

**WIU
DEPARTMENT OF
COUNSELOR EDUCATION
FIELD EXPERIENCE MANUAL**

FOR STUDENTS

2015-2016

COUNSELING PRACTICUM (CN593)
&
COUNSELING INTERNSHIP (CN597)

WESTERN ILLINOIS UNIVERSITY

02/2015

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Congratulations to you on reaching this milestone in your education and training! The Counselor Education faculty looks forward to making the clinical courses a stimulating and rewarding experience. This manual is designed to assist you throughout the process of selecting your Practicum/Internship site until the completion of the field experience. Please remember that the Counselor Education faculty members are here to assist you in whatever way we can. Best of luck to you on this new professional endeavor!

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WHAT ARE PRACTICUM AND INTERNSHIP?

Many have asked for a clearer understanding of the difference between the Counseling Practicum and Internship. The following explanations should be helpful:

Counseling Practicum

Counseling Practicum requires students to apply previously gained knowledge about counseling techniques and theories to work with clients at a field-site. The emphasis of Counseling Practicum focuses on **students practicing individual and group counseling skills under supervision**. The most desirable situation is one in which students are able to counsel a limited number of clients over an extended period of time. This allows students the opportunity to develop skills to promote in- depth change. Supervision will come from several sources: One hour per week (min) face to face supervision with site supervisor from a counselor at the agency/school where the student is working (including review of counseling tapes); One hour per week (min) face to face supervision from the university supervisor, and group supervision from the university supervisor and classmates. Counseling Practicum consists of a minimum of 100 hours, which includes a minimum of 40 direct contact hours with clients plus 10 hours are group counseling **co-facilitation** (total= minimum direct 50 hours). These requirements are in compliance with CACREP and the recommendations of the Association for Specialists in Group Work (ASGW).

Counseling Internship

Counseling Internship is a more advanced and broader field experience where one of the major differences is that the primary responsibility for supervision shifts from the university faculty to the field supervisor. Its primary purpose is to promote students' entry into the profession under supervision. As counseling interns, students are expected to considerably broaden their knowledge of counseling-related professional activities, as well as their role within their field site. Within a broader context, additional direct service activities could include: assessment, consultation, independent group counseling, and programming. At the completion of internship, students are required to function as much like a professional counselor as possible. Counseling Internship consists of a minimum of 600 hours, which includes a minimum of 240 direct contact hours with clients plus 30 hours of group counseling (total= minimum 270 direct hours). These requirements are in compliance with CACREP and the recommendations of the Association for Specialists in Group Work (ASGW).

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GOALS AND OBJECTIVES OF THE FIELD EXPERIENCES

It is strongly believed that counselors-in-training need the opportunity to combine their didactic learning with actual experience in settings similar to ones in which they will be employed after graduation. The clinical component of the program helps the counselor-in-training acquire proficiency and gain confidence by applying their emerging skills under the supervision of experienced counselors.

The clinical courses are designed to ensure skill development along with a strong knowledge base. The goals of this experience are typically:

1. To stimulate the formation of a professional role and identity as a counselor.
2. To develop the ability to accept individual differences in clients.
3. To develop a knowledge of ethical standards.
4. To articulate a personal theory of counseling which guides the intentionality of clinical practice and applies it under supervision.
5. To intentionally apply counseling skills effectively and establish interpersonal relationships within the clinical setting.
6. To acquire a feeling for the counselor-client relationship and the role of self-understanding in the development of this relationship.
7. To develop and articulate a case conceptualization formulated through theory that guides the counselor-in-training practice.
8. To learn to formally present a case in a concise and professional manner.
9. To develop the ability to write succinct and accurate case reports and progress notes that include case conceptualization, goals of treatment, treatment interventions, and progress toward goals.
10. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

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Considerations for Choosing Your Field Placement Site:

1. **Your professional goals**, such as the specific area of professional counseling in which you may want to specialize, the population with which you want to work and the type of setting you want.
2. **The population served**, such as individual clients/students, groups, as well as diversity interests.
3. **Issues confronted**, such as child and adolescent concerns; women's issues; alcohol and drug abuse; sexual abuse; marriage and family issues; transitional and developmental concerns; chronic mental illness; concerns for elementary, middle school, or secondary students; etc.
4. **Training opportunities**, such as play therapy, consultation skills, abuse counseling, family/parent work, workshop facilitation, and other areas in which you would like training.
5. **Services performed**, such as intake, group work, consultation, psychoeducation, case management, guidance, class scheduling, etc.
6. **Geographic location**, such as somewhere close to your home, an area that offers diversity or a place you'd like to consider living in the future.
7. **Supervision opportunities**, such as working with someone with experience in your areas of interest; working with someone dedicated to facilitating your skill development as a counselor

Preparing for the Site Interview:

1. Develop a **resume** that details your educational, professional, and related volunteer experiences
2. Develop your own **list of ideas and questions** related to how this placement might prove mutually beneficial to you and the site.
3. Begin to formulate the **goals** you want to accomplish during this experience.
4. Be thoroughly familiar with this **handbook** so you can provide information about Practicum/Internship requirements and expectations, especially those affecting the site supervisor.
5. Be prepared to clarify and obtain agreement about the field placement **requirements and expectations**.
6. Make **copies** of the practicum/internship contract to be sure you obtain the necessary information while you're there.
7. Be prepared to present a **professional appearance**.
8. Be prepared for the possibility that you will be asked to complete a **criminal background check**. If you have concerns about this, please speak with your advisor or the Field Based Placement Coordinator about that prior to interviewing for positions.

QUALIFICATIONS REQUIRED OF SITE SUPERVISORS (CACREP)

According to the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), to function as a site supervisor for practicum or internship, the professional:

1. Must have a minimum of a master's degree in Counseling, including appropriate masters level certifications and/or licenses.
2. Must have a minimum of two (2) years post-masters pertinent professional experience in the program area in which the student is completing clinical instruction.
3. Must have knowledge of the program's expectations, requirements, and evaluation procedures for students.
4. Must be available to the student for adequate face-to-face supervision and consultation for a minimum of one hour every week for Practicum and one hour per week for Internship.

RESPONSIBILITIES OF SITE SUPERVISORS

The site supervisor is responsible for the following:

1. To assist in determining whether the experience is appropriate for prospective practicum and internship students in the setting and if it will assist in their professional growth.
2. To acquire all official authorization necessary from the agency or institutional administration for the counseling practicum or internship student to work in the setting under the supervision of the site supervisor.
3. To attend the annual Site Supervisor training held by WIU's Department of Counselor Education on ***Friday, September 11, 2015 9am-12pm***. Continuing Education Credits will be provided.
4. To meet a minimum of once a week with the practicum student or internship student to provide for regular supervision and to be available at other times as needs arise. It is expected that the student and site supervisor will discuss the specific cases and experiences in the setting as well as the counseling profession at large. Examination of student work using taped sessions, observations, and/or live supervision is expected.
5. To inform students of the procedures and policies of the agency or institution. A suggested list but not all-inclusive list would include: responsibilities, schedule, payments, case assignments, emergency procedures, record keeping, dress code/policies, confidentiality and release of information.
6. To provide regular on-going evaluation and feedback to students regarding their performance. Site supervisors should contact the university supervisor immediately to discuss any concerns that may arise during the term which they do not feel comfortable handling alone. Problems or concerns should be taken care of in a timely fashion rather than allowed to develop into larger problems.
7. To meet with the university supervisor at least one time during the semester and at other times as needed.

8. To provide the university supervisor and the student with a formal evaluation of the student's performance at the end of the term. University supervisors may request evaluations at other times such as mid-semester. Site supervisors are to meet with the student and discuss the evaluation prior to submitting it to the university supervisor.
9. To provide students with a variety of appropriate experiences. These will vary with whether the student is in practicum or internship and the setting. These experiences should be much broader in internship and may include, but should not be limited to individual and group counseling, consultation, administrative activities, record keeping, program development and implementation, professional development activities, networking and public relations.
11. To provide student with adequate workspace, telephone, office supplies, and staff to conduct professional activities.
12. To be familiar with and abide by the *ACA Code of Ethics* and/or the *American School Counseling Association Code of Ethics* as appropriate for site.

