



**Master's Students Internship Handbook: COUN 6940**  
**Counselor Education Program**  
**College of Health and Human Services**  
**School of Intervention and Wellness**

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## Overview

The internship is intended to provide counseling interns with practical experience in settings where counseling services are offered. Interns will connect academic and theoretical learning to settings outside the classroom. The internship experience also provides interns with evaluative feedback on their knowledge, attitudes, and skills with specific client populations in relevant settings. Since interns already have received advanced training in counseling, the staff and the clientele at the placement site should benefit from the services that are provided by interns during the placement. Both COUN 5190 Counseling Practicum and COUN 6/8940 Counseling Internship must be taken through the Counselor Education Program in the School of Intervention and Wellness/College of Health and Human Services at The University of Toledo (i.e., transfer credit cannot be substituted for these two courses).

Interns are expected to assume a broad spectrum of counseling roles and functions. The intern is expected to experience as many responsibilities as feasible at the internship site which are like the responsibilities of an employed counselor. The purpose of an internship is to provide realistic, relevant, and meaningful experience.

The internship is designed to satisfy requirements for professional training under both Ohio state law and Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation standards.

### Internship Hours

Internship credit shall be awarded for performing those direct and indirect activities, which are integral to the delivery of counseling services. Of the contact hours needed to meet the requirements of the internship, a minimum 40% of contact hours must be earned in face-to-face individual and group client contacts (i.e., **240 hours for Clinical Mental Health and School Counseling students**). Remaining hours may be earned in indirect counseling related activities including supervision. Students may have to accumulate more than the minimum overall number of hours (600) in order to meet the 40% direct contact hours requirement.

The departmental faculty supervisor, in consultation with the internship site supervisor, shall determine which experiences are appropriate and allowable for any internship. The departmental faculty supervisor shall determine the appropriateness of an agency, program, school, or facility as an internship site. It is permitted for interns to decide whereby they can receive compensation for activities performed on behalf of their internship sites. Compensation may take the form of fees for service, reimbursement of expenses, salary, or other arrangements, which are within ethical guidelines and permitted under state licensure laws. It is permitted for interns to use their current employment as their internship if they are employed in the delivery of counseling and/or counseling related activities. Internship hours **can only be accrued** in roles that differ from students' employed position (e.g., students who are case managers cannot use case management services for internship hours). Hours must be accrued in a role that conducts counseling services, diagnosis, and treatment planning.

### Internship Hours: Clinical Mental Health Counseling

1. Students in the Clinical Mental Health and School Counseling programs are required to complete eight (8) semester hours of internship and 600 total clock hours. Credit hours for internship shall be awarded on the basis of clock hours served in counseling or counseling-related activities while at the internship site. It is recommended that students work at least nineteen hours per week. Such a schedule would allow completion of the internship in two consecutive academic semesters. Hours per week may vary depending on the students' credit hours registered (see item two below).

2. Credit hours for students in the Clinical Mental Health and School Counseling programs shall be awarded at the rate of one (1) semester hour for every seventy-five (75) clock hours with 30 hours direct and 45 indirect for each credit hour the student is enrolled in internship that semester **Students may accrue hours in surplus of their registered hours to apply toward future semesters of internship enrollment, if applicable.**
3. Clock hours must be documented by interns and verified by the intern's site supervisor.
4. Students who withdraw from an internship prior to its completion shall not receive partial credit; they shall receive an incomplete, a PR, or a withdrawal depending on the circumstances at the discretion of the course instructor and clinical coordinator.
5. Students enrolled in the Clinical Mental Health Counseling program are expected to complete an internship in not more than four (4) consecutive academic semesters. **No student will be allowed to enroll in an internship who cannot work at least nine hours per week.** Such a schedule would allow completion of the internship in the maximum four consecutive academic semesters.
6. Students may choose to work full-time in an internship (i.e., forty or more hours per week); however, no student will be allowed to complete an internship in less than one academic semester.
7. Students in the Clinical Mental Health Counseling program **must complete a minimum of 600 clock hours** in a clinical/community mental health setting where diagnosis and treatment of mental health and substance use disorders is conducted.

### **Internship Hours: School Counseling**

1. Students enrolled in the School Counseling program are expected to complete an internship in not more than four (4) academic semesters.
2. No student will be allowed to enroll in an internship who cannot work at least nine hours per week. Such a schedule would allow completion of the internship in the maximum four consecutive academic semesters.
3. Students may choose to work full-time in an internship (i.e., forty or more hours per week); however, no student will be allowed to complete an internship in less than one academic semester.
4. Students in the School Counseling program **must complete a minimum of 600 clock hours** in the school setting. School counseling students must receive training and experience at all three educational levels (senior high, junior high, elementary) as per the Ohio Department of Education (ODE).

