services with clients.	0	1	2	3	4	5	0	1	2	3	4	5
8. Participate in or provide treatment, assessment, or other direct services with clients.	0	1	2	3	4	5	0	1	2	3	4	5
9. Attend meetings other than supervision or information conversations.	0	1	2	3	4	5	0	1	2	3	4	5
10. Write assessments, case notes, reports, etc.	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Practicum—Skill Related Rate the activities you had the opportunity to experience at your practicum.	Frequency					Satisfaction						
	0	1	2	3	4	5	0	1	2	3	4	5
11. Individual counseling.	0	1	2	3	4	5	0	1	2	3	4	5
12. Group counseling.	0	1	2	3	4	5	0	1	2	3	4	5
13. Family or couples counseling.	0	1	2	3	4	5	0	1	2	3	4	5
14. Academic advising.	0	1	2	3	4	5	0	1	2	3	4	5
15. Working with a diverse population.	0	1	2	3	4	5	0	1	2	3	4	5
16. Conducting intake interviews.	0	1	2	3	4	5	0	1	2	3	4	5
17. Conducting assessments of clients.	0	1	2	3	4	5	0	1	2	3	4	5
18. Developing treatments plans.	0	1	2	3	4	5	0	1	2	3	4	5
19. Writing progress notes.	0	1	2	3	4	5	0	1	2	3	4	5

20. Participating in multidisciplinary or other staffing/treatment plan reviews.	0	1	2	3	4	5	0	1	2	3	4	5
21. Writing aftercare plans.	0	1	2	3	4	5	0	1	2	3	4	5
22. Writing discharge summaries.	0	1	2	3	4	5	0	1	2	3	4	5
23. Writing correspondence and/or other reports regarding clients.	0	1	2	3	4	5	0	1	2	3	4	5
24. Diagnosis using the DSM-IV.	0	1	2	3	4	5	0	1	2	3	4	5
25. Using technology, including computerized Clinical Record Systems.	0	1	2	3	4	5	0	1	2	3	4	5
26. Using technology, including computerized Assessment programs.	0	1	2	3	4	5	0	1	2	3	4	5
27. Other:	0	1	2	3	4	5	0	1	2	3	4	5
28. Other:	0	1	2	3	4	5	0	1	2	3	4	5
29. Overall, were you able to participate in the activities you had hoped to in the practicum?	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Practicum—Skill Related SCHOOL SITE ONLY Rate the activities you had the opportunity to experience at your practicum. Discussed and practiced the following comprehensive guidance program elements:	Frequency						Satisfaction					
30. <u>Guidance curriculum</u> such as classroom or school-wide activities.	0	1	2	3	4	5	0	1	2	3	4	5
31. <u>Individual planning</u> such as appraisal, advisement, placement, and follow-up.	0	1	2	3	4	5	0	1	2	3	4	5
32. <u>Responsive services</u> such as consultation, personal counseling, career, crisis, and referral.	0	1	2	3	4	5	0	1	2	3	4	5
33. <u>System support</u> such as research and development, professional development, staff/community public relations, community outreach, and program management.	0	1	2	3	4	5	0	1	2	3	4	5

What additional activities would have been useful to you during the practicum?

Additional Comments:

Activities of Supervision Rate the portion of supervision time that was spent in the following activities.	Frequency						Satisfaction					
34. Using case notes or material to review your interactions with clients.	0	1	2	3	4	5	0	1	2	3	4	5

35. Observing your supervisor providing treatment, assessments, or other services to clients.	0	1	2	3	4	5	0	1	2	3	4	5
36. Providing services yourself in the physical presence of your supervisor.	0	1	2	3	4	5	0	1	2	3	4	5
37. Didactic instruction in specific topic or skills.	0	1	2	3	4	5	0	1	2	3	4	5
38. Discussing institutional policies, politics, or other issues.	0	1	2	3	4	5	0	1	2	3	4	5
39. Reviewing assessments or other reports you had written.	0	1	2	3	4	5	0	1	2	3	4	5
40. Reviewing case notes or other records you had written.	0	1	2	3	4	5	0	1	2	3	4	5
41. Reviewing assessments or other reports written by other professionals.	0	1	2	3	4	5	0	1	2	3	4	5
42. Reviewing case notes or other record written by other professionals.	0	1	2	3	4	5	0	1	2	3	4	5
43. Discussing your personal impressions, reactions, and adjustment to the practicum.	0	1	2	3	4	5	0	1	2	3	4	5
44. Discussing your relationship with your supervisor.	0	1	2	3	4	5	0	1	2	3	4	5
45. Discussing client issues.	0	1	2	3	4	5	0	1	2	3	4	5

