



## ***GRADUATE PROGRAM IN COUNSELING***

### ***INTERNSHIP MANUAL 2022***

Master of Arts in Counseling  
48- & 60-credit degrees

Specialty Concentrations

Autism  
Child and Family Therapy  
Community Public Health  
Foundations of BCBA<sup>®</sup>  
Mental Health Counseling  
Mediation and Conflict Transformation  
Trauma: Clinical Bases of Treatment and Recovery  
School Counseling (PreK-12): Admissions Suspended (see Addendum)

Dual Degrees

Master of Arts in Counseling and Master of Arts in International Peace and Conflict Resolution  
Master of Public Health and Master of Arts in Counseling

Advanced Graduate Study Programs

Child and Family Therapy Certificate  
Trauma: Clinical Bases of Treatment and Recovery Certificate  
Post-Master's Program in Counseling for Licensure Readiness

Early Entry MA Counseling Program

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### **Program Statement Regarding the Impact of the COVID-19 Pandemic**

It is students' voluntary decision to attend any in-person or other onsite activities at their Internship training sites. That is, the GPC is not requiring students to do any in-person work for the 2021-22 academic year. However, Internship sites might require in-person work, and it is students' decision to accept placement at sites with this requirement. To assist Internship students, the GPC has crafted two special forms (see Appendices in this manual) to help students understand our program's health and safety expectations for them, as well as gather specific information about their sites' health and safety protocols and their expectations regarding in-person work.

## OVERVIEW

The Graduate Program in Counseling (GPC) considers Practicum (PY587) and Internship (PY630 & PY631) to be among the most important elements of students' professional training. Within our curriculum, these experiences are purposefully separated and sequential; thus, they cannot be completed concurrently. These experiences provide students the opportunity to apply their knowledge and skills from coursework while developing new skills at their sites. Moreover, these experiences serve as a vehicle for practicing professional communication and networking. The importance of the Practicum and Internship for students' professional development cannot be over emphasized. Accordingly, students are expected to become familiar with the requirements of and expectations for these field placements. The remainder of this manual focuses on Internship; please see the Practicum Manual for more information on Practicum, which can be found on the GPC's Community Canvas page.

Internship is designated as a culminating (or capstone) experience. Internship training takes place in an off-campus site (e.g., agency, hospital, private practice, school, university counseling center). Students enrolled in Internship are expected to assume a greater level of professional responsibility than students enrolled in Practicum. During Internship, students are expected to assume all the responsibilities of a regular staff member at their sites. Notably, Internship is accompanied by a seminar led by an Arcadia University faculty instructor that meets once a week. The purpose of this seminar is to provide a safe and supportive venue for students to examine the professional and ethical concomitants of their clinical experiences. Seminar groups are kept relatively small (e.g., 6 to 7 students) to provide students with individualized support.

The major objectives of Internship include:

- To provide students with the opportunity for supervised counseling and related field experiences
- To help students utilize various school, agency, and community resources in assisting clients
- To increase students' ability to integrate counseling theories and practices
- To help students further develop their philosophy of counseling and the role of counselors
- To help students practice specific techniques and procedures relevant to their area of counseling
- To teach students how to apply professional ethics in the practice of counseling

Finally, our Internship requirements for our Master of Arts in Counseling program (MAC; 60 credits) meet current standards of the Masters in Psychology and Counseling Accreditation Council (MPCAC) and current Internship training requirements for eventual licensure as a Licensed Professional Counselor (LPC) in Pennsylvania.

# INTERNSHIP

## A. Eligibility

Internship (PY630 & PY631) is designed to be taken during the final year of course work. Before beginning Internship, students must meet the following requirements:

- Successfully complete all prerequisite courses (or take PY626 concurrently)
- Be admitted to degree candidacy
  - Required for MAC students
  - Not required for dual degrees, certificates, or Post-Master's Program
- Must be in good academic standing
- Accrue six sessions of personal counseling
  - Required for MAC counseling and dual degrees
  - Not required for Post-Master's Program
- *Submit all required paperwork by **May 1, 2022***

The following prerequisites courses are required before Internship:

*Mental Health Counseling Students:*

- PY587: Practicum; prerequisites include:
  - PY570: Professional Issues in Counseling
  - PY572: Concepts of Mental Health and Mental Illness
  - PY586: Theories and Techniques of Counseling
- PY610: Group Counseling
- PY620: Advanced Counseling
- PY626: Assessment in Counseling (unless permission is given to take concurrently)

Please see Arcadia's Graduate Catalog ([www.arcadia.edu/catalog](http://www.arcadia.edu/catalog)) for more information on degree candidacy (MAC students only) and the terms of *good academic standing*.

