

INTERNSHIP MANUAL

COLLEGE COUNSELING
&
STUDENT AFFAIRS

Edinboro University of Pennsylvania
Counseling Program
September 2015

TABLE OF CONTENTS

PREREQUISITES.....	3
PURPOSE	3
DEFINITION.....	3
INTERNSHIP PLACEMENT	3
SUPPLEMENTAL SITE CONTRACT.....	3
INTERNSHIP INSTRUCTIONS.....	4
3 CREDIT INTERNSHIP.....	4
THE INTERNSHIP EXPERIENCE	5
THE INTERNSHIP LOG.....	6
TAPING.....	6
THE INTERNSHIP FINAL REPORT	6
EVALUATION OF THE INTERNSHIP EXPERIENCE.....	6
KNOWLEDGE, SKILLS AND DISPOSITIONS EVALUATION	7
POLICY REGARDING CONCERNS THAT ARISE DURING A STUDENT’S PRACTICUM OR INTERNSHIP	7
TAPE SECURING POLICY	8
APPENDIX A.....	9
APPLICATION FOR PERMISSION TO REGISTER FOR AN INTERNSHIP	
APPENDIX B	12
SUPERVISOR DATA SHEET	
APPENDIX C.....	14
EXAMPLE OF SUPPLEMENTAL CONTRACT	
APPENDIX D.....	16
EXAMPLE OF LOG	
APPENDIX E	18
WEEKLY REPORT FORMS	
APPENDIX F	20
INTERN EVALUATION FORM	
APPENDIX G.....	26
INFORMATION REGARDING LIABILITY INSURANCE AND CLEARANCES	
APPENDIX H	28
TAPING CONSENT FORM	
APPENDIX I	30
INFORMED CONSENT & CONFIDENTIALITY FORM	

PREREQUISITES

1. Students must have completed all core required courses in the area of specialty unless otherwise approved by the advisor and instructor. COUN 730 and COUN 735 must be completed before enrolling for internship.
2. Act 151 (child abuse) and Act 34 Criminal clearances required prior to field placement (practicum and/or internship). Application forms can be obtained online. Copies of up-to-date clearances must be submitted with paperwork. Instructions for downloading clearance forms online: Go to

www.dpw.state.pa.us (Child Abuse) or to <https://epatch.state.pa.us> (Criminal History). Criminal History Request Form can be filled out online with a credit card. Child Abuse must be downloaded and sent in. Your state representative can facilitate requests if you are short on time. Additionally, all students are required to take the ACT 126 Child Abuse Recognition and Mandated Reporting training. Trainings are offered every semester on campus or you can take it online at www.knowledge4solutions.com for a cost of \$9.99. In addition, internship students are asked to complete Act 24 forms and submit with their paperwork. These forms are available in the Counseling office.

3. Students must have contracted for professional liability coverage for their field experience (practicum and/or internship). Proof of liability insurance must be provided with paperwork.

4. Students are expected to turn in a Supervisor Data Sheet (Appendix B) with their paperwork to verify appropriate supervisor training and experience.

PURPOSE

The purpose of this manual is to provide information regarding the College Counseling/Student Affairs internship experience.

DEFINITION

The College Counseling internship is a 600 hour clinical experience involving on-the-job training performed in a college or university setting. A minimum of 240 hours of direct service (counseling) with college students is required. Appropriate sites for College Counseling would include College Counseling Centers, Career Counseling Centers, Academic Advising and Support, Wellness, Multicultural Centers, and other areas of colleges and universities design to assist college students in academic, social and personal development.

INTERNSHIP PLACEMENT

Steps the prospective intern must complete are as follows:

1. Secure the following materials from your advisor:
 - A) Internship application (See Appendix A)
 - B) Check to see that an Affiliation Agreement exists between Edinboro University and the site. If it does not, this process must be begun.
 - C) Information regarding liability insurance (See Appendix G)
2. Contact personnel where prospective internship is to be located to determine both the possibility and the feasibility of placement. The Counseling Program will only endorse an internship experience for which the student is being academically prepared.
3. Determine the general requirements for the experience mandated by the university.
4. Design a rough draft of a supplemental site contract covering all aspects of the proposed internship placement. (See below and Appendix C)
5. Present the contract to both the on-site supervisor and the campus supervisor for possible revisions and eventual approval.

