



Central Michigan University

Counselor Education Program

On Campus

M.A. in Counseling

Internship Manual Part I

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.**

(Revised October 27, 2014)

Table of Contents

Letter to Student.....	3
Fred Richards: “Code of Practice”	4
Internship Site and Hours Requirements	6
CED Field Work Requirements	7
Enrollment and Registration Information	9
Frequently Asked Questions	10
Preparation for Internship Interview and Site Selection	18
Potential CED Interns Letter.....	19
Potential Internship Site Supervisor Letter	21
Master of Arts in Counseling Degree Requirements	22
Finding a Site for Your Internship Checklist.....	23
Submitting Materials for Site Approval	24
Submitting Your Application Materials for Site Approval.....	25
Manila Envelope Submission Form.....	26
Application for Internship.....	27
Affiliation Agreement Request Form	28
Site Approval Form.....	29
Site Supervisor’s Signature Form	30
Internship Plan	31
Student Information Form.....	33
Site Information Form.....	34
Site Supervisor Agreement	35
Site Supervisor’s Information	36
Site Supervisor’s Information	37
Course Enrollment and Registration Information	40
Course Enrollment and Registration Information.....	41
After Submitting Class Enrollment Paperwork	48
Affiliation Agreement Approval Form (1/2 Sheet)	49

Dear Student:

Welcome to the Counseling Internship experience (CED 691) of Central Michigan University's Counselor Education Program. Your internship is a very important part of your learning experiences because it provides 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 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 internship relative to client contact, supervision, and administrative hours. This *Internship Manual* contains all of the forms you need to start, maintain, and complete your internship 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 internship. This class is one 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,

Twinet Parmer, Ph.D., LPC, CST
Professor, Counselor Education
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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. We would like to end this book with some of his statements about the way he sees the helping relationship. 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.]

Internship Site and Hours Requirements

Central Michigan University

CED Field Work Requirements

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

Before signing up for 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 Part 1 and Part 2 of the application packet to the Internship Coordinator as specified in this manual.
2. Complete a total of 600 hours in field work in CED 691—Internship in Counseling (6 credits).
3. You may register for either 3 credits of CED 691 (300 hours) or 6 credits of CED 691 (600 hours).
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 follow 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.

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]

Enrollment and Registration Information

Central Michigan University
On 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 Field Work Requirements section on page 7.

3. How long does it take to complete the CED program?

You have seven years to complete the CED program. You must complete the internship prior to the seven year deadline.

4. How will I register for the class?

You are to complete the paperwork and submit it to the Internship Coordinator. The paperwork is reviewed and a bump card is issued and submitted to the Registrar's Office by the student. This process is described in greater detail in this section of the manual.

5. 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.

6. 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.

7. 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 691. The completed application packets are sent to the Internship Coordinator. If you are doing your internship experience at more than one site, a separate application packet is required for each site.

8. 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 Internship Coordinator will give the Affiliation Agreement Request Form to Susie Harper, 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 *contract 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 all 3 original copies of the agreement to Susie Harper for the CMU official's signature. Do not fax or scan these documents. Susie 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 Susie.**

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 received the half-sheet approval notice from Susie.

9. If I have completed the Affiliation Agreement process from CMU, may I begin accumulating hours before the class meets?

You may not accumulate any hours until after the first class meeting and you receive the half-sheet notice. This is a liability issue. You are not to begin at the site until after the first class meeting.

Prepare for the first class meeting by reading any materials posted on Blackboard, such as information about the class meeting schedule, and complete any pre-class assignments.

10. What about liability insurance?

We require liability insurance. You must get it through ACA, MCA or ASCA *before* you can see clients. Student rates for this insurance are quite reasonable. Get it as soon as possible.

11. May I split up my 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.

12. 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.

13. May I do a paid 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.

14. How many hours are required for internship?

You will need 600 hours of internship. For each 100 hours of internship, 40 hours are direct contact, 45 hours are indirect or administrative contact, and 15 hours are supervision.