RESPONSIBILITIES OF STUDENTS

The practicum and internship experience is a professional experience and as such students are expected to behave in a manner consistent with that of a counseling professional. Being tardy or absent from your site when scheduled, not completing assignments as directed, and not fully engaging in all supervision are examples of unprofessional behavior. Students exhibiting these types of behaviors may be delayed in their progress. Additionally, the student is responsible for the following:

1. To locate an appropriate practicum or internship site and to acquire the approval and signatures of both the appropriate site and the university officials by the required deadline.
2. To complete and turn in a Field Experience Disclosure Form to Dr. Nikels during the last week of the semester. Field experience disclosure forms **MUST** be in a sealed envelope.
3. To arrange any requested meetings between involved parties (student, site supervisor, university supervisor).
4. To assure that required paperwork is turned in by appropriate deadline. Students are reminded that the Practicum Contracts and forms must be completed and returned to the Clinical Coordinator, Dr. Nikels, by **Friday, May 1, 2015**. Internship Contracts and forms are due **Friday, December 4, 2015**. Grades for Practicum and Internship will not be recorded until hourly logs and evaluations are completed and turned in.
5. Students must keep the site and university supervisors informed as to any problems or concerns which may arise during the practicum or internship.
6. To perform all practicum and internship duties in a professional, legal and ethical manner and to contact the site supervisor and/or university faculty supervisor when concerns arise.
7. To inform all clients that the student is in training and the client's case may be discussed with their supervisors and obtain the appropriate required consent releases to do so.

8. To become knowledgeable of and to follow the policies and procedures of the setting in which they are completing their practicum or internship.
9. To follow agency and university policies and procedures regarding video-taping. All sessions must be videotaped during Practicum. A minimum of two-taped sessions per week are required for Internship. The Practicum and Internship professors will provide instructions on how to utilize these tapes.
10. Students should consult with the site supervisor regarding any requirements for criminal background checks. Students are responsible for providing this documentation to both the University and the Practicum and Internship sites.

RESPONSIBILITIES OF UNIVERSITY FACULTY SUPERVISORS

The university supervisor is responsible for the following:

1. To represent the Department of Counselor Education, to function as Instructor of Record, to submit the student's official grade to the university, and to file all required materials.
2. To provide an orientation for prospective practicum and internship students regarding policies, procedures and the experience; to notify students that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site.
3. To meet with students and site supervisors during the semester to evaluate the practicum and internship experience and to assist with any problems or issues that arise.
4. To be available to students and site supervisors to assist them in working through any problems or issues which may arise.
5. In practicum, to provide regular weekly individual supervision (minimum one hour per week, face to face) and group supervision in the form of a regular class. In internship, to provide group supervision in the form of a regular class and to provide individual supervision as needed or required.
6. To conduct an evaluation of the practicum and internship experience with students and site supervisors.
7. To collect, review and evaluate student's Log of Activities and other requirements.
8. The faculty will evaluate proposed practicum and internship sites to officially agree to use the site.
9. Through initial and ongoing evaluation, supervisors are aware of supervisee limitations that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, and state or voluntary professional credentialing processes when those supervisees are unable to demonstrate that they can provide competent professional services to a range of diverse clients. Supervisors seek consultation and document their decisions to dismiss or refer supervisees for assistance. They ensure that supervisees are aware of options available to them to address such decisions ACA Code of Ethics, 2014, F.6.b.).

ENDORSEMENT POLICY

The Department of Counselor Education curriculums are specifically and carefully designed to prepare counselors who are competent to enter work in professional settings. Further, specialized preparation is essential for graduates to become effective and fully functioning professionals.

