Asbury Theological Seminary
Masters of Arts in Marriage and Family Counseling

Internship Handbook

Guidelines for Field-Based Activities of CPC MAMF Students
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INTRODUCTION

Welcome to the Department of Counseling and Pastoral Care (CPC) Master of Arts in Marriage and Family Counseling (MAMF) Internship Handbook. This handbook is designed to introduce CPC MAMF students and their site agencies/supervisors to the Department of Counseling and Pastoral Care’s expectations and requirements for satisfactory completion of field-based experiences. Internship students are expected to read and understand this manual and to be familiar with the forms, policies, and procedures in advance.

Field-based experiences are intended to allow internship students to synthesize and apply classroom learning, as well as cultivate previously learned skills, in order to develop the necessary professional skill base to begin work as a professional counselor. CPC students are strongly encouraged to take internship opportunities seriously. Recognize that during your field experience you are laying important groundwork to your future professional career. Begin praying and exploring potential placement sites before getting to the Gate 2 process. If you have any questions or concerns regarding internship, please ask your Director of Training. We trust that God will lead you during these important formative experiences and help shape the calling God has placed in your life.
PART I: MAMF INTERNSHIP OVERVIEW

Asbury Seminary Mission Statement

Asbury Theological Seminary is a community called to prepare theologically educated, sanctified, Spirit-filled men and women to evangelize and to spread scriptural holiness throughout the world through the love of Jesus Christ, in the power of the Holy Spirit and to the glory of God the Father.

Department of Counseling and Pastoral Care (CPC) Mission Statement

To equip students to serve communities by facilitating healing and growth through integrating professional counseling competencies and practices with Christian values, principles, and resources.

Definition of Counseling

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. (20/20: A Vision for the Future of Counseling; as cited in Counseling Today, June 2010, p. 36).