Following the completion of step five (above), the campus intern supervisor will route the complete intern material packet through the department chairperson and the respective deans for their approval.

Note: No student may begin the internship until all officials have approved the internship plan.

SUPPLEMENTAL SITE CONTRACT

Duties pertaining to the internship site should be clearly stated in a fashion that relates as closely as possible to tangible evaluation. In addition, the contract should include duties pertaining to program responsibilities including weekly site supervisor meetings and tapes of sessions. (For an example of a supplemental contract, see Appendix C).

INTERNSHIP INSTRUCTIONS

1. Must have completed all required courses.
2. Act 151 and Act 34 Clearances (current). ACT 126 training completed. Act 24 paperwork completed.
3. Liability Insurance
4. 600 hours including 240 hours of Direct Service (Counseling)

PACKET:

1. Application for permission to register for graduate internship. **NOTE: Your site supervisor DOES NOT sign this sheet.**
2. Supplemental Contract- NOT copied from manual- needs to be your individual duties. (Site supervisor signs).
3. Supervisor Data Sheet (site supervisor signs).
4. Clearances (34, 151, 126, 24)
5. Liability Insurance

REGISTRATION: Unlike any other class, Internship cannot be registered for directly. To register, log on to SCOTS. Click on Look Up Classes to Add, then scroll down to Intent (NOT Counseling). You will want to register for either 6 graduate credits or 3 graduate credits depending on whether you are doing 600 hours (6 credits) or 300 hours (3 credits). Once your paperwork has been signed it goes directly to Records and Registration and they will automatically switch you from Intent in to the correct Internship section. It is imperative that you register for Intent, otherwise this could jeopardize your internship registration.

EVERYTHING IN THE PACKET MUST BE HANDED IN AT THE SAME TIME- AT LEAST ONE MONTH PRIOR TO START OF INTERNSHIP.

NOTE – It is the student’s responsibility to make sure an Affiliation Agreement is in place between the Site and Edinboro University. Please check with your advisor and/or the Clinical Coordinator to make sure that this requirement is met.

SUPERVISION:

1. A minimum of one (1) hour per week by on-site supervisor. (Does NOT count as Direct Service- DOES count as part of 600 hours).
2. Two (2) site visits by on-campus supervisor (campus supervisor visits you and your on-site supervisor at your site) (Two hours counts as on- campus supervision and as part of 600 hours).

REQUIREMENTS:

1. Weekly time logs
2. Weekly narratives
3. Five (5) audio or video tapes (at least 1 group and 1 individual- other 3 either).
4. Two evaluations (midterm and final) done by site supervisor.
5. 3-5 page reflection paper at end of course (final report).

3 CREDIT HOUR INTERNSHIPS:

Students must have 12 credit hours of internship to obtain a Master’s Degree in Counseling. Students may choose to complete two - 6 credit hour internships to fulfill this requirement.

Students electing to take two – 3 credit hour internships may take both internships at the same site over two semesters (or one semester and one summer) or may intern at two different sites. All requirements for internship paperwork remain the same. Non-consecutive internships will need to be approved by the advisor.

FOR STUDENTS REGISTERING FOR 3 CREDIT HOUR INTERNSHIPS, THE FOLLOWING CHANGES IN REQUIREMENTS WILL BE IN EFFECT:

- Complete a 300 hour internship with a minimum of 120 hours of direct service with clients.
- Complete a minimum of three (3) tapes (audio or video). At least one group and one individual, the third can be either.
- If clearance expire before the start of the second internship they will need to be renewed.

These requirements are different from the 6 credit hour internship.

THE FOLLOWING REQUIREMENTS WILL ALSO BE IN EFFECT:

- Submit weekly logs.
- Submit weekly narrative.
- Meet weekly with on-site supervisor for a minimum of one hour.
- Participate in a one and one/half hours per week of campus internship group supervision. (Group meetings may meet less frequently for longer periods. For a 16 week internship the intern must meet for 24 hours of supervision).
- Submit internship final report.