Interpersonal Issues and Feedback from Your Supervisor The items below refer to how you were given feedback by your supervisor and to the quality of your relationship to one another. Please comment on your supervisor's performance in each of the following areas:	Frequency						Satisfaction					
	0	1	2	3	4	5	0	1	2	3	4	5
46. Recognizing areas in which your skills or knowledge are relatively strong.	0	1	2	3	4	5	0	1	2	3	4	5
47. Recognizing areas in which your skills need improvement.	0	1	2	3	4	5	0	1	2	3	4	5
48. Recognizing and complimenting you for accomplishments or things you have done well at your practicum.	0	1	2	3	4	5	0	1	2	3	4	5
49. Letting you know when your performance has not been acceptable or below the expectations of your supervisor and/or contract.	0	1	2	3	4	5	0	1	2	3	4	5
50. Providing emotional support when appropriate.	0	1	2	3	4	5	0	1	2	3	4	5
51. Dealing with differences or conflict between you.	0	1	2	3	4	5	0	1	2	3	4	5
52. Dealing with identity and personal issues.	0	1	2	3	4	5	0	1	2	3	4	5

In what ways do you think supervision could have been more beneficial to you?

Central Michigan University
Department of Counseling and Special Education
Counseling Internship (Cohorts)
CED 691

Student Intern Evaluation of Internship Site and Field Supervisor

To be completed by the student at the end of the internship experience for each site. Only one evaluation per site is required.

Student Name _____ Date _____

Site Name _____ Location _____

Supervisor Name _____ Semester/Year _____

This form is designed to give the student the opportunity to provide feedback about the supervision received during internship. This information will be useful in discussions with supervisors and will help the University Faculty Instructor evaluate the learning opportunities at various internship sites. In addition, this information may be used for research purposes to help in the evaluation of the internship program at CMU and to help with expanding our understanding of supervision in general.

Each item that follows asks you to indicate (1) if you engaged in the activity or task, (2) your satisfaction with the activities, and (3) the frequency with which activities of supervision occurred.

Please rate frequency based on a scale of 0 to 5, with 0 meaning that something never happened, and 5 indicating that the activity happened each time there was an opportunity as described in the item.

Please rate satisfaction on a rating scale of 0 to 5, with 0 meaning that you were completely dissatisfied and 5 signifying that you were completely satisfied.

FIRST, if you think it will be useful to preface your responses with any introductory comments, please feel free to do so here. Additional space is available at the end of this form for general evaluative comments.

Thank you for giving thoughtful consideration to this evaluation.

Circle your response to each of the following areas:

Frequency: 0 meaning that something never happened, and 5 indicating that the activity happened each time there was an opportunity as described in the item.

Satisfaction: 0 meaning that you were completely dissatisfied and 5 signifying that you were completely satisfied.

Schedule and Availability	Frequency					Satisfaction						
1. Overall during the internship, the actual supervision contacts matched the agreed upon Internship Plan.	0	1	2	3	4	5	0	1	2	3	4	5
2. Apart from scheduled meetings, my supervisor was available if I requested additional contact.	0	1	2	3	4	5	0	1	2	3	4	5