Internship Handbook Terminology

<table>
<thead>
<tr>
<th>Internship Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 705: Internship I</td>
<td>Internship I is required of all MAMF students. For MAMF students it is the first field-based experience. Internship I requires a minimum 300 hours of total clinical hours with a minimum 120 hours (40%) directed toward client contact. The focus of Internship I is micro-counseling skill development and overall skill development related to functioning in a counseling environment. The prerequisite for CO705 is admission through Gate 2.</td>
</tr>
<tr>
<td>CO 706: Internship II</td>
<td>Internship II is required of all MAMF. For MAMF students it is the second field-based course after CO 705. Internship II requires a minimum 300 hours of total clinical hours with a minimum 120 hours (40%) directed toward client contact. The focus of Internship II is micro-counseling skill development and overall skill development related to functioning in a counseling environment.</td>
</tr>
<tr>
<td>CO 708: Internship III</td>
<td>Internship III as an optional course for MAMF students. CO708 can be taken for 1, 2, or 3 credit hours. It is available to students who desire additional counseling experiences or need additional clinical hours for licensure requirements such as in the state of Florida. The focus of Internship III is micro-counseling skill development and overall skill development related to functioning in a clinical environment. The prerequisite for CO708 is successful completion of CO705 and CO706.</td>
</tr>
<tr>
<td>Direct Client Contact</td>
<td>Direct client contact is defined as planned or intentional therapeutic interactions with client(s) at the internship site(s). This specifically includes individual, couples, family, and group therapy and co-therapy; consultation and co-consultation to clients, family members, or other support agencies involved with the client; therapeutic phone contact; and testing/assessment of clients.</td>
</tr>
<tr>
<td>Director of Training</td>
<td>Asbury staff member who is the primary contact for the student and site supervisor/agency. This person conducts each student’s site visits and provides 6 hours a month of group supervision to all internship students enrolled in an internship course.</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Gate 2</td>
<td>The second of three gates required for graduating with an MAMH. Gate 2 requires the completion of specific coursework (CO601, CO610, CO655, CO720) and a self-assessment portfolio in six areas (boundary maintenance, respect for the person of diverse options, theological/theoretical integration, use of self, use of clinical skills, and spiritual formation). Once completed students can begin their internship experiences. See CPC Handbook for specific details on Gate 2 process.</td>
</tr>
<tr>
<td>Group Supervision</td>
<td>Weekly (1 ½ hours) or bi-weekly (3 hours) attendance to CO705 or CO706 internship classes. Attendance at group supervision is mandatory (6 monthly hours required). Individual supervision with the Director of Training (or designated CO705, 706 professor) cannot be substituted for group supervision. Students who consider an out-of-state placement must work with the Director of Training to “attend” internship group supervision via Skype or other agreed upon electronic medium. Supervision is logged as a support activity.</td>
</tr>
<tr>
<td>Individual Supervision</td>
<td>The weekly one-on-one supervision with the site supervisor of record. Internship counselors must receive an hour a week of formal individual supervision by the site supervisor. Students may also engage in “triadic” supervision if the site supervisor desires to supervise two students at once. Supervision is logged as a support activity.</td>
</tr>
<tr>
<td>Internship Site and Supervisor Agreement</td>
<td>A formal agreement that is executed between Asbury Department of Counseling and Pastoral Care, the internship student, and agency site and supervisor. This document enumerates the duties and expectations of all parties involved. This document is the agreement for the services to be provided by the internship student, internship site/supervisor, Director of Training, and Department of Counseling and Pastoral Care.</td>
</tr>
<tr>
<td>Site Supervisor</td>
<td>A licensed mental health practitioner with a minimum master’s degree in counseling or related field, appropriate certifications and/or license, minimum two years of professional experience, and relevant training in counseling supervision. Internship site supervisors also sign the Internship agreement and will provide formal weekly clinical supervision, oversight, evaluation and mentoring to the internship student.</td>
</tr>
<tr>
<td>Internship Student</td>
<td>A student who has (1) successfully completed Gate 2, (2) who is enrolled in Internship I or II (CO705 or CO706), (3) possesses professional liability insurance, and (3) has executed an internship agreement with an agency site(s).</td>
</tr>
<tr>
<td>Support Activities / Non-client contact activities</td>
<td>A maximum 60% of all internship hours is defined as non-direct client contact and can include chart review and tape review; trainings; consultation with peers; planning interventions; attending workshops and conferences; writing session notes; assessment scoring, interpretation and report writing; case conferences; individual and group supervision; and attending internship class. This does NOT include travel time to or from your site, or individual time with Director of Training or faculty members.</td>
</tr>
</tbody>
</table>
PART 2: SPECIFIC INTERNSHIP REQUIREMENTS

Qualifications for Beginning Your Field-Based Experiences

Prior to engaging in a field-based experience, students must apply for and pass through Gate 2. Gate 2 is a departmental evaluative process in which CPC faculty members consider your personal and professional progress thus far in the program and your readiness to engage in clinical practice. Gate 2 occurs twice yearly (fall and spring semesters). The specific dates for Gate 2 change each year but are reported well in advance of due dates. Along with completion of four specific course requirements (i.e., CO601, CO610, CO655, & CO720), six general areas are assessed: (1) boundary maintenance, (2) respect for the persons of diverse options, (3) theological/theoretical integration, (4) use of self, (5) use of clinical skills, and (6) spiritual formation. You are advised to understand the specific requirements to Gate 2 processes as explained in the CPC Handbook and talk to faculty/staff if you have any questions.

CO705 and CO706: Internship I and Internship II

MAMF students are required to take CO705: Internship I and CO706: Internship II, respectively. Both Internship I & II are intended to provide students practice in micro-counseling skills and exposure to broader clinical experiences necessary to develop competently as a professional marriage and family counselor. CO705 and CO706 syllabi clearly define Student Learning Outcomes for both Internship experiences. Both courses (CO705 and CO706) combine for a minimum 600 field-based clinical hours (300 hours per internship class). Of the 600 total hours, 240 hours (40%) must be direct client contact hours (or 120 hours per internship class). The remaining 60% of internship hours are spent in support activities. In addition to field based clinical experiences, internship students will attend weekly or biweekly group supervision class. Students are required to attend group supervision when engaging in internships.