THE INTERNSHIP EXPERIENCE

During the internship, the intern is expected to be involved with all activities that a regularly employed member of the staff of the assigned College Counseling area is expected to perform. Monitoring and supervision are conducted by both the on-site supervisor and the campus supervisor. College Counseling interns will participate in an average of 1 ½ hours of campus group supervision per week (24 hours for academic semesters). Included in these meetings will be a group orientation meeting, an initial meeting and an internship closure meeting. Interns will develop a minimum of five audio and/or videotapes of their interactions with students (at least one individual and one group, the others may be either) which will be reviewed and critiqued in group and individual supervisory sessions.

Interns will also meet individually with the campus supervisor, during site visits. The on-site supervisor will maintain contact and supervision with the intern and spend at least one hour a week in individualized supervision with the intern. The internship experience will include as many of the following activities as can be provided:

1. Orientation to the mission, purpose and function of the unit.
2. Specific orientation to personnel, procedures and standards of the particular setting to which the intern is assigned.
3. A chance to observe and participate in all professional activities of the unit to which the intern is assigned including all or as many of the following activities as possible: interviewing, individual sessions with a small case load (under qualified supervision), and group sessions. Tapes of at least five of these sessions will be submitted to facilitate intern supervision.
4. A chance to observe and participate in departmental, staff, and team meetings of the college or university.
5. The opportunity to work with members of other professions within the college or university setting (e.g., administrators, faculty, other Student Affairs personnel). The experience is intended to be an interdisciplinary educational one.
6. Experience in working with community agencies and the family as well as the student wherever possible.
7. Attendance and participation in local professional meetings, conferences, and workshops.

At all times, the intern will be expected to work within the policy and standards set by the college or university. Provisions should be made for the physical location of the intern. In order to gain the maximum possible benefit from the internship experience, the intern should...

1. Try to assess the tone, social structure, work patterns, day-to-day flow, etc., of the office as soon as possible.
2. Maintain ethical confidentiality where necessary regarding all matters within the office. Violation of this guideline will be grounds for both internship and program dismissal.
3. Maintain a sound, professional relationship with the on-site supervisor.
4. Secure feedback from supervisors in an on-going and timely manner.

Steps that may be taken to accomplish some of the above include the following:

1. Ask a lot of questions.
2. Be a self-starter.
3. Handle constructive criticism effectively.
4. Learn from others.
5. Operate on a professional basis at all times.
6. Dress appropriately.
7. Arrive at the site before the expected time.
8. Do not be afraid to work late.
9. In case of illness or emergency, notify your supervisors as soon as possible.
10. Learn from your mistakes.

THE INTERNSHIP LOG

All interns are required to keep a daily log of their internship activities. The one-page format may vary according to the specific internship (See Appendix D for an example of a log). Procedures for maintenance of the internship log will be explained in detail during the first internship seminar meeting. At the end of each week, the intern will complete a self-evaluation of his/her performance for the week. This self-evaluation will be maintained in the internship log (See Appendix E). This completed self-evaluation will then be delivered to the campus supervisor on a weekly basis.

TAPING

All interns are required to tape (either video or audio) 5 sessions (at least one individual and one group, the others can be either) to be shared during group supervision. This requirement should be made clear to prospective on-site supervisors and **should be included in the supplemental contract**. Taping consent forms must be signed by all clients prior to taping. In the event of minors, parental/guardian permission is necessary.

INTERNSHIP FINAL REPORT

At the end of the internship experience, the intern will present a 3-5 page paper reflecting on his/her internship experience. The following topics should be addressed:

- a. What I did in my internship
- b. What I learned as a result of my internship
- c. Personal strengths and limitations identified
- d. What I would do differently if I were just beginning my internship
- e. Supervision experience –
 - On site
 - On campus

What was helpful, what might have been improved (weekly supervision, tape critiques, case conceptualization, etc).

- f. Recommendations for improvement to the Counseling Program (what I wish I had known, holes in the program).

EVALUATION OF THE INTERNSHIP EXPERIENCE

The university, through the campus internship supervisor, will retain final authority for the assignment of the student internship grade. Assignment of the final grade will be made only after consultation with the site supervisor. The student will be graded either satisfactory (S) or unsatisfactory (U). No letter grades are awarded for the internship experience.