Orientation	Frequency					Satisfaction						
3. My supervisor discussed procedural matters, agency policies, etc. when I began the internship.	0	1	2	3	4	5	0	1	2	3	4	5
4. Apart from scheduled meetings, my supervisor was available if I requested additional contact.	0	1	2	3	4	5	0	1	2	3	4	5
5. My supervisor discussed ethical and legal issues when I began the internship.	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Internship—Miscellaneous At the site there was the opportunity to:	Frequency					Satisfaction						
6. Interact with other staff members.	0	1	2	3	4	5	0	1	2	3	4	5
7. Observe treatment, assessment, or other direct services with clients.	0	1	2	3	4	5	0	1	2	3	4	5
8. Participate in or provide treatment, assessment, or other direct services with clients.	0	1	2	3	4	5	0	1	2	3	4	5
9. Attend meetings other than supervision or information conversations.	0	1	2	3	4	5	0	1	2	3	4	5
10. Write assessments, case notes, reports, etc.	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Internship—Skill Related Rate the activities you had the opportunity to experience at your internship.	Frequency					Satisfaction						
11. Individual counseling.	0	1	2	3	4	5	0	1	2	3	4	5
12. Group counseling.	0	1	2	3	4	5	0	1	2	3	4	5
13. Family or couples counseling.	0	1	2	3	4	5	0	1	2	3	4	5
14. Academic advising.	0	1	2	3	4	5	0	1	2	3	4	5
15. Working with a diverse population.	0	1	2	3	4	5	0	1	2	3	4	5
16. Conducting intake interviews.	0	1	2	3	4	5	0	1	2	3	4	5
17. Conducting assessments of clients.	0	1	2	3	4	5	0	1	2	3	4	5
18. Developing treatments plans.	0	1	2	3	4	5	0	1	2	3	4	5
19. Writing progress notes.	0	1	2	3	4	5	0	1	2	3	4	5

20. Participating in multidisciplinary or other staffing/treatment plan reviews.	0	1	2	3	4	5	0	1	2	3	4	5
21. Writing aftercare plans.	0	1	2	3	4	5	0	1	2	3	4	5
22. Writing discharge summaries.	0	1	2	3	4	5	0	1	2	3	4	5
23. Writing correspondence and/or other reports regarding clients.	0	1	2	3	4	5	0	1	2	3	4	5
24. Diagnosis using the DSM-IV.	0	1	2	3	4	5	0	1	2	3	4	5
25. Using technology, including computerized Clinical Record Systems.	0	1	2	3	4	5	0	1	2	3	4	5
26. Using technology, including computerized Assessment programs.	0	1	2	3	4	5	0	1	2	3	4	5
27. Other:	0	1	2	3	4	5	0	1	2	3	4	5
28. Other:	0	1	2	3	4	5	0	1	2	3	4	5
29. Overall, were you able to participate in the activities you had hoped to in the internship?	0	1	2	3	4	5	0	1	2	3	4	5

Activities at the Internship—Skill Related SCHOOL SITE ONLY Rate the activities you had the opportunity to experience at your internship. Discussed and practiced the following comprehensive guidance program elements:	Frequency						Satisfaction					
30. <u>Guidance curriculum</u> such as classroom or school-wide activities.	0	1	2	3	4	5	0	1	2	3	4	5
31. <u>Individual planning</u> such as appraisal, advisement, placement, and follow-up.	0	1	2	3	4	5	0	1	2	3	4	5
32. <u>Responsive services</u> such as consultation, personal counseling, career, crisis, and referral.	0	1	2	3	4	5	0	1	2	3	4	5
33. <u>System support</u> such as research and development, professional development, staff/community public relations, community outreach, and program management.	0	1	2	3	4	5	0	1	2	3	4	5

What additional activities would have been useful to you during the internship?

Additional Comments:

Activities of Supervision Rate the portion of supervision time that was spent in the following activities.	Frequency						Satisfaction					
34. Using case notes or material to review your interactions with clients.	0	1	2	3	4	5	0	1	2	3	4	5
35. Observing your supervisor providing treatment, assessments, or other services to clients.	0	1	2	3	4	5	0	1	2	3	4	5