Please note that CO705 Internship I hours in excess of the required 300 hours CAN “rollover” toward meeting CO706 Internship II hours. The goal of “internship” is to accumulate a minimum 600 total clinical hours with 40% (240 hours) directed toward client contact.

Kentucky licensure. The State of Kentucky requires Marriage and Family Counseling students to obtain 300 client contact “practicum” hours for licensure. It is important to note your MAMF program only requires 240 client contact hours to fulfill course requirements. If you seek licensure in the State of Kentucky please know you will need to obtain an additional 60 client contact hours (which can be done through CO708: Internship III). However, the State of Kentucky also allows students to complete the 300 client contact “practicum” hours post-graduation. This means once you are licensed as a Marriage and Family Therapy Associate, you can complete any remaining client contact “practicum” hours as an Associate before you begin to accumulate post-graduate practice hours.

Florida licensure. (Coming soon)

Licensure in a state other than Florida or Kentucky. Please note that CPC focuses on enabling students to gain the appropriate clinical hours required to meet Kentucky and
Florida Licensure laws. If a student intends to practice in a state other than Kentucky or Florida, that student is advised to become familiar with that state’s laws governing counseling internship hours. The American Counseling Association (ACA) offers links to each state’s licensing board and/or state counseling association.

Here is what a breakdown of CO705 or 706 internship hours may look like:

<table>
<thead>
<tr>
<th>CO705 or 6 Internship</th>
<th>Weekly</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client Contact:</strong> Individual, Family,</td>
<td>Ave. 8.5 hrs / week</td>
<td>126</td>
</tr>
<tr>
<td>Couples, Phone Therapy, Consultation</td>
<td>(9 hrs x 14 wks)</td>
<td></td>
</tr>
<tr>
<td><strong>Support Activities:</strong> Preparation,</td>
<td>Ave. 9.5 hrs / week</td>
<td>142.5</td>
</tr>
<tr>
<td>Case Notes, Tape Review, Admin, Training</td>
<td>(9.5 hrs x 15 wks)</td>
<td></td>
</tr>
<tr>
<td><strong>Individual/Triad Supervision</strong></td>
<td>1 hr / week</td>
<td>15</td>
</tr>
<tr>
<td>(With Site Supervisor)</td>
<td>(1 hr x 15 hrs)</td>
<td></td>
</tr>
<tr>
<td><strong>Group Supervision</strong></td>
<td>Ave. 1.5 hrs / weekly</td>
<td>22.5</td>
</tr>
<tr>
<td>(On Campus)</td>
<td>(1.5 hrs x 15 classes)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Internship Hours (min. 300 hrs)</strong></td>
<td></td>
<td>306 hrs. +/-</td>
</tr>
</tbody>
</table>

**Site Supervisor Requirements**

Internship students are required to obtain a supervisor who will provide weekly one-on-one (or triadic) supervision for the duration of the internship experience (at the chosen agency site). Supervision is vital to the internship student (1) gaining the most out of the internship experience, (2) improving counseling skills, and (3) recognizing the boundaries of ethical practice. Below are the specific qualifications and requirements of internship supervisors. It is the obligation of the student to make sure the internship supervisor meets these qualifications and requirements. Be in communication with the Director of Training if there are questions about site supervisor requirements/responsibilities or if supervision problems arise.

The internship site will provide a site supervisor with the following qualifications:

1. A minimum of a master’s degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
3. Knowledge of the program’s expectations, requirements, and evaluation
4. Relevant training in counseling supervision.