Part, though not all of the grade, will be based on the rating scales completed by the site supervisor during the internship period. (See Appendix F for this instrument). The rating scale will be completed twice, once at midterm and the second time at the end of the internship. Site supervisors are encouraged to share their ratings with interns prior to submitting them to the campus supervisor. Part, though not all of the grade, will be based on the audio/video tapes and written material submitted.

KNOWLEDGE, SKILLS AND DISPOSITIONS EVALUATION

Students will self-assess their professional knowledge, skills and dispositions at the conclusion of their internship. This time has been identified as a transition point from student to professional. The evaluation will follow the same format as the one done as part of the candidacy process.

POLICY REGARDING CONCERNS THAT ARISE DURING A STUDENT'S PRACTICUM OR INTERNSHIP

Similar to the "Disposition Policy" outlined in the Advisement Guide for students in the Master of Arts in Counseling Programs, the following policy applies to students who do not demonstrate satisfactory knowledge or clinical skills while enrolled in Counseling Practicum (COUN 735) and/or Internship in Counseling (COUN 795).

Students enrolled in the counseling programs are evaluated throughout their graduate experience on professional knowledge, skills, and dispositions. Students are informed of these expectations through a number of venues including course syllabi, advisement, Graduate Catalogue, the candidacy application, course assignments, and clinical experiences.

The Department of Counseling, School Psychology and Special Education's Dispositions Policy is designed to assist students in meeting the Edinboro University Graduate Dispositions and professional standards in their advanced professional programs. Although program faculty will provide professional assistance, the student is expected to take ownership of his/her professional conduct. Should a student demonstrate a lack of satisfactory knowledge or clinical skills or demonstrate behaviors that are deemed by faculty to be unacceptable during practicum or internship, the following procedure will be enacted:

Faculty will discuss concerns with the student and, if appropriate, the site supervisor.

If necessary, faculty will discuss concerns with the counseling program committee.

If necessary, the program committee may direct the advisor and appropriate faculty to meet with the student to address concerns and specific recommendations aimed at improving the student's knowledge, clinical skills, or behavior.

If necessary, the program committee may require the student to meet with the program committee to discuss concerns and develop a plan to assist the student with interpersonal and professional growth.

The advisor will meet with the student and, if appropriate, the site supervisor to develop a specific plan of action. The plan will include a monitoring and reporting process.

In the event that the student's knowledge, clinical skills or behavior do not comply with the action plan, the program faculty may ask the Dean of Education to remove the student from the program. Students have the right to appeal such a decision as outlined in the Graduate Catalogue.

TAPE SECURING POLICY

Policy: Tape securing procedures

It is the policy of Edinboro University that student trainees must submit video or audio tapes for clinical review and supervision. To ensure confidentiality of clients when being taped (video/audio) for the purpose of internship or practicum) the following procedures must be followed.

Purpose:

The purpose of this policy is to remain compliant with HIPAA and state regulations regarding confidentiality. Reference: Pa Code 3800.19 and MHMPA of 1976, 5100.71.

Tape securing procedures

Audio

Students, who present audio recordings for supervision or course requirements, must ensure that the audio media they submit or bring to supervision can be played using equipment available to the instructor or supervisor.

Video

Students are responsible to ensure that all tapes meet course requirements are compatible with the equipment and software available to their course instructors or supervisors. No deadline or grade consequence will be waived for inability to provide an assignment in an appropriate format. Students should be certain that tapes they submit or bring to supervision are acceptable to their course instructors or supervisors in advance of course due dates and supervisory meetings.

Security

Videos or audio recordings of counseling sessions must meet HIPAA standards for security. This standard states that a video or audio recording must, at all times, be in a double lock security situation. For example, if you store a tape in a locked file cabinet (lock 1) in a room that has a locked door (lock 2); you have met the double lock requirement.

Transporting tapes to and from practicum, internship or other classroom sites represents a potentially challenging situation. For example, a video in a locked car (lock 1) does not constitute double lock security. Ways of creating a double lock security situation include storing the tape in a locked portable file cabinet or brief case within the car (lock 2).