36. Providing services yourself in the physical presence of your supervisor.	0	1	2	3	4	5	0	1	2	3	4	5
37. Didactic instruction in specific topic or skills.	0	1	2	3	4	5	0	1	2	3	4	5
38. Discussing institutional policies, politics, or other issues.	0	1	2	3	4	5	0	1	2	3	4	5
39. Reviewing assessments or other reports you had written.	0	1	2	3	4	5	0	1	2	3	4	5
40. Reviewing case notes or other records you had written.	0	1	2	3	4	5	0	1	2	3	4	5
41. Reviewing assessments or other reports written by other professionals.	0	1	2	3	4	5	0	1	2	3	4	5
42. Reviewing case notes or other record written by other professionals.	0	1	2	3	4	5	0	1	2	3	4	5
43. Discussing your personal impressions, reactions, and adjustment to the internship.	0	1	2	3	4	5	0	1	2	3	4	5
44. Discussing your relationship with your supervisor.	0	1	2	3	4	5	0	1	2	3	4	5
45. Discussing client issues.	0	1	2	3	4	5	0	1	2	3	4	5

Interpersonal Issues and Feedback from Your Supervisor The items below refer to how you were given feedback by your supervisor and to the quality of your relationship to one another. Please comment on your supervisor's performance in each of the following areas:	Frequency						Satisfaction					
	0	1	2	3	4	5	0	1	2	3	4	5
46. Recognizing areas in which your skills or knowledge are relatively strong.	0	1	2	3	4	5	0	1	2	3	4	5
47. Recognizing areas in which your skills need improvement.	0	1	2	3	4	5	0	1	2	3	4	5
48. Recognizing and complimenting you for accomplishments or things you have done well at your internship.	0	1	2	3	4	5	0	1	2	3	4	5
49. Letting you know when your performance has not been acceptable or below the expectations of your supervisor and/or contract.	0	1	2	3	4	5	0	1	2	3	4	5
50. Providing emotional support when appropriate.	0	1	2	3	4	5	0	1	2	3	4	5
51. Dealing with differences or conflict between you.	0	1	2	3	4	5	0	1	2	3	4	5
52. Dealing with identity and personal issues.	0	1	2	3	4	5	0	1	2	3	4	5

In what ways do you think supervision could have been more beneficial to you?

Final Check-Off Forms

**Read the instructions carefully.
Submit the packet with a clamp to the
University Faculty Instructor.**

CLAMP

CED 690 Practicum (Cohorts)

Final Check-Off Form

1. When you submit your portfolio to the University Faculty Instructor, you are to pull out this check-off form and pull out the following original materials from the notebook.
2. Place this check-off form and the original materials in the front pocket of your notebook in the order indicated below.
3. After approval, the check-off form and the original materials will be collected by the University Faculty Instructor for submission to the appropriate Global Campus center office. The portfolio will be reviewed by the University Faculty Instructor.
4. It is suggested that you make copies of all submitted materials for yourself.
5. Submit a separate packet for each site.

- Site Information Form
- Site Description Form
- Site Approval Form
- Affiliation Agreement Approval Form
- Midterm evaluation of the student by supervisor
- Final evaluation of the student by supervisor
- Site and supervisors evaluation completed by the student
- Log Summary Sheets
- Logs indicating total hours (total each page)
- Miscellaneous Practicum/Internship Experiences
- Request for Incomplete (690)
- Information Packet Submitted to Site

Name: _____ Semester Registered: _____

Site: _____ Today's Date: _____

CRN: _____ Credits: _____ Student ID#: _____

Student Phone Number: _____

CLAMP

CED 691 Internship (Cohorts)

Final Check-Off Form

1. When you submit your portfolio to the University Faculty Instructor, you are to pull out this check-off form and pull out the following original materials from the notebook.
2. Place this check-off form and the original materials in the front pocket of your notebook in the order indicated below.
3. After approval, the check-off form and the original materials will be collected by the University Faculty Instructor for submission to the appropriate Global Campus center office. The portfolio will be reviewed by the University Faculty Instructor.
4. It is suggested that you make copies of all submitted materials for yourself.
5. Submit a separate packet for each site.