15. 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.

16. 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.

17. 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.

18. How many hours of supervision are needed?

Supervision is an ongoing process of interaction with your supervisor. You are expected to complete at least one (1) hour per week with your site supervisor. You are also expected to attend each class where you will be supervised by your University Instructor. However, class hours are not documented or counted on logs as supervision hours.

19. 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.

20. What is the clinical requirement for internship?

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 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.

21. 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 your University Instructor.

22. 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.

23. May I count in-class hours?

No. Students are not to log hours for in-class meetings.

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

You cannot work more than 40 hours per week.

25. 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.

26. 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 internship, in most instances we can, if arranged beforehand, allow you to use work hours as 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.

27. 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 group supervision and internship class supervision until you turn in your completed portfolio and submit all hours for credit. However, it is expected that you attend internship for at least two semesters.

28. How is the class organized?

The class is organized into Group A and Group B. Group A students are registering for the first time for internship. Group B are the students who have attended a section of internship at least one time.

29. 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 691 paperwork in the portfolio. The University Instructor will check the portfolio at the time a grade is issued for you. Locate the Portfolio Table of Contents in Part II of this Manual. Begin organizing your portfolio right away.

30. What is a Final Check-Off Form?

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

31. What are the minimum hours required for internship?

	Client Contact	Administrative	Supervision	Total
Internship (CED 691, 6 crs.)	240	270	90	600

32. I want to be a school counselor. Do I have to do my internship in a school?

Refer to the Internship Field Work Requirements section on page 7. For students pursuing School Counseling ENDORSEMENT (you have a valid Michigan teaching certificate), internship should include **at least** 300 hours in a non-school setting (as you will be eligible for professional counseling licensure after completing the Master's degree). A minimum of 100 hours of your total internship **must** be done in a non-school setting.

For students pursuing School Counseling LICENSURE (you do not have a teaching certificate), internship **must** include at least 300 hours in a school setting.

For either school counseling credential, not less than 600 hour of the internship hours should be with school-aged clients and a minimum of 300 of those hours must be in a school setting.

33. What if I can't make class?

You may not miss class and still pass 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 class by attending either group A or B.

34. How do I contact my University Instructor if I have a question or a problem?

Your University Instructor should give you his/her regular hours and how to reach him or her in an emergency. If you cannot reach your University Instructor, contact the Internship Coordinator.

35. Who grades me?

Your University 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.

36. What are evaluations?

There is a midterm and final evaluation form completed by your site supervisor for CED 691. The evaluation forms are located in Part II of this Manual.

37. Is it okay for me to give my site supervisor a gift?

Only after you have completed your internship experience and your evaluations are turned in.

38. 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.

39. 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 Internship Manual.

40. 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!

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

Always consult with your University Instructor and the Internship Coordinator 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 Instructor and the Internship Coordinator.

Remember that fostering good relationships between CMU, the public, as well as your site is extremely important.

42. 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 Instructor and the Internship Coordinator. Don't try to handle these kinds of issues by yourself.

43. When can I begin at my internship site?

You are not to report to your site to begin accruing hours until after the first CED 691 class meeting and you have received the half-sheet notice. Prior to that time, however, you are 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 after the first class meeting and you have received the half-sheet notice.

44. 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 Instructor and the Internship Coordinator immediately if there are questions or concerns.

45. 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 Part II of this Manual for the Miscellaneous Internship Experiences form.

46. What happens if I do not complete all of my hours in CED 691?

You must fill out the Request for Incomplete form, obtain the necessary signatures, and submit it to your University Instructor. You will continue working until the hours are completed. Pay particular attention to the Incomplete Policy published in the University Bulletin, which is also found in Part II of this Manual.

47. Who will be my University Instructor if I receive an Incomplete grade in CED 691?

You will continue with the University 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. 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 Instructor who assigned the Incomplete grade.