The WIU Department of Counselor Education faculty defines endorsement as “acknowledging completion of curricular and experiential requirements of a degree program.” As such, endorsements for counselor education graduates can be given only for professional positions and position levels appropriate to the respective program completed by graduates.

Graduates of the School Counseling track will only be endorsed for counseling positions in schools. Students will not be endorsed for provisional school counseling certifications unless they have completed **ALL** coursework except Practicum and Internship, in accordance with state credentialing policies.

Graduates of the Clinical Mental Health Counseling track will only be endorsed for agency positions.

STUDENT DISABILITY POLICY DURING PRACTICUM/INTERNSHIP EXPERIENCE

Western Illinois University recognizes its responsibility to create an institutional climate where students with disabilities can thrive. Before a student receives special services, the instructor must receive official verification through the Office of Disability Services. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and with Disability Support Services at (309) 762-9481 for assistance.

Internship sites are considered employment settings. As such the intern falls under the Americans with Disabilities Act Title I: Employment, which describes the rights of employees. In short, the employer (the internship site) must adhere to employee accommodations as long as the accommodations do not interfere with or hamper the essential job functions of employment. Title I also states that the employee (the intern) must prove the need for the accommodations and the employer (the internship site) must provide proof of what make job functions essential. The term “essential” cannot be related to personal preference of employer, it must be grounded.

Additional requirements for interns who have an acknowledged disability:

1. The intern needs to be registered through Disability Services at WIU prior to seeking an internship and must present documentation to the program.
2. The faculty advisor to the intern and Internship Coordinator need to be aware of a disability and possible accommodations to made at the internship site.
3. Human Resource or an EEO must be contacted prior to the start of internship. A conversation must be held between the internship coordinator and the intern with the disability.

PRACTICUM (CN 593) REQUIREMENTS

The Counseling Practicum provides an opportunity for students to apply previously gained knowledge about counseling techniques and theories to work with actual clients at a client-service delivery site. Students are expected to expand their knowledge of counseling-related professional activities, e.g., administration, community agency and school functions. Work with clients will include assessment, counseling sessions, supervision sessions, and tape critiques. Supervision will come from several sources: on-site supervision from a counselor at the community agency/school where the student is working, supervision from Counseling Practicum Faculty, and group supervision from classmates.

The Counseling Practicum at Western Illinois University conforms to the guidelines established by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the recommendations of the Association for Specialists in Group Work (ASGW). Thorough documentation of practicum work, adherence to ethical guidelines, and compliance with all course requirements is expected. While there are minimum requirements from CACREP, Practicum Faculty may have additional course requirements. Regardless of the hours completed, students will not be permitted to enroll in Internship until they have satisfactorily met the requirements for Practicum and are ready to work more independently, as is required in Internship. The following are the **minimum** hour requirements established by CACREP, ASGW and followed by WIU (Practicum Faculty may require additional hours):

Direct Service (minimum)	40 hours <i>plus</i>
Co-facilitated Group Counseling (minimum)	10 hours
Indirect Service	Hours as needed for 100 hour total

For school counselor certification: School track: A minimum of 75% of direct/indirect service hours must be with one focus population (i.e. elementary [K-6] or secondary [7-12] level) and the remaining 25% with the other focus population (i.e. elementary [K-6] or secondary [7-12] level.

Students enrolled in CN 593 Counseling Practicum will be **required** to participate in a minimum of the following weekly supervisions:

Individual Supervision with Site Supervisor	1 hour weekly
Individual Supervision with Faculty	1 hour weekly
Group Supervision (class)	2.5 hours weekly

Supervision hours do not count towards the total hours for Practicum.

Completed Practicum contracts/forms are due to the Department of Counselor Education by May 1, 2015

Direct Service: This consists of various forms of counseling-focused activities including: face-to-face individual, couple, family, and/or group counseling. Observation of these activities is NOT considered direct service (rather, as Indirect Service). **During Practicum, all individual counseling sessions must be video recorded.** Groups do not need to be taped, but must be co-facilitated by the site supervisor.