The internship site supervisor should provide the student:

1. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship.
2. Evaluation of the student’s counseling performance throughout the internship, including documentation of two formal evaluations: One at the midway point of the internship (i.e., 60 client contact hours) and a final review at the end of the internship (i.e., 120 client contact hours. If you are at the same internship site for both CO705 and 706, 4 formal evaluations are required.
3. Live supervision of the student’s interactions with clients if there is not an opportunity for the development of program-appropriate audio/video recordings for use in supervision. Live observation of the counseling sessions, or audio/video recordings of counseling sessions are required a minimum three times in each course (six total for both CO705 and 706).

CPC Internship Policies

Student Liability Insurance

In order to begin providing counseling services to your internship site, liability insurance is required. CPC provides you liability insurance at no cost to you. For your liability insurance to be authorized on your behalf, the Internship Site and Supervisor Agreement must be signed and submitted to the Director of Training. The Internship Site and Supervisor Agreement is discussed further below in the Section 3.

Internships at Remote or Out of State Locations

MAMF students have the option of taking Internship I (CO705) and/or Internship II (CO706) at remote (i.e., not local to seminary campus) locations. Should a student exercise the above remote internship option, it is up to the student to inform the Director of Training on this plan. The student is responsible for attending internship class via Skype or other electronic medium agreeable to the Director of Training.

Incomplete Internship Hours at the End of a Semester

At times an internship student may not complete internship hour requirements during a given semester. In this case the student will receive an In Progress until all internship requirements are satisfied as expressed in the syllabus.

ALL students who receive an In Progress grade MUST continue in internship class the following semester until successful completion of syllabus requirements. There are no exceptions. Students will continue to receive group supervision as long as he/she is enrolled in a internship course and are seeing clients.
Taking More Than One Internship Course in a Semester

Students cannot enroll in Internship I (CO705) and Internship II (CO706) concurrently. If a student needs to take an “In Progress” for Internship I at the end of a semester, the student may enroll in the next sequential course (i.e., Internship II) IF it is anticipated that the student will clear the “In Progress” within a reasonable time. Consult with your Director of Training what a “reasonable time” is or if there are questions on this policy.

Advice for Successful Internship Field-Based Experiences

1. Begin looking for potential internship sites at least a semester before you want to begin internship. Your Director of Training can be a resource throughout this process.

2. View your internship as a real job. Always be on time to your internship and class, and express eagerness to learn and work. Remember, you are not just completing a program requirement but beginning your professional career. Your supervisor, work colleagues, and Director of Training are valuable network resources for employment after you graduate. Make the best impression possible.

3. Always keep in a safe place a copy of everything related to your internship experience. (e.g., hour sheets, evaluations, contracts, etc.). You will need these items for licensure after graduation.

4. View internship as an opportunity to learn more about you. Your weaknesses will surface during internship. Embrace them as opportunities to learn and grow personally and professionally.

5. You will only get “over your head” with a client if you do not use your supervisor effectively. Utilize your supervisor!
PART 3: STEP - BY - STEP GUIDE TO COMPLETING YOUR INTERNSHIP REQUIREMENTS

In order to provide students with the best training outcomes, the Department of Counseling and Pastoral Care requires students to follow a procedural path. This “path” (1) aids CPC to track student progress, (2) help students problem solve should issues arise in field placements, (3) ensures students are on course to meet CPC program requirements, and (4) aid students to meet their respective state’s licensure requirements.

STEP 1: Finding a Internship

Where Do I Go to Get Information on Available Internship Sites?

Students are free to choose internship site(s) of their choice. Students are advised to start the process of choosing an internship at least a semester in advance of when the student desires to take CO705.

Wilmore Campus. There are a number of ways to gain information regarding potential internship sites. (1) Students who have taken internship are a good source of first hand information. (2) The Field Placement Experiences website maintains a list of currently approved internship site locations. (3) Students can talk with the Director of Training regarding internship site options and openings. (5) Students can also “forge” a new internship site. In doing so it is important to keep in mind CPC internship requirements, supervisor requirements, and your desired state licensure requirements. Regardless of the internship location, it is up to the student to make sure internship site agency and site supervisor are fully aware of the internship requirements regarding needed clinical hours, type of needed clinical hours, supervision requirements, and supervisor qualifications.