- Site Information Form
- Site Description Form
- Site Approval Form
- Affiliation Agreement Approval Form
- Midterm evaluation of the student by supervisor
- Final evaluation of the student by supervisor
- Site and supervisors evaluation completed by the student
- Log Summary Sheets
- Logs indicating total hours (total each page)
- Miscellaneous Practicum/Internship Experiences
- Request for Incomplete (691)
- Information Packet Submitted to Site

Name: _____ Semester Registered: _____

Site: _____ Today's Date: _____

CRN: _____ Credits: _____ Student ID#: _____

Student Phone Number: _____

CED 690/691
TIPS for Final CHECK OFF Form

There are certain procedures that must be done prior to submitting your portfolio. This sheet is a reminder of what must be done.

1. Purchase a large 3-ring binder to organize and carry all class materials.
2. Make copies of all forms.
3. Place a tab in your portfolio that reads FINAL CHECK OFF.
4. Review the final check off form for CED 690/691. Follow the form closely.
5. Review how you have recorded your hours and organized the information that is to be submitted to the University Faculty Instructor.
6. No plastic sleeves on paper work that the University Faculty Instructor reviews.
7. If you are completing your hours and desire a grade, submit your portfolio.
8. Midterm and final evaluations are to be submitted to the University Faculty Instructor by the student. Ask your site supervisor to place the evaluation in a sealed envelope and you will then bring the evaluation to class.
9. Place all information in your portfolio, with the exception of the midterm and final evaluations.
10. Follow the examples for the log sheets provide by the University Faculty Instructor.

Site Description Form**Provide for each practicum/internship site.**

Site Description Form
CED Cohorts
CED 690

This form is a record of sites where students have completed the practicum experience.
Complete when you turn in your portfolio.

Your Name _____ Date/Semester _____

Site Name _____ Address _____

State _____ Zip _____ Phone _____

Site Supervisor's Name _____

Contact Person _____

Site Description:

Comments:

Site Description Form
CED Cohorts
CED 691

This form is a record of sites where students have completed the internship experience.
Complete when you turn in your portfolio.

Your Name _____ Date/Semester _____

Site Name _____ Address _____

State _____ Zip _____ Phone _____

Site Supervisor's Name _____

Contact Person _____

Site Description:

Comments:

Incomplete Grades

CMU Incomplete Policy

Submit a Request for Incomplete Grade to the University Faculty Instructor.

University Faculty Instructor submits the CMU Report on Incomplete or Deferred Grade form to the Global Campus M.A. in Counseling Director.

INCOMPLETE GRADES (I)

“An Incomplete (“I”) is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements, and has convinced the instructor of his or her ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is already doing failing work. A form [Report on Incomplete or Deferred Grade] must be completed and signed by the faculty member (and the student when possible) whenever a grade of “I” is assigned. The form is to be kept on file in the departmental office. An instructor who assigns the grade of “I” also submits to the department chairperson a formal statement of requirements to be satisfied for removal of the Incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.”

“It is the student’s responsibility to contact the instructor to complete the remaining work. The required work should be completed and a grade reported by the end of the student’s next semester in residence, but in no case later than one calendar year following the receipt of the grade of “I”. A student not completing the remaining work by the end of one calendar year following the receipt of an “I” would retain an “I” only if the instructor chooses not to change the “I” to a specific grade ranging from A to E by the end of the calendar year. A grade of “I” may not be removed by registering again for the course.”

[source: Graduate Bulletin]

Central Michigan University
Global Campus M.A. in Counseling

REQUEST FOR INCOMPLETE GRADE (Cohorts)
CED 690, Counseling Practicum

Every student who requests an Incomplete grade must complete this form.

When requesting an “I” grade, please fill out the following information and submit to the University Faculty Instructor. I understand that according to the Off-Campus Programs Bulletin I have one year to make up an Incomplete grade.

Note: The student must have shown that satisfactory progress (more than 50% completion) is being made toward the completion of the supervised practicum experience hours in order to be assigned an Incomplete grade.

Name: _____ Student ID #: _____

Phone Number(s): _____

Semester/Year Registered for
Course: _____

Course Number: CED 690 Credits: _____ CRN # _____

Course to be Completed
By: _____

University Faculty Instructor: _____

Explain your reasons for requesting an Incomplete grade:

Student Signature: _____ Date: _____

University Faculty Instructor Signature: _____ Date: _____

University Faculty Instructor Submitted to the M.A. in Counseling Director: _____
(Date)

Central Michigan University
Global Campus M.A. in Counseling

REQUEST FOR INCOMPLETE GRADE (Cohorts)
CED 691, Internship in Counseling

Every student who requests an Incomplete grade must complete this form.