Indirect Service: This includes work students do in preparing for supervision, both individual and group, familiarizing themselves with the community agency/school format, reviewing files, doing tape critiques and case notes, preparing classroom presentations or community programs, attending workshops/conferences, reading, research, and other activities agreed upon by on-site supervisors and students. Away from site hours may be logged.

Individual Supervision: Practicum students will receive 1 hour weekly individual or dyadic supervision from their University supervisor. This supervision will include tape critique and/or case review. Supervision from the site supervisor during practicum is by arrangement with the site supervisor, but must include a minimum of 1 hour per week face to face. The supervision process should be worked out with the on-site supervisor and should include tape critique and case review. Students are expected to co-facilitate group counseling sessions with their site supervisor during the Practicum experience. Supervision hours do not count towards the total hours for Practicum.

Group Supervision: Students will receive group supervision from their peers during the practicum. This will generally be provided during regularly scheduled class meeting time.

The **minimum** requirements in Counseling Practicum for counseling skills include (Practicum Faculty may have additional course requirements:

1. Ability to consistently provide the core conditions of empathy, genuineness, positive regard, and acceptance.
2. Specificity: helping clients to move from generalizations to specifics.
3. Ability to conceptualize and help clients conceptualize their difficulties.
4. Ability to confront contradictions in a non-threatening and supportive manner.
5. Ability to help clients frame their concerns into manageable terms.
6. Ability to arrange mutually agreed upon goals.
7. Ability to facilitate appropriate, observable client changes that are logically related to counseling, and which the counselor can explain in theoretical terms.
8. Ability to promote change in at least three clients during the semester.
9. Awareness and adherence to the ACA Code of Ethics/Standards of Practice; school counselors should also include the ASCA Code of Ethics.
10. Ability to maintain records and documentation of counseling-related activities.
11. Ability to maintain awareness of the counselor's own issues as they might pertain to work with clients.

EXPLANATION OF PRACTICUM PROCEDURES:

1. Students must maintain a log of practicum experiences. This log is documentation of the clinical experience and will be placed on file for accrediting agencies (i.e., CACREP). Use the form provided. NEVER USE LAST NAMES OF CLIENTS. Students must log both counseling and non-counseling professional activities appropriate to program emphasis.
2. Students must be consistent in attendance at the practicum site as well as the on-campus supervisory sessions. Instructors will arrange individual supervisory sessions.
3. Client files, your notes, tapes, etc., **MUST** be protected against loss or disclosure to inappropriate people. The University supervisors will help students decide how to handle campus client files -- where and when to work on them. Taped sessions must be in digital format on at least a 8GB USB drive. SanDisk, Kingston, or Lexar USB drives with encryption are preferred (or an equivalent that can be encrypted).

Practicum Site: Client files from sites may be handled the same way or different procedures may be required to comply with the policies of the agency or school.

4. The University supervisor (WIU) may have other requirements for completion of course work.
5. Students will tape **all** counseling sessions. The faculty member will determine the number of tapes required. Students must review each tape and follow the University supervisor's directions for critiquing the tape. Tapes and written materials must be reviewed in supervisory sessions with both the on-site and University supervisor.
6. Students must work with University and on-site supervisors to obtain appropriate non-counseling (indirect hours) experiences.
7. Students must review the ACA Ethical Code (and ASCA Code for school counselors) -- abide by it and report any violations of professional ethics.
8. If any testing is done, it should be discussed first with the instructor/site supervisor. Additionally, students should consult with supervisors regarding any techniques they wish to initiate with clients.
9. Students should consult with the site supervisor regarding any requirements for criminal background checks. Students are responsible for providing this documentation to both the University and the Practicum and Internship sites.
10. The University professor will explain the formal evaluation process during practicum.
11. The site supervisor will be asked to provide a mid-term and an end-of-practicum evaluation of student performance. The faculty member may request other evaluations as needed.
12. The faculty member will explain how the final grade will be determined.
13. An on-site meeting of site supervisor, faculty supervisor, and practicum student will occur. The arrangements for this meeting will be facilitated by the student.
14. Early separation from the practicum requires written approval of the campus internship coordinator, the site supervisor and the University supervisor. Failure to act within these boundaries may result in one or more of the following: a failing grade in the course, removal from the site, and/or termination from the program.