### **Counseling between Internship Semesters**

Students enrolled in the internship may with the consent of the internship instructor, site supervisor, and counselor education program clinical coordinator, continue to provide services at their internship site at the end of the semester up to the first day of the subsequent semester provided that the following stipulations are met:

1. The student has completed all course requirements during the regular semester.
2. The student has made and is making appropriate progress in the counselor education program.

3. The site supervisor agrees to continue providing a minimum of 1 hour of supervision for every 20 hours with no less than one hour of supervision each week.
4. The student is enrolled in the subsequent term's internship (e.g., spring to summer, fall to spring)
5. The internship experience continues at the same site.

### Registration:

To be eligible for an internship, the student applicant must meet the following requirements. The applicant shall:

1. Be in good academic standing within the department.
2. Have completed all academic prerequisites for enrolling in an internship (grade of S or in COUN 5190).
3. Have been judged by the departmental faculty supervisor to have demonstrated a suitable degree of personal, academic, and professional functioning to warrant admission into the internship.
4. Students must provide documentation that they have purchased and/or are covered by professional liability insurance. ***Students are expected to provide evidence that their insurance covers them for \$1 million per incident and a minimum of \$3 million total.*** Students may verify their coverage by providing the departmental faculty supervisor with photocopies of their professional liability policies or by supplying letters from their internship site stating that they are covered under internship sites' liability policy.
5. All students who will be expecting to work with minors, or who can reasonably be expected to work with minors, must complete and pass a background check prior to the first day of the semester in which the students expect to enroll in Internship. Students are encouraged to contact The University of Toledo Police Department (419-530-4439) no later than 4 weeks prior to the beginning of their internship to schedule a fingerprint/background check appointment. Students who completed a background check for their practicum site and who are continuing at the same site/system should investigate their site's expectation regarding a second background check for internship. Students *shall not* send the results of their background checks to the Department. Background check results shall be sent to the students' placement site.
6. All students who can reasonably expect to work with clients in correctional, hospital, residential care, or any other facility at which there is a risk for the spread of communicable diseases are encouraged to speak to their health care professional to determine which, if any, immunizations are recommended for their safety.
7. Students wishing to enter an internship must meet any selection criteria established by the internship site. Students should be prepared to submit transcripts, resumes, and any other materials the internship site may require. The site may require drug screening and criminal background checks. Students should also expect to interview with personnel at the internship site prior to being accepted for an internship. The student should be aware that acceptance is at the discretion of the site.
8. Students are expected to have internship placements before the semester of initial registration. Involvement in the placement is expected by the third week of the semester.

9. Enrollment in the internship shall be subject to, but not limited to, the following restrictions:
  - a. Only degree seeking students officially admitted to the department shall be allowed to enroll in an internship.
  - b. Only students who have achieved regular master's student status shall be permitted to enroll in an internship.
  - c. No student shall be allowed to enroll in an internship whose emotional stability or personal use of drugs or alcohol are judged to be an impairment to his or her adequate functioning. No student shall be placed in an internship where adequate, qualified supervision is not available.

### **Evaluation of Performance**

1. The internship site representative, and the intern shall devise a mutually acceptable job description or contract which will delineate the duties and responsibilities of the parties involved. The departmental faculty supervisor is available to assist in this process.
2. Evaluation of interns shall be accomplished using a standardized form (or forms) developed by the department.
3. Evaluation of the intern's performance will be completed by the internship site supervisor.
4. Copies of the mid-term and final performance evaluations will be made for all parties involved.
5. Final evaluation for the course is on a Satisfactory/Unsatisfactory basis. The grade will be awarded by the departmental faculty supervisor.
6. The student's internship is subject to termination should the departmental faculty supervisor or the on-site supervisor judge the student's performance in the internship to be unsatisfactory, insubordinate, unethical, inappropriate, or otherwise harmful to clients or to the reputation of the internship site, the department, or the university.

