



Master of Counseling Internship Program

Counseling and Counseling Psychology
College of Integrative Sciences and Arts
Tempe, Arizona 85287-0811

Internship Handbook

Revised 10/12/16

Master of Counseling Internship Coordinator:

Dr. Miguel Arciniega

Payne Hall

m.arciniega@asu.edu

Graduate Assistant:

Kiki Hachiya

hachiya@asu.edu

Table of Contents

[Information on Internships](#)

[Scope of Service](#)

[How to Apply for Internship](#)

[Site Approval Policies](#)

[Internship Application and Letter of Agreement](#)

[Policy and Check List](#)

Information on Internships

The [Internship Site List](#) is provided by the Internship Coordinator to assist students in seeking out currently approved Internship sites. The information contained in the document is accurate through the revised date listed on the front page. Although this document is revised annually, many of the sites may experience administration and services changes throughout the year. As a result, any changes that occur may not be reflected on the list until the next scheduled update. Please note that due to high turnover and continuous modifications of administration and services at these agencies, contact information may be changed, altered, or inaccurate. Please contact the Internship Coordinator or MC Internship Graduate Assistant (GA) to inform them of any changes in contact information that you may find.

This document briefly describes how to apply for Internship. The Internship Coordinator will conduct a presentation in all Practicum classes during the first two months of each semester. At that time, prospective Interns will be provided with all necessary information and paperwork. It is crucial that prospective Interns attend this presentation and do not proceed with applying for Internship solely based on the information provided in this document.

Should you be unable to find an Internship Site that is mutually agreeable, there is the option to submit a site for approval. In this document, the [Site Approval Policies](#) are briefly described for General Counseling Sites. Please note that the information provided does not include the full list of Arizona Board of Behavioral Health Examiners (AZBBHE) curriculum requirements; see Internship Coordinator to obtain complete handout. It is important to allow a minimum of two months for sites to be approved.

Scope of Service

The Internship in Mental Health Counseling is designed to improve the student's professional skills and to help the student synthesize his/her learning by providing an opportunity and experience to become familiar with a variety of professional activities. These experiences include: direct client services (i.e., individual, couples, groups, family, psycho-educational programs, testing, and client interpretation). Indirect services include staff meetings, case notes, supervision, training, study/reading on specific cases, and diagnosis in an applied setting. These should include a broad array of cross-cultural experiences.

Total hours required for entire internship: ***600 cumulative hours with 240 of the hours as direct service over a period of two semesters.***

Direct service is defined as:

- Individual and group counseling
- Couples and family counseling
- Delivery of psycho-educational training and/or workshops
- Crisis counseling
- Test administration/interpretation

The remaining hours are indirect service and include training, staff, administration, supervision, and whatever experiences the site supervisor requests.) Thus, the ***requirements for each semester are: 300 cumulative hours with 120 of the hours as direct service and two hours per week of supervision*** (one hour is individual and one hour can either be individual or group supervision) by an on-site supervisor who is an LPC, LMSW, LMFT, or a Licensed Psychologist.

Interns are expected to have as much of the following experiences as possible at their sites: individual and group counseling, couples and family counseling, delivery of psychoeducational training and/or workshops, assessments (suicide, depression, and formal and other tests deemed important at their site), DSM-IV/5 diagnosis, access to diverse ethnic and cultural groups, crisis counseling, test administration, case conceptualization, and any other experiences that the site supervisor requests.

A weekly log of time and activities must be maintained and submitted as designated in the calendar. The student and the Internship Supervisor must sign it.

It is strongly recommended that supervisors immediately alert the Internship Coordinator of any problems and/or violations of ethics. The Internship Coordinator will contact each site supervisor at the beginning of each semester to add any information needed and review rating procedure for evaluations. Please feel free to contact the Internship Coordinator (m.arciniega@asu.edu and 480-965-2077) if you would prefer a person-to-person site visit.

Site supervisors will submit evaluations twice per semester that are kept on file. Toward the end of the internship, students will submit a formal evaluation of their internship experience and other required reports.

If there are any questions or issues that are problematic at the student's Internship Site, the student has been informed to contact the Internship Coordinator immediately, in addition to the site supervisor.