MAC and dual degree students entering the program starting in Fall 2017, will be required to accrue six sessions of personal counseling before beginning internship. For all students matriculated prior to Fall 2017, the option of pursuing counseling is recommended. The six counseling sessions may not be done with more than two separate counselors. Proof of completing these sessions must be documented by the counselor who should mail (not email) a letter to the Associate Director. For HIPPA-compliance, emails should NOT be sent because they are not considered secure communication. Additional information about this expectation can be found in the Student Manual. Letters should be received **on or before May 1, 2022**. Students should have their providers mail their letters to **Lauren Cain-Baxter, Boyer Hall-Psychology, 450 S Easton Rd, Glenside, PA 19038**.

Please see the later section, *REVIEW OF INTERNSHIP PLACEMENT PROCEDURES*, for detailed information about paperwork requirements, as well as the Appendix for the specific forms.

## B. Duration & Hour Requirements

Internship starts the first week of scheduled classes in the Fall semester and continues until approximately the last week of classes in the Spring semester.

Students are allowed to complete trainings, orientations, file reviews, and treatment team meetings BEFORE the start of the fall semester. However, students are NOT allowed to provide any direct care (seeing clients or leading groups, independently or with other clinicians) nor any experiences that could put them in a position to provide direct care (e.g., shadowing other clinicians). If students start Internship prior to the fall semester, they are allowed to count indirect hours for just one week before the fall semester begins (and no sooner). Students cannot count any direct hours before the semester begins because they are prohibited from providing care before the start of the fall semester.

Students are required to continue working at their site throughout the academic year (till the end of the Spring semester), even if they have already completed the minimum required hours. In other words, students should not stop attending their Internship before the end of classes. Students may opt to continue working at their Internship sites after completing their Internship, but only do so as a volunteer or employee (not a student).

Students should arrange to be at their Internship sites for at least 4 continuous hours on any given day. The total number of hours required to complete Internship will vary across the program in which students are enrolled (see table below). Many students will complete more hours than the minimum commitment; such additional experience is highly desirable. Of note, travel time and lunch hours are not to be counted as part of the required number of Internship placement hours.

<b>Program</b>	<b>Hours per semester/week</b>	<b>Minimum total hours required</b>
Master of Arts in Counseling (48 credits)	150/10	300
Master of Arts in Counseling (60 credits) *Includes all dual degree students	300/20	600
Post-Master's Program for Licensure Readiness	150/10-12	150

For MAC (48 and 60 credits), dual degree, and Post-Master's students, at least 40% of the training experience must consist of providing *direct service* in the following areas: assessment, counseling, therapy, psychotherapy, consultation, family therapy, group therapy, and other therapeutic interventions. *Further, the majority of direct service hours must be spent providing individual counseling.* The remainder of all students' hours may be fulfilled by providing indirect services or other activities appropriate to the Internship site (e.g., team meetings, case conferences, presentations, supervision). Please consult with your Internship Seminar instructor for more information and be sure to review the hour log forms within this manual's Appendix.

All students enrolled in our Master of Arts in Counseling (MAC; 60 credits) and dual degree programs must accumulate a minimum of 700 clock hours, including at least 280 direct hours, through a combination of their work on Practicum (PY587) and Internship (PY630 and PY631). Students complete at least 100 clock hours on Practicum and are encouraged to complete 40 direct hours. Students complete a minimum of 600 clock hours on Internship (300 hours in the fall and 300 hours in the spring), including at least 240 direct hours. *Students who do not complete at least 40 direct hours on Practicum should work*

*with their Internship site supervisors to ensure that they will be able to complete more than 240 direct hours to ensure that they reach a total of 280 combined direct hours across Practicum and Internship.*

Of note, these hour requirements are designed to meet standards for LPC licensure in Pennsylvania, along with expectations of the Masters in Psychology and Counseling Accreditation Council. These hour requirements may not satisfy the expectations for licensure in other states. Accordingly, students who wish to practice outside of Pennsylvania should work with their faculty mentors, course instructors (e.g., PY570), and Internship seminar instructors to identify the licensure standards for other states.

To meet the hour requirements outlined above for Internship, students should aim to complete 10 to 12 direct hours per week but no more than 15 direct hours per week. If students are asked (or wish) to complete more than 15 direct hours per week, they **MUST** contact our Associate Director, Lauren Cain-Baxter (cainbaxterl@arcadia.edu), for approval.