Florida Campus. Talk to your Director of Training for sites currently available.

How Do I Choose an Internship That Fits Me?

When choosing an internship it is important to consider your calling and career goals. We encourage students to begin praying and exploring the internship process well in advance of signing up for Gate 2.

Keep in mind each internship site is different in what they offer students. There are a variety of internship opportunities in the Wilmore and Orlando areas. They include:

(1) Diversity of populations to serve (e.g., ethnic, adult, children, college, low SES).
(2) Diversity in treatment needs of clients (e.g., life adjustment issues, severe pathology, relational, career counseling).
(3) Utilization of different treatment modalities (e.g., individual, couples, family, group counseling).
(4) Variety of treatment locations (e.g., college campus, public schools, outpatient community mental health, inpatient hospitals, office based and home based counseling).
When exploring potential sites, the student should ask each site location questions related to populations served and type of services offered, AND what internship students are allowed to DO in regards to providing services to clients. You want to make sure a site will give you the experience you are looking for in an internship, AND meet your program criteria for “client contact” and “support activities”.

**STEP 2: Notify CPC of your Internship Site**

*After I Choose an Internship What Do I Do?*

Once you have decided on a prospective site, you will need to contact that site and potential supervisor to find out if they have an opening/opportunity for you. This can be an intimidating process but remember the site you want to approach is most likely familiar with internship students calling for information and/or interviews. Also, a reputation will precede you as Asbury Seminary has good rapport with many internship sites.

Once you have a site in agreement to take you on for the semester or year. You will need to communicate to the Director of Training your proposed internship placement. Go on the Field Placement Experiences website to complete the registration process on-line.

**STEP 3: Obtain Written Agreement With Your Internship**

*After I Register and Approval to Work at My Internship Site, What Do I Need To Do?*

Once you have completed on-line registration and the Director of Training approves of your internship, you and your site supervisor will need to sign the **Internship Site and Supervisor Agreement** (available for download at https://sites.google.com/a/asburyseminary.edu/fbe/home)

Download and print out the agreement form. Discuss the content with your site supervisor. If agreed upon, gain signatures. Bring in to CPC for Director of Training to review and sign. Make a copy for your supervisor, yourself, *and turn original in to the Director of Training*.

**NOTE:** NO ONE CAN BEGIN HIS OR HER INTERNSHIP WITHOUT THE INTERNSHIP SITE AND SUPERVISOR AGREEMENT FORM SIGNED AND ON FILE WITH DIRECTOR OF TRAINING.

*Read the above sentence again.* Once we get a signed Internship Site and Supervisor Agreement form, then we will sign you up for your liability insurance. Liability insurance must be in place before you start your internship.

**STEP 4: Track Your Internship Hours**

*Once I Start Working At My Internship, How Do I Keep Track Of My Hours?*

On the Field Placement Experiences website there is a downloadable hours log form that you will use to keep track of your internship hours *on a weekly basis*. Use this form specifically to track
your hours. When recording hours find the category that best fits your clinical hour and record weekly. There is a place to have your supervisor sign for weekly supervision as well (again required). When you complete requirements for the respective internship course, you will need to transfer all internship numbers to the final summary sheet (included in download) and hand in **ALL internship hour logs and signed summary sheet.** Make copies and keep one in a secure location and turn one copy in to Director of Training. **YOU ARE RESPONSIBLE FOR KEEPING TRACK OF YOUR INTERNSHIP HOURS FOR YOUR LICENSURE PURPOSES. STORE IN A SAFE PLACE.**

**STEP 5: Evaluate Your Internship Experience**

*How am I evaluated during my internship?*

The Supervisor Evaluation of Counseling Intern form is to be completed by your supervisor at the midpoint of your internship (i.e., at 60 client contact hours) and at the end point of your internship (i.e., all internship hours are completed). These forms are accessible at https://sites.google.com/a/asburyseminary.edu/fbe/home.