48. Read all forms in Part I and Part II of this Manual.

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

Submission Part I

TO: Potential CED Interns
FROM: Twinet Parmer, Ph.D., LPC, CST
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 (see example).
- 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 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 Internship Coordinator for site approval.
- Your internship packet will not be accepted by the Internship Coordinator if this information is not included.
- The Internship Coordinator reserves the right to refuse the student's choice of site and/or supervisor.

Note: This 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.

TP/sh

LETTER EXAMPLE (written by a former student)—Make your letter specific to you. Do not just modify this example.

Street Address
City, State, Zip
Phone Number

Date

Addressee Name & Title
Site Name
Street Address
City, State, Zip

Dear _____:

After speaking with you regarding a counseling internship position at [site name], I am submitting a packet of information as specified in the CED Internship Manual for your consideration. As my career goal is to work with [list population], I am most interested in the possibility of interning with you.

As a student at Central Michigan University, I have had the opportunity to develop a knowledge base and skills in individual, couples, and family counseling. In my practicum experience, as well as my experience with [list experience], I put those skills into practice. Additionally, I have had the opportunity to do career counseling, and worked with high school students in several college programs. I have also helped to develop and present programs concerning healthy and unhealthy relationships. It is my hope to continue community outreach.

My strongest area of interest is individual counseling, particularly with a college-aged population as previously stated. Therefore, I feel the [site name] would match my professional aims and skill sets. I am most interested in this opportunity because I have heard positive feedback from students regarding the services they received at your center, the people they worked with, and the overall positive atmosphere within the center itself. I believe internship is made an invaluable experience based on the agency and the people with which you work. I have no doubt the [site name] would create an educational, memorable, and stimulating opportunity for me as an intern.

Once again, I am most interested in the possibility of interning with you at the [site name] and see a strong match between my skills and experience and the position that would be available. In addition to the enclosed resume, a list of references and letters of recommendation are also included. I look forward to discussing the position with you and would appreciate the opportunity to interview with you. Thank you for your time and consideration. If you need any further information, please feel free to contact me at (989) 123-4567 or by e-mail (abcde@cmich.edu).

Sincerely,
[your signature]
[your typed name]
Enclosures

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

Dear Potential Internship Site Supervisors:

Master's level students in the Counselor Education program at Central Michigan University are required to complete an 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 internship experience, students are expected to complete a total of 600 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,

Twinet Parmer, Ph.D., LPC, CST
Professor, Counselor Education
Internship Coordinator

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Central Michigan University
354 Education and Human Services Building
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Central Michigan University
Master of Arts in Counseling Degree Requirements

Core Courses

CED 610 (3)—Career Development and Counseling

OR

CED 611 (3)—Developmental Career Counseling

CED 566 (3)—Lifespan Development for Counselors

CED 620 (3)—Introduction to Multicultural Issues in Counseling

CED 630 (3)—Counseling Ethics and Professional Issues

CED 640 (3)—Standardized Tests

CED 650 (3)—Theories and Techniques of Group Counseling

CED 660 (3)—Counseling Techniques

CED 677 (3)—Theories of Counseling

CED 690 (3)—Counseling Practicum

CED 695 (3)—Research for Counseling and Special Education

CED 765 (3)—Professional Counseling and Consulting

Additional Requirements (Professional Counseling program option)

CED 502 (3)—Student Development in Higher Education

OR

CED 503 (3)—Introduction to Community Agency Counseling

OR

CED 504 (3)—Introduction to School Counseling

Additional Requirements (School Counseling program option)

CED 504 (3)—Introduction to School Counseling

CED 545 (3)—School Counseling Seminar

Electives

Selected other CED courses, approved SPE courses, or approved transfer credits to bring credit hour total to at least 48.