SELECTING A PRACTICUM SITE:

1. Students must make their own arrangements for a practicum site. Conference with the Field Based Placement Coordinator and/ or faculty advisor about options is suggested. A record of previously utilized sites and contact information is available.
2. Students should contact the site supervisor to schedule an appointment to discuss the possibility of doing a practicum at this site. Students should advise site supervisors of the hourly requirements for their counseling practicum, of the necessity of making video tapes, the weekly supervision requirements, and the request for on-site supervisor evaluations during the semester.

Exceptions: Bettendorf, Clinton, Davenport, East Moline, Moline, North Scott, Geneseo, Pleasant Valley and Rock Island school districts require that students go through the WIU Counseling Department's Clinical Coordinator, Dr. Nikels. Your resume and cover letter will be forwarded to the school district's you request. The schools will contact Please do **NOT** contact these schools directly, even if you are currently employed by one of them!

3. Practicum arrangements are to be made by the end of the spring semester. Practicum contracts are to be given to the Field Based Placement Coordinator, no later than **May 1, 2015**. Non-compliance with this deadline could result in removal from Practicum in the fall. **Incomplete contracts will NOT be accepted.** License numbers of site supervisors, student goals and Practicum hours (tentative) **MUST** be provided!
4. On-site supervisors should be advised that they will be contacted by the department, and if they have any questions to contact Dr. Holly Nikels or the appropriate University faculty supervisor.
5. Students are **required** to have professional liability insurance prior to participation in practicum. Students may obtain liability insurance through the American Counseling Association (ACA) www.counseling.org or the Illinois Mental Health Counselors Association (IMHCA) www.ilcounseling.org. Students in the school-counseling track can contact ASCA for information on liability insurance.
6. Any site that has not previously worked with a WIU Practicum student must be approved by the clinical coordinator. Please contact Dr. Nikels regarding approval procedures.

INTERNSHIP (CN 597) REQUIREMENTS

The Counseling Internship provides an advanced opportunity for students to apply previously gained knowledge about counseling techniques and theories to work with actual clients at a client-service delivery site. Students are expected to expand their knowledge of counseling-related professional activities, e.g., administration, community agency and school functions. Work with clients will include assessment, counseling sessions, consultation, programming, supervision sessions, and tape critiques. Primary supervision will come from the on-site supervisor; interns may request supervision from University faculty as well; group supervision from classmates is also required.

The Counseling Internship at Western Illinois University conforms to the guidelines established by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the recommendations of the Association for Specialists in Group Work (ASGW). Thorough documentation of internship work, adherence to ethical guidelines, and compliance with all course requirements is expected. While there are minimum requirements from CACREP, Internship Faculty may have additional course requirements. Regardless of the hours completed, students will not successfully complete Internship until they have satisfactorily met the requirements and are ready function independently as a professional counselor. The following are the minimum hour requirements established by CACREP, ASGW and followed by WIU:

Direct Service (minimum)	240 hours <i>plus</i>
Group Facilitation (minimum)	30 hours
Indirect Service	<u>hours as needed to total 600</u>
Total:	600 hours

Students enrolled in CN 597 Counseling Internship will be **required** to participate in a minimum of the following weekly supervisions:

Individual Supervision with Site Supervisor	1 hour weekly
*Group Supervision (class) <i>*1.5 hours per week average internship</i>	24 hours over semester

Supervision hours do not count towards the total hours for Internship.

Completed Internship Contracts/ Forms are due to the Department of Counselor Education by the Friday, December 4, 2015.

For School Counselor Certification: School track: A minimum of 75% of direct and indirect service hours must be with one focus population (i.e. elementary [K-6] or secondary [7-12] level) and the remaining 25% with the other focus population (i.e. elementary [K-6] or secondary [7-12] level).