Internship students are allowed any holiday time provided by their sites. *However, students are expected to participate fully in their Internship during the University's January intercession and spring break or any other time that the site is open (even when Arcadia is not open).*

### C. Course Requirements

A student enrolled in any program leading to a Master of Arts in Counseling (MAC; 48- and 60-credit) is required to take two full semesters of Internship, including:

1. PY630 and PY630L (Multicultural Knowledge Labs that meet during seminar class time)
2. PY631 and PY631L (Multicultural Knowledge Labs that meet during seminar class time)

The Internship field experience is to occur concurrently with the Internship Seminar. This Seminar meets once weekly during the semester and is led by an Arcadia University faculty instructor. For this Seminar, one audio or videotape of a counseling session is recommended to be made available to the Seminar Instructor as part of the training experience. Please consult with your site supervisor regarding the ethical/legal process involved in recording work with clients. Specific Seminar assignments will be distributed by each instructor at the beginning of the semester. Please consult your instructor if you have questions or concerns regarding how to fulfill Seminar or Internship requirements.

For MAC students enrolled in the Trauma or Child and Family Therapy concentrations, their Internship placements must provide them with relevant experience in these areas (i.e., trauma or child and family therapy, respectively). MAC students enrolled in both the Trauma and Child and Family Therapy concentrations must complete their Internship at a site that offers clinical experiences in both trauma and child and family therapy.

### D. Affiliation Agreements and Student Liability Insurance

If necessary, Arcadia University can provide an affiliation agreement between the University and an Internship site. Some agreements are already in place if multiple departments on campus have students engaged in internship-type activities. Please know that this process goes through the University Counsel's Office and can take several weeks to complete. *Please let the Associate Director know if your site requires an affiliation agreement as soon as possible.*

Additionally, Arcadia University provides student professional liability insurance coverage. This coverage is offered through the University's General Liability Policy to Counseling students participating in Practicum or Internship within the scope of the GPC's curriculum. *Please let the Associate Director know if your site requires a copy of the insurance certificate.*

Affiliation agreements and student liability insurance are only valid while students are enrolled as a student in the GPC.

#### E. Transporting Clients

The University's auto insurance policy does not cover students unless they are using University-owned vehicles. Students using their own vehicles or vehicles belonging to their Practicum or Internship sites to transport clients would be doing so using their own personal automobile insurance or the insurance of the Practicum or Internship site. Please be sure to check with your site about whether you are covered if this issue arises. *We strongly discourage you from driving clients at all unless your site provides coverage.*

#### F. Learning Contracts and Internship Evaluations

Students are expected to discuss their goals and expectations with their Internship site supervisors at the beginning of their placement. Many supervisors will ask the student to develop a learning contract detailing their goals and objectives. This is not a requirement for Arcadia's program, but please feel free to provide a copy of any learning contracts that you create for your student file.

Prior to the end of each semester, Internship Evaluation Forms (see Appendix) will be emailed to all current site supervisors. The primary supervisor and the student are expected to review the supervisor's evaluation of the student together. The completed evaluation form should then be returned to the Associate Director. The student has the responsibility of making sure this process is completed. *Students must follow up with their supervisor once evaluations have been sent out by the Associate Director to be sure they have been received.*

An Internship Site Visit Checklist Form is also available in this manual's Appendix. Students are responsible for printing out the Site Visit Checklist Form from Canvas (or from this manual) and giving it to their supervisor to complete prior to their Instructor's initial site visit.

#### G. FBI, Criminal, Child Abuse Clearances and Health Clearances

Child agencies, schools, and most mental health agencies require clearance on FBI, Criminal, and Child Abuse records. Copies of the clearances should be submitted directly to the Internship sites (not the GPC). For information regarding procedures for obtaining clearances please refer to the Appendix. Certain sites may also require students to obtain health clearances, such as medical clearances or immunizations. Students are expected to promptly comply with such requests and to realize that procedures and requirements can change. The Public Safety Office at Arcadia University has provided fingerprinting services in the past. Please see the Appendix (*Procedures for Obtaining Clearance Certificates*).

#### H. Qualifications for Internship Site Supervisors



For MAC, dual degree, certificate, and Post-Master's students, supervisors must hold a license as a professional counselor (or hold a license with a Master's degree in a related field) AND have 5 years of experience practicing as a licensed professional within the last 10 years. It is preferred that the supervisor has been employed by the site for at least one year.