Video Lifetime and Destroying Procedures

At the conclusion of each semester, all video and audio recordings will be erased

**APPENDIX A
APPLICATION FOR PERMISSION TO REGISTER
FOR AN INTERNSHIP**

EDINBORO UNIVERSITY OF PENNSYLVANIA
APPLICATION FOR PERMISSION TO REGISTER FOR GRADUATE INTERNSHIP

This is the official application form for requesting authorization to register* for an Edinboro University of Pennsylvania approved graduate internship. No other application form for internship is valid. After the student receives the copy of the application showing the internship has been approved, **the STUDENT must pay the fees at the Bursar's Office, then contact the Scheduling Office to complete registration for the internship.** REGISTRATION MUST BE COMPLETED PRIOR TO THE PROJECTED BEGINNING DATE OF THE INTERNSHIP.

***Failure to register properly will invalidate this approval.**

A one to three-page description of the professional experience and educational outcomes (daily logs, major paper or project, portfolio, detailed oral report, etc.) that the applicant is to undertake **must be attached before submitting this form for approval (if applicable).** Also, the applicant needs to attach a course history.

I. EDUCATIONAL DATA (To be completed by student)

Name: _____ Student Identification Number: _____
 Last First M.I.

Address during Internship:

_____ Street City State Zip

Home Address (if other than above):

_____ Street City State Zip

Email Address: _____ Home Phone: () _____

Major Field: _____ Anticipated Graduation Date: _____

II. INTERNSHIP DATA

() 1st semester, Yr: _____ () 2nd Semester, Yr: _____ () Summer Session, Yr: _____

Course Number: _____ Course Subject: _____

Course Title: _____ Number of Credits: _____

Proposed Site Supervisor: _____

Internship Site: _____

Address: _____
 Street City State Zip

Internship Period: Starts _____ / _____ / _____ Ends: _____ / _____ / _____
 Mo. Day Year Mo. Day Year

Number of Weeks: _____ Hours per Week: _____

Daily from: _____ to: _____ Paid: _____ Nonpaid: _____

Student's phone number on site: () _____ Hourly Amount: _____

III. INTERNSHIP APPROVAL (the following signatures must be obtained in sequence; copies will be sent to all signers)

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Department Chairperson: _____ Date: _____

Academic Program Dean: _____ Date: _____

Dean of Graduate Studies: _____ Date: _____

C: APSCUF, Bursar's Office, Scheduling Office, Advisor, Internship Supervisor, Student, Graduate Program Head, with all signatures completed (Responsibility of Graduate Studies Office).

**APPENDIX B
INTERNSHIP
SUPERVISOR DATA SHEET**

INTERNSHIP SUPERVISOR DATA SHEET

Name of Supervisor _____

Title _____

Highest College Degree Earned _____

Major Area of Studies _____

[NOTE: "Supervisors should hold a master's degree in counseling or a closely related field" CACREP guidelines.]

Certifications/Licenses _____

[NOTE: "Supervisors should hold appropriate certifications and/or licenses"]

- CRC
- LPC
- NCC
- Other: _____

Total Number of Years of Pertinent Professional Experience _____

[NOTE: "Supervisors should have at least two years of pertinent professional experience"]

Supervisor's email _____

Intern's Name _____

Internship Site _____

Address _____

Phone Number _____

Intern's Signature

Date

Supervisor's Signature

Date

Edinboro University
Counseling Programs
2012

APPENDIX C
EXAMPLE OF SUPPLEMENTAL SITE CONTRACT

**(Sample) College Counseling
Supplemental Site Contract**

This contract constitutes an agreement between _____
(internship site), the Counseling Program (Department of Professional Studies)
of Edinboro University of PA, and student intern
_____.

The internship shall officially commence August 26, 2008, and to be concluded
December 12, 2008.

The responsibilities of the intern shall include but are not limited to the
following:

- * to counsel students in small groups
- * to participate with staff in group and individual sessions to work with
students on academic probation
- * to serve as contact person for athletes referred under Early Alert System in
the counseling center
- * to counsel athletes in study skills, time management, and adjustment
problems
- * to work with the director in presenting series of study skills workshops in the
residence halls
- * to prepare and present time management workshops for Freshman Study
classes
- * to meet with on-site supervisor a minimum of 1 hour per week
- * to attend on-campus group supervision
- * to tape five individual and group counseling sessions to be shared during
group supervision