Plan B Requirement

CED 691 (6)—Internship in Counseling

Comprehensive Examination

Finding a Site for Your Internship Checklist

You are responsible for securing a site for the 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 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 Part I and Part II of this Manual.
- Plan your schedule and organize your life such that you can commit the necessary time to complete CED 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) or agency(ies).
- 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 Internship Coordinator. You will receive a call telling you whether your materials are or are not approved.
- After your packet of materials is processed, Susie Harper will send three copies of the Affiliation Agreement directly to you. You will need to take these agreements to the site to obtain the necessary signatures.
- Return all three signed copies of the Affiliation Agreement directly to Susie Harper. A fully signed Agreement will be sent to the site after being signed by the CMU official.
- The half-sheet notice will be sent directly to you, informing you that an approved Agreement has been fully processed and you may begin accruing hours.
- The Internship Coordinator reserves the right to refuse the student's choice of site and/or supervisor.

Mail your all forms in a manila envelope, with the cover sheet taped to the front, enclosed within another envelope, to: Dr. Twinet Parmer, Central Michigan University, Counseling and Special Education, 354 EHS Building, Mt. Pleasant, MI 48859. Questions: 989-774-3776 or parme1t@cmich.edu.

Submitting Materials for Site Approval

Submitting Your Application Materials for Site Approval

Submission Part II

In a large manila envelope, mail the following:

- A large manila envelope with the Manila Envelope Submission Form (taped to outside of the manila envelope)
- Application for Internship
- Affiliation Agreement Request Form
- Site Approval Form
- Supervisor's Resume
- Site Supervisor's Signature Form
- Internship Plan Form
- Student Information Form
- Site Supervisor Agreement
- A copy of packet prepared for the site interview (must be included). Remember, your application will not be accepted without these documents.

Place the large manila envelope in a larger mailing envelope and mail to:

Twinet Parmer, Ph.D.
Internship Coordinator
Central Michigan University
Counseling and Special Education Department
354 EHS Building
Mt. Pleasant, MI 48859

Note: It is not necessary to use Express Mail when submitting your envelope.

Note: Always make copies of these forms for your files before submitting your envelope.

Note: If doing your internship at more than one site, a separate application packet must be submitted for each site.

Bump Card: You will receive an e-mail or phone call to inform you that your paperwork and site have been approved and a bump card will be left in the main office for you to complete and deliver to the Registrar's Office.

MANILA ENVELOPE SUBMISSION FORM
CED 691—Internship in Counseling

Note: Tape this form to outside of plain manila envelope.

Name _____ Date _____

Student ID # _____ Semester _____

Course CED 691 Credits _____ Correct Section # _____
(look it up!)

Site Name _____

Your Telephone Number (____) _____

Your CMU E-mail Address (legible) _____

Contents (check off)

- Application for Internship
- Affiliation Agreement Request Form
- Site Approval Form
- Supervisor's Resume
- Site Supervisor's Signature Form
- Practicum/Internship Plan Form
- Student Information Form
- Site Information Form
- Copy of Packet Prepared for the Site Interview

For office use only

Date Received _____ Contacted _____

Approved: Yes _____ No _____ Comments _____

Central Michigan University
 Department of Counseling and Special Education
 CED 691

Semester _____

Date _____

APPLICATION FOR INTERNSHIP
 Campus

Name _____ Student ID # _____

Home Address _____

_____ Phone _____

E-mail Address _____

Work Address _____

_____ Phone _____

Semester in which you took CED 690 _____ CED 690 grade _____

Semester you intend to graduate _____

Please describe your proposed sequence for this experience, specifying when you intend to take CED 691:

Do you have an internship site secured? Yes _____ No _____

If yes, where _____ Address _____

Supervisor Name _____ Phone _____

Is this a paid internship? Yes _____ No _____

If you have an additional site or sites, submit a separate application packet for each site.