Direct Service: This includes various forms of counseling-focused activities including: face-to-face individual and/or group counseling, program presentations, consultation with teachers, parents, school personnel and/or community agency personnel, testing administration/interpretation, case presentations at community, case staffing, and classroom presentations. Observation of these activities is NOT considered direct service (rather, as Indirect Service). **Counseling interns are expected to video-tape at least 2 face-to-face counseling activities weekly.**

Individual Supervision: *A minimum of 1 hour weekly is required during the course of the internship.* Interns will receive individual supervision from their on-site supervisor. This supervision needs to include tape critique and/or case review. Supervision hours do not count towards the total hours for Internship.

Group Supervision: Interns will receive group supervision from their peers during the Internship. This will generally be provided during regularly scheduled class meeting time.

Students should contact their instructor to arrange summer supervision if internship is not completed by the end of the spring semester. Students needing to complete Internship hours during the fall semester must attend a Practicum course to receive the required group supervision. Arrangements should be made between the student and faculty.

Indirect Service (Non-counseling activities): This includes work interns do in preparing for supervision, both individual and group, familiarizing themselves with the community/school format, coordination of programs, and activities agreed upon by faculty, on-site supervisors, and interns.

Explanation of Internship Procedures:

1. Completed Internship Contracts/ Forms and field experience disclosure forms are due to the Clinical Coordinator, Dr. Nikels by **Friday December 4, 2015. Students will not be registered for Internship until all forms have been received and approved.** Non-compliance with this deadline could result in removal from Internship.
2. Students must maintain a log of Internship experience. This log is documentation of the clinical experience and will be placed on file for accrediting agencies (i.e., CACREP). Students must use the form provided. NEVER USE THE LAST NAMES OF CLIENTS. Final grades will not be reported until the completed Internship log is returned to the Internship instructor.
3. Students must be consistent in their attendance at Internship site and supervisory sessions.
4. Client files, your notes, tapes, etc., **MUST** be protected against loss or disclosure. Taped sessions must be in digital format on at least a 8GB USB drive. SanDisk, Kingston, or Lexar USB drives with encryption are preferred (or an equivalent that can be encrypted).
5. Students are to review the ACA Ethical Code (school counselors should also review ASCA Code of Ethics). They are expected to abide by it and report any ethical violations.
6. If any testing is done with clients, it should be discussed first with the site supervisor.
7. The site supervisor will be asked to provide an end-of-Internship evaluation of student performance. The faculty may request other evaluations and/or make other contacts.
8. Students are required to have professional liability insurance prior to participation in Internship. Students may obtain insurance through ACA at www.counseling.org or Illinois Mental Health Counselors Association (IMHCA) www.ilcounseling.org . Students in the school-counseling track can contact ASCA for information on insurance.
9. An on-site meeting of site supervisor, faculty supervisor, and Intern will occur. The arrangements for this meeting are facilitated by the Intern.
10. The University instructor may have additional requirements for fulfilling the requirements of CN 597 Counseling Internship.
11. **Students must tape a minimum of two counseling sessions per week during Internship.**
12. Consistent with best practices and Illinois state law (Public Act 097-0607; Sec. 21B-30) all school counseling students (regardless of which state they plan to practice/work in) WILL be required to take and pass the Illinois state content exam for school counselors prior to beginning Internship. For full information on this law, please see: <http://ilga.gov/legislation/publicacts/97/PDF/097-0607.pdf>
13. The comprehensive examination (i.e., comps) is an exit examination required of all Master's degree counseling students admitted for the 2011-2012 academic year and on. It is taken while students are enrolled in CN 597 Internship near the end of their program. Students must enroll in CN 655 Comprehensive Exit Exam as a co- requisite for CN 597. In order to be eligible for the comprehensive examination, students must have completed all the core courses, have an overall average of 'B' or better, and be a student in good standing (i.e., not on probation or in remediation).