The Supervisor Evaluation of Counseling Intern form needs to be downloaded, printed and given to your site supervisor AT LEAST 3 weeks before it is due. This gives your supervisor time to look at and reflect on their experience of you. Once your supervisor completes and signs the form, and provides you feedback, turn form in to the Director of Training.

*Are there any other forms to be complete?*

There is one more form to complete at the end of each internship class. The Internship Evaluation of Site/Supervisor is the final form required. It can be downloaded at the above web address.

**NOTE:** The above sequence and described forms must be turned in to the Director of Training in order to get credit for the CO 705, 706, or 708. **You will be given an IN PROGRESS until the Director of Training receives required documentation of your internship experiences.**
PART 4: FREQUENTLY ASKED QUESTIONS

Q. When during my program should I begin internship?

You can begin internship anytime after passing through Gate 2. Gate 2 requires you to, among other things, have taken certain classes before beginning internship. They are:

CO 601 Counseling Theories and Techniques  
CO 610 Ethic/Legal Issues in Counseling  
CO 655 Counseling Relationship: Process and Skills  
CO 720 Psychopathology: Theory and Assessment

See your CPC Handbook for detailed information on the gating process.

Q. Should I wait until the end of my program (i.e., after all my course work is completed) before taking internship?

This is up to you. You have that option. After successful passage through Gate 2 you can begin internship anytime. It is important to note that some students in a given internship year and placement have a difficult time completing the clinical hour requirements. These students have to take an “In Progress” grade and continue in their field placement the following semester until clinical hours were completed. Be mindful of this possibility if you wait until the end of your program and desire to take internship the semester BEFORE your desired graduation date. Some students had to put off graduation a semester to complete internship requirements.

Q. If I get an “In Progress” and have to continue with internship the following semester, do I sign up for the same course again?

No, you continue in the same class until hours are completed and a grade is given in place of your “In Progress”.

Q. If I take an “In Progress” and continue with internship the next semester, do I need to attend internship class?

Yes, if you are in an internship, you are required to receive group supervision through internship class and complete assigned tasks.

Q. If I take an “In Progress” and continue with internship the next semester, should I sign up for the next internship?

If you will complete the “In Progress” BEFORE the mid-point of the following semester, you can sign up for the next internship. If you anticipate that your first internship will take most of the following semester, it would be wise to wait to complete the “In Progress” first. Remember all hours over 300 for CO705 roll over to CO706. The goal is 600 total hours.

Q. How do I approach/apply for an internship placement?

Approaching a site can feel intimidating. Keep in mind that sites are used to getting phone calls from internship students and interviewing students. They expect to hear from you. Think of the
process as a job search. Locate potential internship sites you may want to work at and call the listed supervisor for additional information and/or an interview. Go to the interview as if you are applying for a professional job. Dress professional for the interview. Take with you a cover letter and an updated copy of your resume.

Q. Who sets my work hours for the internship?

Setting the hours during which the student will be working at the internship site is the responsibility of the student and the supervisor. Factors that should be considered include student class hours and availability of the supervisor to be on site and overseeing the student-counselors activities.

Q. What do I do at my internship?

You and your site supervisor need to have a discussion regarding your responsibilities at your internship placement. Keep in mind you’re the Site/Supervisor agreement signed, which specifies the total number or hours and client contact hours required. For non-client contact duties (i.e., support activities) your focus should be on activities that support development of your clinical skills and knowledge. You should not be spending the majority of your non-client contact time fulfilling clerical or secretarial duties. These are only permitted to a minimal degree. Instead your time should be spent in preparation activities of seeing clients. See “Support Activities” in terminology section above.

Q. How precise do I need to be in counting hours?

Do not count anything less than 15 minutes. Using 15-minute blocks of time, round to the nearest quarter hour.