Date _____

Campus Internship Supervisor _____

On-Site Supervisor _____

Student Intern _____

**APPENDIX D
EXAMPLE OF LOG**

(Sample) College Counseling

INTERNSHIP LOG

WEEK OF: _____

INTERN: _____

SITE: _____

Activity	M	T	W	Th	F	S	S	Total
Individual counseling *								
Group Counseling *								
Athlete Early Alert referrals *								
Athlete Study Tables*								
Study Skills Presentations to groups*								
Individual counseling and consultation with students on probation*								
First year class assistance								
Attend trainings and conferences								
Assist in program planning								
Meet with on-site supervisor								
Other								

Direct Service Hours */ Week _____

Total Hours / Week: _____

Cumulative Direct Service Hours _____

Running Total: _____

Signature of Site Supervisor

Date

APPENDIX E
WEEKLY REPORT FORM

APPENDIX F
INTERN EVALUATION FORM

**EDINBORO UNIVERSITY OF PENNSYLVANIA
M.A. COUNSELING PROGRAM
COLLEGE COUNSELING INTERN EVALUATION FORM**

Student _____ **Date** _____
Supervisor _____ **Site** _____

1. Describe briefly any assignment(s) which were not mentioned in the original internship contract description. Is there any substantial change of emphasis in internship responsibility?

2. At this point of the semester, what is your general opinion of the intern's performance?

3. Please indicate competency of the student by checking the appropriate column using either the scale below or the "yes, no, comment" scale, as indicated.

- Scale: 1--unacceptable: minimum expectations not met.
2--below average: minimum expectations met with difficulty.
3--average: expectations met.
4--above average: expectations exceeded.
5--excellent: expectations met at a superior level.

PERSONAL WORK HABITS: (COMMENT/IF ANY)

Demonstrates punctuality	yes	no	_____
Keeps appointments	yes	no	_____
Handles absences responsibly	yes	no	_____
Shows professional dress/grooming	yes	no	_____

Prepares for assignments	1	2	3	4	5	NA
Maintains flexibility	1	2	3	4	5	NA
Able to follow through and complete tasks	1	2	3	4	5	NA
Assumes responsibility for his/her actions	1	2	3	4	5	NA
Takes initiative in assuming responsibility	1	2	3	4	5	NA
APPROPRIATE USE OF SUPERVISORY RELATIONSHIP:						
Understands purpose of supervision	1	2	3	4	5	NA
Assumes responsibility for participation in supervisory relationship	1	2	3	4	5	NA
Submits paperwork promptly	1	2	3	4	5	NA
Handles constructive criticism	1	2	3	4	5	NA
Uses supervisory relationship for growth in self-awareness & skill	1	2	3	4	5	NA
Relates effectively to use of authority in supervisor relationship	1	2	3	4	5	NA
Relates to supervision with a minimum of resistance and defensiveness	1	2	3	4	5	NA
DEVELOPING MEANINGFUL RELATIONSHIPS						
Gives indication of ability to relate to people with warmth and interest Works comfortably with others on staff	1	2	3	4	5	NA
Relates to individuals in groups.	1	2	3	4	5	NA
Relates to groups as a whole	1	2	3	4	5	NA
Relates to individuals in one-to-one situations	1	2	3	4	5	NA