Indicate below all professional organizations in which you are presently a member:

MCA _____ ACA _____ Other _____ (specify: _____)

Do you have professional liability insurance? Yes _____ No _____

If yes, who is the insurance provider? _____

Central Michigan University
 Department of Counseling and Special Education
 Susie Harper
 321 EHS Building
 Mt. Pleasant, MI 48859

For office use only
Received from student
Sent for signature
Filed

AFFILIATION AGREEMENT REQUEST FORM CAMPUS

Complete a copy of this form for each site where you intend to do your internship, and return to Susie Harper ***the semester prior*** to beginning your internship experience. Please **Print** or **Type** this information.

Student's Name _____ Student ID No. _____
Street Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
E-mail _____

Name of Organization/ Agency/School _____	
Mailing Address City, State, Zip _____	
Print Name of Authorized Signing Party at Site* <i>(Do not ask that person to sign this form.)</i>	
Is this a paid internship? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PLEASE READ CAREFULLY!

*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. **Print this name carefully** in the space provided. 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 **all 3 signed copies** of the agreement to Susie Harper for the CMU official's signature. Do not fax or scan these documents. Susie 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 Susie.

SITE APPROVAL FORM**CED 691—Internship*****CAMPUS***

Name: _____ Date: _____

Note: A majority of your practice at the site must include clinical experience with clients you see on an ongoing basis.

Proposed Site:

Site Name: _____

Location: _____

Description of Responsibilities: _____

Questions:

1. Does the supervisor meet the qualifications? yes no
2. Is there an opportunity to meet all three categories (client contact, supervision, administrative)? yes no
3. Are you able to obtain the total internship hours for the number of credit hours registered? yes no
4. Is this a paid internship? yes no If yes, additional paperwork is required.
5. Are you able to counsel clients and participate in ongoing clinical counseling? yes no

Student's Signature: _____ Date: _____

Internship Coordinator's Signature: _____ Date: _____

Approved: _____ Denied: _____ Additional information needed: _____

**Central Michigan University
Department of Counseling and Special Education**

SITE SUPERVISOR'S SIGNATURE FORM

Internship (CED 691)

CAMPUS

Intern's Name: _____ Semester: _____

Internship Site: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Supervisor's Name: _____

License(s) Held: _____ Degree Level: _____

Supervisor's E-mail: _____

Best Time to Contact Supervisor: _____

Please provide a brief description of services provided at your agency:

Comments:

Supervisor's Signature: _____ Date: _____

Please return the signed form to the student.

Central Michigan University
CED 691

Internship Plan
CAMPUS

Intern Name: _____ Student ID #: _____

Semester: _____ Date: _____

Internship Site: _____

Intern Schedule (day/hours)

Day	From	To	From	To
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Briefly describe the learning opportunities and responsibilities for interns at the site.

In the spaces provided below, list goals and activities agreed upon by the site supervisor and intern. **These goals must be reflected on the midterm and final evaluation forms.**

	Learning Goals—What	Learning Activity—How	Category—client contact, supervision, administrative
1			
2			

3			
4			
5			
6			
7			
8			
9			
10			

Learning Goals: What the intern and site supervisor agree as the primary goals to be achieved.

Learning Activity: What activities the intern and site supervisor agree as the means to achieve goals.

Category: Determine if goals have been achieved based on client contact, supervision, and administrative.

Note: The student may be involved with groups and families. However, a majority of the student's experience must involve ongoing individual counseling sessions.

Note: The learning goals must be listed on the midterm and final evaluations.