### **Supervision**

1. Definition of Supervision
  - a. Supervision is a process: (1) by which the internship site's standards of performance are maintained through review and correction of service provided; (2) which assists in skill development; and (3) by which the internship site gives support and consultation to its staff.
  - b. Supervision includes, but is not limited to, the following areas: (1) education and training; (2) provision of feedback relevant to job performance; (3) evaluation; (4) monitoring performance to ensure that administrative policies and procedures are met; (5) quality assurance and utilization review.
2. Methods of Supervision

- a. Supervision can be provided through a variety of modalities. Supervision can be provided individually or in groups. It may involve consultations, observation, audio- or videotaping, verbal instruction, role plays, demonstrations, readings, etc.
- b. Minimally, the intern should meet with the site supervisor(s) for no less than one (1) hour of individual, face-to-face supervision per 20 hours of service (direct and indirect combined). Additional hours of supervision may be on either an individual or group basis. **By the end of the internship experience, students are required to have 30 hours of on-site, clinical supervision by their site supervisor.**
- c. Interns must receive an **average of one and one-half (1.5) hours of group supervision (i.e., internship class) per week throughout the internship.** Group supervision is performed by the instructor of the internship class. **Regular attendance to meet this requirement is expected throughout the experience. Students who complete the 600 hours during the semester should expect to continue to attend classes until the end of the respective semester.**

### 3. Definition of Supervisor

- a. A supervisor shall be the person who has direct responsibility for monitoring and evaluating the performance of the intern.
- b. Persons qualified to supervise students in the Clinical Mental Health Counseling program shall have a minimum of a Master's degree and be licensed as either a professional clinical counselor with supervisory endorsement [LPCC-s]. For students wishing to obtain licensure, a portion of the internship must be completed under an LPCC in a site that diagnoses and treats mental disorders.
- c. Persons qualified to supervise students in the School Counseling program shall have a minimum of a Master's Degree in school counseling, be licensed as a school counselor, and have at least two years of experience as a school counselor.

### 4. Departmental Support of On-site Supervisors

- a. The on-site supervisor and other on-site staff shall share in the responsibility for the cooperative design and implementation of the internship experience.
- b. Departmental faculty supervisors shall consult with on-site supervisors regarding methods of supervision and shall provide in-service training in supervision at the request of the on-site staff.

### **Rights, Duties, and Responsibilities of the Counselor Education Program**

1. The departmental faculty supervisor will ensure that the intern has completed the prerequisite academic work before entering the internship.
2. The departmental faculty supervisor shall monitor the progress of the intern and assist the internship site as necessary and appropriate.

3. The departmental faculty supervisor will meet on a regularly scheduled basis with interns to assist in the successful completion of the internship.
4. The department faculty supervisor will determine whether site supervisors meet the identified qualifications to supervise interns.
5. The department may request the termination of an internship site agreement if the site supervisor does not abide by the ethical standards and practices which are set forth by the American Counseling Association and any other relevant counseling professional organizations; applicable licensure laws related to supervision; and/or Counselor Education Program internship rules and regulations associated with supervisors.
6. The department reserves the right to assign readings, case presentations, journal entries, papers, etc., as part of the requirements of the internship.
7. The department shall develop and distribute to the internship site a standardized form for the evaluation of student performance. The department, upon request, will assist the student and/or the site supervisor in completing and interpreting the evaluation.
8. The departmental faculty supervisor shall have the responsibility to terminate any internship agreement where the intern's performance is judged to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to clients. Such action would only be taken after consultation with the intern and with representatives of the internship site.
9. The department reserves the right to amend, change, or otherwise modify its policies regarding internships from time to time as may be deemed necessary or appropriate.
10. The department may, at its discretion, waive any or all policies on a case-by-case basis when deemed appropriate.
11. The department may assist a student in identifying an internship site, but it is the responsibility of the student to secure an internship site.

### **Rights, Duties, and Responsibilities of the Internship Site**

1. The internship site shall screen and select interns based upon their appropriateness for placement and their likelihood of success. The internship site shall not select interns on the basis of race, creed, color, religion, gender, sexual orientation, or national origin.
2. There shall be an employee of the internship site designated as the intern's supervisor. Such employee shall meet the qualifications of a supervisor outlined elsewhere in these guidelines.
3. The internship site shall develop a student job description that shall meet the needs of the internship site and those of the intern. It is expected that interns will spend at least 40% of their time in direct client contact.
4. The internship site supervisor shall orient the intern to the policies and procedures of the internship site.