Relates to community people	1	2	3	4	5	NA
Relates to professionals in related fields	1	2	3	4	5	NA
Able to terminate relationships in a planned manner	1	2	3	4	5	NA
EXPANDED SKILL BASE:						
Shows ability to interview	1	2	3	4	5	NA
Shows beginning ability to analyze a problem	1	2	3	4	5	NA
Shows ability to assess strengths of others	1	2	3	4	5	NA
Shows ability to handle hostility	1	2	3	4	5	NA
Shows ability to problem solve	1	2	3	4	5	NA
Shows ability to formulate short-term and long-term goals	1	2	3	4	5	NA
FUNCTIONING WITHIN PROFESSIONAL ROLE:						
Demonstrates understanding of confidentiality	1	2	3	4	5	NA
Protects confidentiality	1	2	3	4	5	NA
Shows relative freedom from bias, prejudices	1	2	3	4	5	NA
Understands role as helping/enabling individual	1	2	3	4	5	NA
Avoids over-identification with others	1	2	3	4	5	NA
Permits others to participate in process	1	2	3	4	5	NA
Works on plan rather than impulse	1	2	3	4	5	NA
Fosters responsibility in others	1	2	3	4	5	NA
Utilizes reading materials in professional development	1	2	3	4	5	NA
Functions independently	1	2	3	4	5	NA
Functions in a consistent manner	1	2	3	4	5	NA
FOUNDATIONS OF COLLEGE COUNSELING:						
Can discuss the history and philosophy of college counseling	1	2	3	4	5	NA
Can discuss the history and philosophy of college counseling	1	2	3	4	5	NA
Demonstrates an understanding of the purpose and function of college counseling	1	2	3	4	5	NA
Follows legal and ethical standards of practice specifically as related to college populations	1	2	3	4	5	NA
Uses technology in managing and evaluating programs	1	2	3	4	5	NA
Demonstrates an understanding of program development and implementation that utilizes professional standards and other resources	1	2	3	4	5	NA
Demonstrates an understanding of the role of diversity issues in college counseling (race, ethnicity, SES, cultural heritage, family structure, gender, sexual orientation, age, religious and spiritual beliefs, physical and mental status).	1	2	3	4	5	NA
CONTEXTUAL DIMENSIONS OF COLLEGE COUNSELING						
Demonstrates a knowledge of historical and contemporary theories of college counseling and student development	1	2	3	4	5	NA
Is knowledgeable of the characteristics of traditional and nontraditional college	1	2	3	4	5	NA

students						
Understands the impact of different types of college environments	1	2	3	4	5	NA
Uses needs assessment methodologies germane to college students	1	2	3	4	5	NA
Utilizes systematic assessment techniques applicable to higher education	1	2	3	4	5	NA
Is well versed on theories of adult development	1	2	3	4	5	NA
KNOWLEDGE AND SKILL						
Demonstrates knowledge and skills related to personal, social, educational and career planning and development for college students	1	2	3	4	5	NA
Demonstrates methods and procedures in group work applicable to college populations	1	2	3	4	5	NA
Effectively uses small group counseling approaches appropriate for the developmental stage and needs of traditional and nontraditional college students	1	2	3	4	5	NA
Demonstrates knowledge and skills in issues that might affect college student development and functioning (ADHD, sexual assault, disabilities, eating disorders, substance abuse, stress) and the methods and procedures designed to prevent, cope with, and/or deter them to promote healthful living.	1	2	3	4	5	NA
Can apply procedures to ensure academic success (study skills, tutoring, academic advising)	1	2	3	4	5	NA
Uses methods and procedures to promote positive interpersonal relationships (interventions for gender identity issues, intimacy development).	1	2	3	4	5	NA
Applies theories, models or practices of leadership, organizational management, program development and conflict Exhibits consultation skills for working with faculty, professional staff and student families in areas related to student development and welfare	1	2	3	4	5	NA
	1	2	3	4	5	NA
Exhibits skills in biopsychosocial assessment, case conceptualization and psychopathology conceptualization leading to diagnosis and/or appropriate counseling	1	2	3	4	5	NA
Exhibits skills in biopsychosocial assessment, case conceptualization and psychopathology conceptualization leading to diagnosis and/or appropriate counseling	1	2	3	4	5	NA
Exhibits skills in biopsychosocial assessment, case conceptualization and psychopathology conceptualization leading to diagnosis and/or appropriate counseling	1	2	3	4	5	NA

4. Please give a brief summary of the intern's overall strengths and limitations.

SITE SUPERVISOR'S SIGNATURE _____

SITE SUPERVISOR'S NAME TYPED OR PRINTED _____

Overall Rating: _____ Satisfactory _____ Unsatisfactory

If necessary, use the space below or attach another page for any further comments:

**APPENDIX G
INFORMATION REGARDING LIABILITY
INSURANCE AND CLEARANCES**

INFORMATION REGARDING LIABILITY INSURANCE

Interns must have contracted for professional liability coverage prior to their internship experience. If intern insurance is being provided by the school or agency a letter to that effect must be presented to the campus supervisor. Many of the professional organizations (ASCA and ACA) offer free insurance to student members. Others offer nominal cost liability insurance to students (ACPA). Interns who wish to secure their own insurance should contact their professional organization, or the following organization:

Seabury & Smith Associates, Inc.
Professional Insurance Administrators and Consultants
75 Remittance Drive
Chicago, IL 60675-1788
1-800-621-3008 ext. 45105

For further information, see your campus intern supervisor.