Q. What do I do if I am not getting enough direct client contact hours?

Go directly to your site supervisor and ask for more client referrals, and inform the Director of Training who can discuss with you strategies to improve your internship experience.

Q. Can I start accruing hours before my internship semester begins?

You can but very limited hours. You may attend any training sessions that the site requires of you and the hours will count towards support activities time. The first day of your internship semester AND a internship site contract is signed AND your liability insurance is in place, you may begin accruing client contact hours. The exception to this rule is if you start your internship in the spring semester. Because spring semester does not start until early February, Beginning internship in January is permissible. BUT you must be registered for the spring internship semester, have your site/supervisor agreement form signed and filed with CPC AND have your liability insurance in place BEFORE you can begin.

Q. If I am already in a internship, can I accrue hours in between semesters and on seminary holiday breaks?

Yes.
Q. Can I enroll in two internship courses concurrently (i.e., at the same time)?

No. The only exception to this rule is if you take an “In Progress” in a internship class and you expect to complete the “In Progress” the following semester within a reasonable time, you can register for the next Internship class. Consult your Director of Training as to will constitute “reasonable time”.

Q. Can I do an internship where I work?

It is possible to do an internship at your workplace IF your internship assignments are different from your current work assignments. A description of proposed internship training and how it differs from current work duties must be sent via email to the Director of Training for approval. This process must be done before the beginning of the student’s internship semester. Consult your Director of Training for more information.

Q. Will the Director of Training come to any site and observe me with clients?

No.

Q. Why not? Who will observe me?

The Director of Training is not allowed to see you with clients due to confidentiality issues. Your site supervisor may observe you.

Q. Will the Director of Training visit my internship site at all?

Yes. The Director of Training will visit your site and maintain contact with your supervisor to ensure you are getting the internship experience you need and your site is getting what they need from you as internship student.

Q. How is internship graded?

Internship is graded according the seminary’s letter grade system. See your syllabus for details on assignments and how they are graded.

Q. Can I work at two internship placements at one time?

Yes.

Q. What paperwork do I need to submit if I decide to add a second site?

Follow the same procedure described above in “CPC Internship Step-by-Step Guide and Requirements” section. If this is the case, it is understood that the Internship Site and Supervisor Agreement form will be modified in terms of number of hours required to complete for internship at each respective site. The terms of the second internship experience should be in agreement between the second internship site supervisor, the student, and Director of Training BEFORE the student begins the second internship. All forms may be found online.
Q. **Where do I obtain liability insurance?**

We want you to be protected in your internship. Once you submit your signed contract agreement between you and your internship site, the Department of Counseling and Pastoral Care will enroll you (free of charge to you) in liability insurance for the period you in internship. Students CANNOT start any client contact hours without liability insurance in place.

Q. **Can I get paid for my internship?**

It is rare to get paid for an internship. Very few agencies have extra funds available to pay students. The typical arrangement with internship students are usually the opportunity for internship students to get required supervised counseling experiences in exchange for providing your site with free labor. However, if you find a internship that will pay you, feel free to pursue.

Q. **If I have accumulated all necessary hours to complete internship, may I leave my site early?**

Unless this is a prior arrangement with your internship site / supervisor AND your Director of Training, the answer is “No”. Internship sites generally require that you be on their site for the entire semester (or designated period). They are depending on you to carry a client load.

Q. **What do I do if I am not getting the experience I need at my internship site or I am having problems with my supervisor?**

Contact your Director of Training if you feel your internship is not working out. In some circumstances it may be advisable to switch to a different internship site. Your Director of Training can advise you on this. However, it is important to know if you are having general relationship difficulties with your site supervisor (e.g., personality conflicts, differences of opinions), try to work out your differences with the supervisor. Honest and open communication is the best policy (just as we advise our clients to do!). Your Director of Training will step in only if the situation pertains to the internship student not getting proper training or support.

**END**