

**G647 Counseling Internship Guidelines**  
**Indiana University Department of Counseling and Educational Psychology**  
**Master's in Mental Health Counseling and Counselor Education**

The Master's in Mental Health Counseling and Counselor Education requires students to complete a 600-hour supervised internship that begins after successful completion of the student's practicum. Consideration is given to internship sites that offer opportunities for students to engage in both individual counseling and group work. The internship provides an opportunity for the student to perform, under supervision, a variety of professional activities that regularly employed staff members in the setting would be expected to perform. We are committed to placing students in agencies in which site supervisors are interested in, and committed to, providing a quality training experience. In addition to working with the assigned site supervisor, each intern meets on a regular basis with a faculty supervisor. For additional information, please contact Director of Field Experience (DFE) Andy Bosk at [abosk@iu.edu](mailto:abosk@iu.edu) or 812-856-8035.

**Requirements for Students (prior to beginning):**

1. If you will not be continuing at your practicum site, contact the DFE to schedule a meeting to discuss internship options.
2. If your internship site is different than your practicum site, or if you are changing supervisors, please return the signed internship agreement to the Director of Field Experience.
3. Ensure that your liability insurance is current. Low-cost student liability policies are available online through HPSO: <http://www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description>. The phone number is 1-800-982-9491. Membership in ACA or ASCA also includes personal liability insurance.

**Internship Requirements:**

1. The internship must consist of a minimum of 600 on-site hours (approximately 20 hours per week) with a minimum of 240 hours of direct client contact. The number and distribution of hours spent weekly at the site is negotiable between the intern and the agency, as long as the total number of hours is at least 600. The hours should be performed during one academic year.
2. The intern's duties should include those regularly performed by a counselor at the site. Typical professional activities include individual and group counseling, consultation, assessment, crisis intervention, program development and provision of outreach and community education services.
3. The intern must be assigned a supervisor of record who will provide for the intern's supervision. The supervisor of record must possess a minimum of a master's degree in counseling or a related service field (e.g., psychology, social work, marriage and family therapy) and a minimum of two years of pertinent professional experience.
4. Interns must receive a minimum of 60 minutes of face-to-face supervision each week. During these meetings, the supervisor is expected to review the intern's work through

discussion of activities, review of notes, reports, and other written documents, and, if possible, live observation of counseling skills through live or recorded means at least once per semester. Hours spent in supervision are counted toward the total number of on-site hours. Other counselors, in addition to the supervisor of record, may provide supervision to the intern; however, the supervisor of record must monitor their supervision activities.

5. Interns may receive a salary or stipend for their services or may perform the internship without remuneration.

#### **Requirements for Students (during internship):**

1. Interns must be enrolled in G647 Internship in Counseling during the period in which the internship is performed and attend weekly supervision seminars. A total of six credits of G647 must be completed by the conclusion of the internship.
2. Maintenance of an hour log detailing all time spent at the practicum site, as well as time spent in various professional activities. Hour logs should be completed monthly in CEPEX and approved by your site supervisor and your G647 instructor. It is also highly suggested that you keep a second running log as a backup.
3. Interns must be formally enrolled in the Graduate division of the Indiana University School of Education, in a degree-granting program in the Department of Counseling and Counselor education, unless special arrangements are made with the Counselor Education faculty.
4. Routine administrative tasks normally performed by the counselors may be counted when computing internship hours. However, because the internship is intended primarily to enhance the intern's counseling and related skills, such tasks should be minimal.
5. ***Interns must never provide their personal contact information (email address or cell phone number) to any clients.***

#### **Responsibilities of Agencies:**

1. Assign a primary supervisor of record who will provide for the intern's supervision as noted above.
2. Familiarize the intern with the agency's policies and procedures and discuss any special ethical and/or legal issues the student should be aware of when working with the target population.
3. Allocate sufficient space, materials, and staff so the intern can conduct their activities and counsel clients in a confidential and professional manner.
4. Provide opportunities for the intern to meet the internship experience requirements for counseling and other direct service activities. Where possible, include intern in case conferences, staffings, etc.
5. Participate in periodic evaluations of the intern's performance, including a formal final evaluation supplied by the Director of Field Experience.
6. ***Please do not request an intern to ever furnish their personal contact information (email address or cell phone number) to any clients.***

### **Suggestions for Structuring the Internship Experience**

Although it is not required that specific amounts of time be spent in particular activities, it is suggested that the intern's time on-site be distributed to approximate the following:

Individual/Group Counseling	250-300 hours
Assessment	50-100 hours
Consultation and Outreach	50-60 hours
Direct Supervision Received	50-60 hours
Other Professional Activities	50-100 hours

These activities should include the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research, and information and referral to appropriate providers.

#### **Responsibilities of the Counselor Education Program:**

The intern will be assigned to a faculty supervisor in the Department of Counseling and Counselor Education. The faculty supervisor is expected to:

1. Maintain regular contact with the intern and the participating agency to monitor the intern's activities and professional development.
2. Arrange and conduct weekly group supervision seminars (G647).
3. Obtain periodic evaluations of the intern's performance, including a formal final evaluation, from the on-site supervisor of record and other supervisors.
4. In conjunction with the Director of Field Experience, respond to problems and concerns raised by the agency with regard to the intern's performance and other matters pertaining to the internship.
5. Issue a final evaluation of the intern's performance.
6. Participate in the intern's supervision and assist the agency in a manner that facilitates the progress of the intern.

If you have questions about internship guidelines or site responsibilities, please contact Andy Bosk, Director of Field Experience, at 812-856-8035 or [abosk@iu.edu](mailto:abosk@iu.edu).

**G647 Counseling Internship Agreement**  
**Indiana University Department of Counseling and Educational Psychology**  
**Master's in Counseling and Counselor Education**

This agreement is established between:

1. the Counseling and Counselor Education Program, School of Education, Indiana University,
2. \_\_\_\_\_, a graduate student in said Program, and
3. \_\_\_\_\_, the Participating Agency.

**Participating Agency:**

On behalf of the Agency, I indicate by my signature below that I have read the requirements for the counseling internship described in the attached guidelines and requirements document and that I have explained same to those persons in the Agency who will be involved in the conduct of the internship. Our questions about the internship requirements have been answered to our satisfaction and the Agency will abide by them when providing an internship to the above-named student. I understand that the Agency may replace the supervisor of record upon written notice to the Director of Field Experience of the Counseling and Counselor Education Program, School of Education, Indiana University. I understand that modifications to the internship requirements described in the attached document may be made only after written agreement between this Agency, the intern, and the Counselor Education Program. ***I understand that students should never be requested to furnish personal contact information (cell phone number or email address) to any of their clients.***

**Intern:**

By my signature below, I indicate that I have read and understand the internship requirements described in the attached guidelines and requirements document. My questions about the internship requirements have been explained to my satisfaction and I agree to abide by same when performing an internship in the above-named Agency.

**Counseling and Counselor Education Program:**

On behalf of the faculty of the Counseling and Counselor Education Program, School of Education, Indiana University, I have read and understand the internship requirements described in the attached guidelines and requirements document and have explained them to those persons in the Program who will be involved in the conduct of the internship. Our questions have been answered to our satisfaction and we will abide by all previously referenced requirements and guidelines when providing an internship to the above-named intern. Furthermore, we agree with the arrangements the Agency has made with regard to the