When requesting an “I” grade, please fill out the following information and submit to the University Faculty Instructor. I understand that according to the Off-Campus Programs Bulletin I have one year to make up an Incomplete grade.

Note: The student must have shown that satisfactory progress (more than 50% completion) is being made toward the completion of the supervised internship experience hours in order to be assigned an Incomplete grade.

Name: _____ Student ID #: _____

Phone Number(s): _____

Semester/Year Registered for
Course: _____

Course Number: CED 691 Credits: _____ CRN # _____

Course to be Completed
By: _____

University Faculty Instructor: _____

Explain your reasons for requesting an Incomplete grade:

Student Signature: _____ Date: _____

University Faculty Instructor Signature: _____ Date: _____

University Faculty Instructor Submitted to the M.A. in Counseling Director: _____
(Date)

Supervision

Central Michigan University
Department of Counseling and Special Education
CED Cohorts
CED 691—Internship in Counseling only

Phone Evaluation with Site Supervisor

The University Faculty Instructor is conducting phone evaluations of the CMU intern with the Site Supervisor. As the University Faculty Instructor, would you assist in scheduling a phone call to discuss the performance of the intern at your site?

Site Supervisor's Name: _____

Site Supervisor's Phone Number: _____

Site Name: _____

Intern's Name: _____

Please list 2 tentative dates and times:

Date: _____ Date: _____

Time: _____ Time: _____

Discussion Questions:

1. Are there questions or concerns about the CMU internship process?

2. Are there questions or concerns about the intern placed at your site?

3. Discussion of 4 categories on the Internship Evaluation:
 - a. Intern's performance relative to Client Contact?

b. Intern's performance relative to Supervision?

c. Intern's performance relative to Administrative?

d. Intern's performance relative to Professionalism?

4. May we list you as an approved internship site?

5. Miscellaneous?

University Faculty Instructor's
Signature:

Date:

Intern's Signature:

Date:

Central Michigan University
CED Cohorts
 CED 690—Counseling Practicum

Supervision Form after Incomplete Grade

Note: Complete a separate form for each supervision session.

Student Name: _____ Student ID #: _____

Cohort Name: _____ CRN: _____

If a student receives an Incomplete (“I”) grade in CED 690—Counseling Practicum, he/she must continue to be supervised by the University Faculty Instructor of record or the Global Campus Program Director. After the student is assigned the grade of “I” he/she has one calendar year following the receipt of the “I” to complete 100 hours. If the student does not complete the hours within that timeframe, a new registration is required, a new University Faculty Instructor is assigned, and arrangements are made for in-class and outside of class supervision. Document supervision as follows:

Date: _____ Time: _____ To: _____ From: _____

University Faculty Instructor Name: _____

Student Name: _____ Mode of Contact: _____

 University Faculty Instructor Signature

 Student Signature

Submit this Supervision form with the Final Check-Off Form to the M.A. in Counseling Director.

Central Michigan University
CED Cohorts
 CED 691—Internship in Counseling

Supervision Form after Incomplete Grade

Note: Complete a separate form for each supervision session.

Student Name: _____ Student ID #: _____

Cohort Name: _____ CRN: _____

If a student receives an Incomplete (“I”) grade in CED 691—Internship in Counseling, he/she must continue to be supervised by the University Faculty Instructor of record or the Global Campus Program Director. After the student is assigned the grade of “I” he/she has one calendar year following the receipt of the “I” to complete 600 hours. If the student does not complete the hours within that timeframe, a new registration is required, a new University Faculty Instructor is assigned, and arrangements are made for in-class and outside of class supervision. Document supervision as follows:

Date: _____ Time: To: _____ From: _____

University Faculty Instructor Name: _____

Student Name: _____ Mode of Contact: _____

 University Faculty Instructor Signature

 Student Signature

Submit this Supervision form with the Final Check-Off Form to the M.A. in Counseling Director