INSTRUCTIONS FOR DOWNLOADING CLEARANCE FORMS ONLINE

Go to www.dpw.state.pa.us (Child Abuse) or to <https://epatch.state.pa.us> (Criminal History). Criminal History Request Form can be filled out online with a credit card. Child Abuse must be downloaded and sent in. Your state representative can facilitate requests if you are short on time.

Under Act 24 of 2011, a new form (PDE-6004) has been instituted that requires the reporting of any arrest or conviction for an offense enumerated under Act 24. In addition, written notice within 72 hours of a conviction or arrest for said offenses is required once the initial report has been signed. The Counseling Office has copies of this form and the list of offenses.

ENDORSEMENT POLICY DEPARTMENT OF COUNSELING AND HUMAN DEVELOPMENT

Faculty members endorse or recommend students only for positions in the area of specialization experience. Faculty members will review appropriate credentials to make judgments about student recommendations which are consistent with professional and ethical obligations.

**APPENDIX H
TAPING CONSENT FORM**

TAPING CONSENT FORM
Sample- Adult Client

I hereby give my permission to be audiotaped (videotaped) during a group (individual) counseling session. I realized that _____ is a graduate student being trained in counseling skills and is receiving supervision. The tape may be listened to by the course supervisor and other counselors-in-training as part of the counselor training program. The tapes will be strictly used to critique the graduate student's counseling skills and abilities. I also understand that the tape will be erased after it is reviewed in order to insure that the information I provide remains confidential. I acknowledge that my participation in this taping session is voluntary.

Signature: _____ Date: _____

TAPING CONSENT FORM
Sample- Minor Client

I hereby give my permission for my son/daughter to be audiotaped (videotaped) during a group (individual) counseling session. I realize that _____ is a graduate student being trained in counseling skills and is receiving supervision. The tape may be listened to by the course supervisor and other counselors-in-training as part of the counselor training program. The tapes will be strictly used to critique the graduate student's counseling skills and abilities. I also understand that the tape will be erased after it is reviewed in order to insure that the information my child provides remains confidential. I acknowledge that my participation in this taping session is voluntary.

Child's Name: _____ Date: _____

Parent/Guardian Signature: _____

APPENDIX I

INFORMED CONSENT &
CONFIDENTIALITY FORM

SUBJECT: INFORMED CONSENT & CONFIDENTIALITY

Policy:

It is the policy of at Edinboro University to maintain confidentiality and provide fully informed consent for all interventions rendered by the student trainees enrolled in the counseling program. Faculty and trainees are obligated to the policies, procedures and rules of the Placement Agency or program. Faculty and graduate trainees share in professional responsibility, accountability and confidentiality of information regarding services to clients.

Informed Consent:

Informed consent is explained to clients using plain language. In obtaining informed consent Edinboro University students provide needed information concerning the procedures and expectations of interventions used. Clients and/their legal representative freely and without undo influence give informed consent as documented by their signature.

Purpose:

The purpose of this policy is to ensure that compliance with state and federal regulations regarding consent to care. Reference: Pa Code 3800.19 and MHMPA of 1976, 5100.71.

In order to provide the highest quality of care, consultation with faculty or other professional staff may occur.

Confidentiality:

Students and faculty members hold in strictest confidence information gained during practicum and internship placements such as supervision or any other manner that may be construed to be associated with the field placement. This practice in accordance with established Codes of Ethics from professional associations as well as federal and state laws. Breaches of confidentiality will not be tolerated and may result in disciplinary action including possible dismissal from the Counseling Program.

Students are instructed regarding confidential and situations in which we are required by law and/or professional ethics to release information. Clients are informed that information and disclosures will remain confidential with exception to the following:

1. Danger to self or others.
2. Child or elder abuse/ neglect
3. Court order a part of a legal proceeding.

I have read the above policy concerning confidentiality and understand the expectations the Counseling Program has for graduate students. I agree to abide by the policy and understand that breach of confidentiality can be cause for dismissal from the program.