5. The internship site may request the termination of an internship agreement where the intern's performance is in violation of site policies or procedures.
6. The internship site retains the right to manage the intern as they would any other staff member or employee.
7. The ratio of supervisees to supervisors shall not exceed applicable licensure law/rule requirements per 4757-17-01 Counseling supervision of the Ohio Revised Code. The internship site may request the termination of an internship agreement where the intern's performance is judged.
8. The internship site shall provide experience in the delivery of services appropriate to the educational and ability level of the intern in consultation with the faculty instructor.
9. The internship site shall provide the department with verification of the intern's experience, supervision, and contact hours.
10. The internship site shall provide the department with regular evaluations of the intern's performance including a formal mid-term and final evaluation on a form provided by the University of Toledo Counselor Education program.
11. The internship site agrees to abide by the policies and procedures for intern placement as established by the School of Intervention and Wellness – Counselor Education Program.
12. The internship site, in its treatment of interns, shall abide by the ethical standards and practices which are set forth by the American Counseling Association and any other relevant counseling professional organizations.
13. The internship site agrees to conform its supervision to the requirements set out in the laws and regulations governing the practice of counseling.
14. The site and site supervisor hold ultimate responsibility for the welfare of the internship student's clients to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to clients.

### **Rights, Duties, and Responsibilities of the Intern**

1. The intern shall always conduct his or her behavior in accordance with the policies and procedures of the internship site and with the ethical standards of the American Counseling Association (ACA) and other applicable standards of conduct including but not limited to:
2. Nondiscrimination: Counselors do not condone or engage in discrimination based on age, culture, disability, ethnicity, race, religion/ spirituality, gender, gender identity, sexual orientation, marital status/ partnership, language preference, socioeconomic status, or any basis proscribed by law. Counselors do not discriminate against clients, students, employees, supervisees, or research participants in a manner that has a negative impact on these persons.

### **Student Responsibilities/Standards for Students**

1. Counselors-in-training have a responsibility to understand and follow the ACA Code of Ethics and adhere to applicable laws, regulatory policies, and rules and policies governing professional staff behavior at the agency or placement setting. Students have the same obligation to clients as those required of professional counselors.
2. The intern shall accept the supervision and authority of the site supervisor.
3. The intern shall agree to abide by the policies and procedures of the agency serving as the internship site.
4. The intern shall demonstrate satisfactory knowledge, skills, and attitudes in the applicable competencies identified on the performance evaluation.
5. The intern shall meet with his or her faculty supervisor on a regularly scheduled basis.
6. The intern shall complete all educational plans that may be developed with either the site supervisor or the departmental faculty supervisor.
7. If the internship is terminated by either the Department or the internship site, the student has a right to an explanation of the reasons for termination.
8. The student retains the right to withdraw from the internship at any time pursuant to the policies and procedures of the School of Intervention and Wellness - Counselor Education Program.
9. Students seeking counselor licensure in the state of Ohio must submit the evaluation and verification form reporting the hours of the internship within 30 days of completion to the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.
- 10. The intern shall secure professional liability insurance in the amount of no less than \$1,000,000.00 each occurrence and \$3,000,000.00 Aggregate.**
11. In the event of the University's closure due to inclement weather, the intern shall contact the Internship Site to determine whether or not the Intern is required to report for duty.
12. The Intern shall confer with the Internship Site to determine whether or not to obtain Counselor Trainee (CT) status through the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.
13. All Interns who will be working with minors, or who can reasonably be expected to work with minors, must complete and pass a background check prior to the first day of the semester in which the student expects to enroll in Internship. Students are encouraged to contact the University of Toledo Police Department (419-530-4439) no later than 4 weeks prior to the beginning of their internship to schedule a fingerprint/background check appointment. Students shall not send the results of their background checks to the Department. Background check results shall be sent to the students' placement site.

### **Multiple & Non-Professional Relationships**

1. Supervisors and interns shall avoid dual relationships, which may impair judgment and/or lead to exploitation.
2. The intern shall not be supervised by any individual who had a prior therapeutic relationship with the intern.
3. No intern shall enter any business relationship with a supervisor except as an employee.
4. The intern must adhere to applicable licensure laws concerning payment for supervision.
5. There shall be no direct family relationship between an intern and a supervisor.
6. No student shall assume an internship in an agency, program, or facility wherein they or members of their family are either currently receiving services or have received services in the preceding 12 months.