Intern Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Central Michigan University
Counseling and Special Education

Student Information Form

CED 691
CAMPUS

Please **print** the following information:

Intern's Name: _____ Student ID #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

E-mail Address: _____

Current Internship Course Registration:

Course:	CED	Credits:		Semester:		CRN:	
Course:	CED	Credits:		Semester:		CRN:	

Do you have any Incomplete grades pending for CED 691? _____

Course:	CED	Credits:		Semester:		CRN:	
Course:	CED	Credits:		Semester:		CRN:	

WORK INFORMATION

Place of Employment: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____

SITE INFORMATION FORM
CED 691—Internship
CAMPUS

Name of Site: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Site Phone: _____

Brief description of services provided at internship site:

Brief description of services provided by intern at site:

SITE SUPERVISOR INFORMATION

Supervisor's Name: _____

Title/Position: _____

Degree(s) Held: _____

License(s)/Certification(s) Held: _____

Areas of Specialization: _____

Other pertinent information about supervisor:

Central Michigan University
M.A. in Counseling
CAMPUS
Site Supervisor Agreement
CED 691—Internship in Counseling)

The internship experience, more than any other part of the graduate training program, sets the tone for the student's professional life as a counselor. It provides the student with opportunities to gain supervised counseling experience in an actual work setting, functioning as a member of a professional staff. Although there are some differences in schools and other agencies, all students are trained to be Professional Counselors (LPC) then can be licensed by the state of Michigan.

As the Site Supervisor for the graduate student listed below, I agree to the following:

1. To provide appropriate supervision either directly (via co-facilitation or observation) or indirectly (via audio/video tape) of the student's work and provide feedback based upon that observation.
2. To provide an adequate number of clients/counseling opportunities to meet the required number of direct and indirect client counseling hours for CED 691 (600 hours total, with 240 being direct service hours) in the time allotted for the course.
3. To provide as many opportunities for individual, group, family, and couples counseling experiences as possible, including various other advising, case management, guidance and career exploration opportunities.
4. To be available to the student at all times when he or she is on-site, and to provide at least weekly supervision sessions.
5. To expect that established rules, practices, policies, and procedures of our organization are to be followed. This information may be found in the CMU Bulletin and within this packet.
6. To provide written evaluations as required by Central Michigan University.
7. To develop, with the student, a set of clear written requirements/goals which the student must attain to complete this experience.
8. To communicate freely with the University Instructor of the class concerning the student's progress and any difficulties encountered in the supervision process.
9. To provide a copy of my resume, or professional disclosure statement, and to provide a copy of an Affiliation Agreement between the agency and the University.
10. To provide the student with adequate workspace, telephone, or office supplies, as they conduct their professional activities.
11. To provide many opportunities for the student to observe, ask questions, be open to learn, and practice from the highest level of ethics.
12. To report to the University Instructor of the class any student issues that may impair student learning, supervision, and the agency.

Student Name: _____

Site/Field Supervisor Signature: _____

Site Supervisor's Information

Central Michigan University
Department of Counseling and Special Education

Site Supervisor's Information
Internship (CED 691)

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 the 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 internship experiences, 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:

	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 in 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).
- The University 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 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, there are some common expectations for field experience. They are as follows:

- Students function essentially as employees of the agency or institution in which they are completing internship, and therefore are 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 Internship Coordinator.
- 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 Instructor and the site supervisor. The student will provide the site supervisor with the University 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 University Instructor concerning the student's progress and any difficulties encountered in the supervision process.

- Students are supervised by a University 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, 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 Internship Coordinator 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 Internship Coordinator, Twinet Parmer, Ph.D., LPC, CST, is available to assist you in all phases of this experience, or just for support if needed. You may reach Dr. Parmer by phone at (989) 774-3776, or by e-mail at parme1t@cmich.edu.

Course Enrollment and Registration Information

Central Michigan University
CED 691

Course Enrollment and Registration Information

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

Prerequisites

- Regular Admission to the CED program.
- Grade of B or better required in CED 690 (Counseling Practicum) before registering for CED 691.
- Read the Internship Site and Hours Requirements.
- Read Part I and Part II of the Internship Manual carefully.
- A word of caution: Make multiple copies of all forms. **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 Internship Site and Hours Requirements. 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, but **must include at least 100 hours** in a non-school setting (as the students 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.)**
- 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 internship, in most cases we can, if arranged beforehand, allow you to use work hours as internship hours. If, on the other hand, you are presently employed in the counseling field and wish to do your 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 an internship that is simply a continuation of your present employment, and (3) you must arrange for professional liability insurance, either individually or through your 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 Internship Coordinator prior to accruing hours toward the course requirements.
- A number of forms are used in setting up an 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 half-sheet CED Affiliation Agreement Approval form from Susie Harper.***

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

Class Enrollment

You will register for CED 691 (3 credits) or CED 691 (6 credits).