How to Apply for Internship

1. You are responsible for selecting your site, setting up interviews, and completing all paperwork.
 - Contact the professional who will serve as your Site Supervisor. Your supervisor must be a state licensed counselor, social worker, and/or psychologist. The [Internship Site List](#) is provided to assist you in this selection.
 - If you are interested in a site not already on the Internship Site List, you must follow the procedures of the [Site Approval Policy](#) for approval. All sites must be approved by the Internship Coordinator. Please allow *a minimum of two months* for processing.
2. Complete all information requested on the [Internship Application and Letter of Agreement](#). Names, addresses, telephone numbers, and e-mail addresses must all be completed.
 - You and your Site Supervisor will develop the responsibilities, experiences, goals, and skills that are called for on the application form.
 - Signatures are required from your Site Supervisor, program chairperson/advisor, and your practicum supervisor.
 - When all of this is completed, make a copy of it for your records, turn the original form to the Internship Coordinator and you will be given an override for registration. *You will not receive the override before you turn in the Internship Application and Letter of Agreement.*
 - All of this is to be completed prior to the end of the semester before Internship begins.
3. Internship must be completed over a two-semester period. Of the 300 cumulative hours required each semester, 120 hours of that will be direct client contact hours. Please enroll for three (3) credit hours per semester. This can be done by enrolling as follows:
 - a. Fall and Spring
 - b. Spring and Summer
 - c. Summer and Fall

While you are registered for CED 684, you will have liability insurance through the University. While you are registered for CED 684, you are required to purchase your own personal liability insurance. The ASU Counseling Program requires that you register as a member of the American Counselor's Association, as this membership includes personal liability insurance, along with other professional development benefits.

****NOTE:** During the course of Internship, be sure to retain copies of all logs and evaluations for your own personal records. You will need them when applying for licensure. While the program does retain these documents, this is as a backup and in order to verify records when requested. It is also strongly recommended that you keep copies of all your syllabi, as well as the [program handbook](#) from your cohort year.

If you have any questions, please contact the Internship Coordinator.

Arizona State University Master of Counseling Program Internship Site Approval Policy

Thank you for your interest in becoming an internship site for our Master of Counseling (MC) students. In order for us to review your site as a potential internship placement, please submit the following documentation to the Internship Coordinator, Dr. Miguel Arciniega, at m.arciniega@asu.edu:

- **Brochure(s)** with thorough description of the counseling program(s) at the site
- **Professional résumé or vita** describing the supervisor's/supervisors' credentials
- **Copy of the supervisor's/supervisors' license(s)**

Note: The supervisor(s) who will provide supervision to the intern/s must be an AZBBHE Board-Licensed professional(s) (i.e., Licensed Professional Counselor, Licensed Social Worker, Licensed Marriage and Family Therapist) or a Licensed Psychologist.

- **Letter to Internship Coordinator requesting internship site approval.** This letter must include the following information:
 - Commitment to provide **1 hour of individual and 1 hour of group supervision each week** to student(s)
 - Information regarding the required (i.e., individual and group counseling) and desired (e.g., family counseling, case conceptualization, treatment planning, DSM-IV/5 diagnosis, access to diverse ethnic and cultural groups, crisis counseling, test administration, and psychoeducational training) internship activities/experiences provided at the site
 - Site's web address

We are not inclined to approve private practices, unless it is a group practice and sufficient commitment to training is observed.

Review Procedures:

- Counseling faculty will review the documentation (Clinical Committee will make recommendation to faculty for vote)
- Internship Coordinator will contact the site if additional information is needed
- Internship Coordinator will notify the site within 6 weeks of submittal regarding the faculty decision. We are unable to review applications in summer.
- For further questions or concerns, please contact the Internship Coordinator

Master of Counseling Internship Program
CED684 Internship Application & Letter of Agreement

This completed document denotes departmental permission for the specified student to register for CED 684 Internship and records an agreement between the specified graduate student in the Master of Counseling Program at Arizona State University, and the agency & supervisor identified herein.