### **Retention**

1. The University of Toledo accepts the responsibility of being the gatekeeper of those who would enter the counseling profession. We have an ethical responsibility to make sure all interns have the knowledge, values, ethics, practice skills, professional judgment, and emotional stability to provide competent services consistent with the level of practice they will be eligible to provide. We take very seriously our ethical responsibility to ensure, to the best of our ability, that our interns have the professional qualities that will do no harm to clients.
2. This responsibility requires that we have the right to deny admission into the profession if an intern does not make adequate progress in his/her professional development. Denial into the profession would happen through not allowing an intern to begin an internship, removing a student from the internship, giving an unsatisfactory grade for the internship course, and/or dismissing the intern from the program.
3. Interns that we recommend for graduation and entry into professional counseling are expected to have the professional knowledge, values, ethics, and practice skills that are consistent with and befitting of licensed counselors.
4. The faculty, site supervisors, and interns participating in this program's course of study and clinical experience are expected to understand, subscribe to, and adhere to the professional standards delineated in the American School Counselor Association Code of Ethical Standards for School Counselors and/or the American Counseling Association's Code of Ethical Standards and/or any applicable licensure laws, rules, or regulations (e.g., the OCSWMFT).
5. Students who do not appear to possess those qualities or skills associated with effective counseling and/or who fail to adhere to these standards, will be confronted and a suitable course of action will be taken to address the matter(s).
6. Depending on the severity of the matter, students may be offered a remediation plan to resolve such matters. The plan may include recommendations to complete additional reading and/or writing assignments, additional coursework to better prepare them for the internship, or other assignments deemed suitable by the faculty.

7. Matters deemed seriously significant may warrant a recommendation to the University that the student is suspended or dismissed from the program. An intern who is suspended as a result of a breach of the above identified professional standards may be removed from suspension after complying with a remediation plan. This plan may include obtaining personal counseling from a Licensed Professional Clinical Counselor or Licensed Psychologist with a minimum of three post-licensure years of experience. An intern who has been suspended from the program may reapply to the program after one calendar year. The intern must provide evidence of purposeful intervention and marked improvement in the area(s) of concern. Reinstatement would be considered by a committee of administrators and faculty from the Counseling Education program.
  
8. Matters sufficiently significant to warrant suspension or dismissal include but are not limited to the following:
  - a. Any activity of a professional or counseling nature which is prohibited under the ethical standards and practices of the American Counseling Association (ACA).
  - b. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, or fellow students.
  - c. The use of fraud or deceit to obtain admission to the department, a course, a practicum, or an internship.
  - d. Soliciting or accepting a personal fee, monetary gift, or other form of remuneration or compensation for counseling or counseling related services while functioning as a practicum student or as an intern.
  - e. Use of alcohol or other drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a potential threat to the welfare or safety of clients.
  - f. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
  - g. Conviction of an offense that is a felony.
  - h. Conviction of an offense involving moral turpitude.
  - i. Conviction for a misdemeanor offense committed during the practice of any counseling procedure or activity.
  - j. Any behavior, activity, procedure, or practice which is prohibited under applicable state Counselor Licensure or State Department of Education regulations.
  - k. Due Process: Students who wish to appeal retention decisions made by the school are encouraged to follow the guidelines outlined in the most recent policy of the College of Graduate Studies or the College of Health and Human Services.



## Internship Checklist Counselor Education Program

### Part I: The Student

- ❑ **Practicum Experience:** All students must successfully complete a 100-hour practicum before beginning the internship experience.
- ❑ **Practicum Portfolio:** Students must upload a PDF of their practicum portfolio on Blackboard.
- ❑ **Internship Application Form:** Students must complete this form as verification that the student has met all program requirements to enroll in practicum. <https://forms.office.com/r/L3Xj6jmwAv>
- ❑ **Resume:** Students must submit an updated professional resume to the appropriate dropbox on Blackboard. Students should provide a copy of this resume to all potential sites.
- ❑ **Professional Disclosure Statement:** Students will construct and/or update a professional disclosure statement that accurately reflects their counseling development and experiences including education, credentialing, areas of expertise and interest, theory of counseling, counseling metaphor, and limitations of confidentiality in the context of the counseling relationship.

### Part II: The Site

- ❑ **Site Agreement Form:** Students must complete this form and submit to their site supervisor and/or site representative for approval.
- ❑ **Supervisor Qualification Form:** Send this link to the site supervisor to complete. This form serves as evidence the site supervisor meets the requirements to supervise including proper credentials and has been supervising for two years minimum. [https://toledouw.iad1.qualtrics.com/jfe/form/SV\\_089cKA6cyWFueG](https://toledouw.iad1.qualtrics.com/jfe/form/SV_089cKA6cyWFueG)
- ❑ **Supervision Contract:** This form verifies that the student and site supervisor agree to the expectations of the supervisory relationship.
- ❑ **Professional Liability Insurance:** Students must submit proof of professional liability insurance in the amount of 1 million dollars per incident and a minimum of 3 million dollars total.
- ❑ **Ethics Review Form:** Students and site supervisors must attest to endorsing the current ACA Code of Ethics and other professional standards specific to their counseling specialty area (e.g., ASCA).