Client Contact

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 necessarily 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 internship program. The **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 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 Instructor must also complete an evaluation of the student's performance in class. At the end of each semester in which you are enrolled in internship you site supervisor(s) must complete a **Supervisor's Evaluation of Student Intern** form, which is then given to the student. Finally, the **Student Evaluation of Internship Site and Field Supervisor** form is completed by the student for each site upon termination of her or his 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 internship. Your on-site supervisor will be asked to verify this log.

Incomplete Grades

Students completing an Incomplete grade must consult with the University 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 Instructor should complete and submit the Report on Incomplete or Deferred Grade form available at <https://www.cmich.edu/ess/registrar/Documents/Department/R128AForm.pdf>

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 attend class until all hours are accumulated.

Paperwork/Portfolio

You are responsible for maintaining a large portfolio where required paperwork and assignments are submitted to your University 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 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 Instructor and/or your site supervisor. **DO NOT ALLOW IGNORANCE TO BE A FACTOR IN THIS AREA; GET THE FACTS!**

To be completed by the University Instructor.



**CENTRAL MICHIGAN
UNIVERSITY**

REPORT ON INCOMPLETE OR DEFERRED GRADE

DIRECTIONS: Fill in appropriate items below; print, sign and submit to your department chairperson at the end of the semester or session in which the incomplete or deferred grade is granted.

This is a report on **Incomplete Grade** for **Deferred Grade**
Select one box from above

Student Name: Student ID:
(Last, first, middle initial)

Course Designator & No.: Credit Hrs.: Section Number:

Semester Enrolled: Fall Spring Summer I Summer II
 Year:

REMAINING REQUIREMENTS TO REMOVE INCOMPLETE OR DEFERRED GRADE
 Please Check

Examination (where available, who should grade, etc)

Paper (describe assignment, who should evaluate, etc)

Other (specific requirements)

Student's grade at this point

Weight of the current grade (i.e. 50%, 80%, etc.)

Other pertinent information which will be of help in accurately evaluating this student in absence of instructor.

 Instructor Signature

10/07/2014
 Date

R-128A revised 6/05 Reset

After Submitting Class Enrollment Paperwork

CED 691
AFFILIATION AGREEMENT APPROVAL FORM (1/2 Sheet)

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 Internship Coordinator.
- After receipt of the request form, Susie Harper will prepare three copies of the affiliation agreement which she will send to you.
- You are to take that packet to the site representative, have the person sign all three copies of the agreement, and then you need to return all three signed copies of the agreement directly to Susie. Do not fax or scan these documents.
- 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 mailed a half-sheet 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 (check with Dr. Parmer), and you have successfully completed all course prerequisites. When you submit your final paperwork, please attach a copy of your signed half-sheet CED Affiliation Agreement Approval Form.

EXAMPLE

Student Name _____

CENTRAL MICHIGAN UNIVERSITY
 DEPARTMENT OF COUNSELING AND SPECIAL EDUCATION
 CED AFFILIATION AGREEMENT APPROVAL

This is to inform you that we have on file a current approved Affiliation Agreement at the following site:

IF ALL OTHER REQUIRED PAPERWORK HAS BEEN PROCESSED AND APPROVED (CHECK WITH YOUR INSTRUCTOR), and you have successfully completed all course prerequisites, you may begin accruing hours at the above site:

- at the beginning of the next semester
(new semester registration)
- beginning _____
(continuing registration)

 Susie Harper, Executive Secretary

Date: _____