Student Name _____ Date _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Alternate Phone _____

Email _____

Internship Start Date _____ Semester/Year _____

Internship End Date _____ Hours per week _____

Internship Site Name _____

Address _____

City _____ State _____ ZIP _____

Type of Agency _____

Site Supervisor** _____ AZ License # _____
name and highest degree

Preferred Phone _____ Alternate Phone _____

Email _____

**According to state licensure requirements, behavioral health supervisors must be licensed in Arizona at the independent level with a master or higher degree. Exemptions may be granted by AZBBHE on a case by case basis after a thorough review of the education, training & experience of the proposed supervisor. After July 1, 2006 no exemptions will be granted for an unlicensed clinical supervisor providing clinical supervision by the AZBBHE. In the interim, ASU retains the right to decline internship supervision by a supervisor unlicensed in Arizona.

_____ has permission to enroll in CED 684 Internship.
student name

Committee Chair/Advisor

Name _____ Signature _____ Date _____

Practicum Supervisor

Name _____ Signature _____ Date _____

The internship experience is to provide the student with the opportunity to apply her/his helping relationship skills under qualified supervision in an applied organizational environment, while at the same time contributing to the mission of the organization.

THE STUDENT AGREES TO THE FOLLOWING:

1. To work in the organization for a **minimum** of 300 hours during the semester, normally **twenty (20) hours** per week for 15 weeks. Interns must complete 120 hour of direct client contact and 180 hours of indirect services such as case notes, supervision, evaluations, and services deemed necessary for that site.
2. In addition, to observe the working rules and professional standards of the organization under the supervision of the aforementioned Supervisor.

THE SUPERVISOR AGREES TO THE FOLLOWING:

1. To provide **direct supervision** to the student for a **minimum of one hour per week** by a person with at least a **Master's degree** who is **licensed** in the State of Arizona in counseling or a related field.
2. To provide **group supervision** to the student for a **minimum of one hour per week**; if group supervision is not available, the supervisor will provide an additional hour of direct supervision, totaling two hours per week of supervision.
3. The supervisor **agrees to evaluate** the student **twice during each semester** using an evaluation form provided by ASU's Counseling Program and to submit said evaluation on a timely basis.

In accordance with ASU's Master of Counseling Site Approval Policy, sites must be able to provide the following activities/experiences to counseling interns: Individual, group, and family counseling, test administration, case conceptualization, DSM-V diagnosis, treatment planning, access to diverse ethnic and cultural groups, crisis counseling, and psychoeducational training (e.g., domestic violence, stress management, anger management, relaxation training). Interns should be made aware and make note of any exceptions to these experiences. It is recommended that alternative experiences be discussed, agreed upon and noted in this document.

The student's responsibilities during the internship will be as follows:

The student and the supervisor jointly agree to work toward the following goals:

We jointly agree to the aforementioned stated terms and conditions of this applied experience:

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Internship Coordinator Signature _____ Date _____

Internship Policy

Students who do not complete their hours by the time grades are due have until the start of the next semester to complete their hours **if the internship coordinator approves of their incomplete status**. This means the grade has to be changed before the first day of the next semester.

If students are not able to complete their hours before the start of the next semester, they MUST be enrolled in internship due to liability issues with ASU insurance. This means that students who are enrolled in the spring and will be taking classes again in the fall will still have to enroll in at least 1 hr of CED 684 internship credit over the summer if they are in fact working on internship hours.

STUDENT CHECKLIST

_____ 1. The acting Internship Coordinator will have a presentation in all Practicum classes during the first two months of each semester. At that time, you will be provided with all necessary information and paperwork. If you have any questions after this presentation, contact the Internship coordinator.

_____ 2. It is your responsibility to decide on an approved site, make arrangements for an interview, and complete all the necessary paperwork. Review the Internship Site List and narrow down choices.

_____ 3. Complete the [Application](#), contact your Committee Chairperson/Advisor and Practicum Supervisor, and obtain her/his approval and signature

_____ 4. When a mutually agreeable program has been arranged, ask the Site Supervisor to complete the Letter of Agreement portion of the Application. You, the Site Supervisor, and the Internship Coordinator must all sign the Application. This form and the completed Application must be filed with the Internship Coordinator prior to registration and beginning the Internship. Be sure to include complete mailing address, names, titles, organization, phone numbers, e-mail addresses, and zip codes of all concerned parties. This is needed for mailing purposes.