If a student is doing an Internship in a state other than Pennsylvania, supervisors are expected to have all necessary credentials required by that state to practice counseling. In addition, when Internship Seminar is scheduled on campus, students must travel to Arcadia University to attend weekly class meetings.

*Student may NOT switch supervisors without prior approval of the Associate Director.* In situations where this becomes necessary, the student must discuss the transition with their Internship Instructor and submit all necessary paperwork to the Associate Director once approved.

### I. Responsibilities of Internship Site Supervisor

Agencies and schools are selected as Internship placement settings based upon their ability to provide students with competent supervision and the opportunity to integrate practical field experience with their academic course work via direct services (as described in section B above). If there will be multiple interns at a site, be sure that you check with your supervisor that you can accrue enough clients to complete the number of hours needed, especially direct service hours.

Internship site supervisors have the following responsibilities to Arcadia University and its students:

1. To provide Arcadia University with their resume or curriculum vitae.
2. To complete the Internship Placement Agreement AND Emergency Contact Information Sheet.
3. To structure students' time to ensure that tasks expected to be completed by students are appropriate learning experiences for Internship.
4. To ensure that students gain experience in as many of the following areas as possible, depending on the site's mission: assessment, treatment planning, individual counseling, group counseling, couples and family counseling, short-term interventions, long-term interventions, case management, educational activities, career counseling, and crisis management.
5. To provide individual supervision for a minimum of 1 hour per week. Part of this supervision involves structuring the student's time and duties at the site. Additional supervision may occur in an individual or group format. Importantly, any supervision hours that are missed **MUST** be made-up.
6. To complete a Site Visit Checklist (see Appendix) at the start of the Fall semester. This checklist will be reviewed at the time of the fall and spring site visits by the Internship Seminar Instructor (see #8 below). Of note, the checklist must be printed out by the student from Canvas (or from this manual) and given to their supervisor to complete prior to the initial fall site visit.
7. To complete Internship Evaluation Forms for each supervisee (see Appendix). These forms will be emailed to the supervisor approximately two weeks prior to the end of the evaluation period. The supervisor is to complete the evaluation form in collaboration with the student and return it to the

Associate Director of the GPC. The Seminar Instructor assigns students' grades for Internship based partially on these evaluations from supervisors.

8. To advise Internship Seminar Instructors on the students' training needs and meet with Seminar Instructors twice during the academic year. The first site visit should be completed around September, and the second site visit will be completed in late January or early February. The Seminar Instructor will let students know how each site visit will be arranged.

9. To provide training consistent with ACA Code of Ethics (2014) and Pennsylvania laws and regulations. Supervisors are expected to be cognizant of the problems of engaging in dual relationships with students and use discretion in their contact with them. For further information on rules of ethics for counselors, please go to the State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors website (<http://www.dos.state.pa.us>).

#### J. Internship Placement Procedures

Students should attend the first Internship Planning Workshop held in November or December (see GPC Canvas site for schedule), during which the placement procedure will be discussed. *It is students' responsibility to make an appointment with the Associate Director by December 1 to discuss placement procedures if they cannot attend this workshop.*

After the Internship Planning Workshop (or meeting with the Associate Director), students should begin to develop a list of potential sites that they might want to apply to. Students are invited to consult the list of pre-approved sites found on Canvas. The student may consult with the Associate Director and their Faculty Mentors while considering sites.

Students should apply to multiple sites simultaneously. It is recommended that students initially apply to roughly ten sites. The coursework offered by the GPC, as well as the Internship Planning Workshop are designed to prepare students to succeed in a competitive market. However, interviews and acceptance to Internship sites are not automatic. Internship sites have the right to decline students if they feel that the match is not suitable. If a student has difficulties finding a placement, they should seek the assistance of the Associate Director and their Faculty Mentors as soon as possible in the application process. ***The Internship Site Application List and student's resume are due to the Associate Director by Monday, January 24, 2022 (see Appendix).***

It is possible to complete the Internship experience at your place of employment if: a) your work is relevant to your academic program, b) significant experiences above and beyond your normal work assignment can be included, c) your supervisor is not your direct boss, and d) caseloads are separate for employment and Internship. For more specific information, see relevant guidelines in the Appendix.

Final determination and selection of the site is subject to approval by the Associate Director. If a student is considering pursuing an Internship at a site that is not pre-approved, the student must consult with the Associate Director at the beginning of this process. The Associate Director will work to ensure that the site offers the student sufficient depth and breadth of training.

Students should not make personal contact with established Internship sites without going through the department's standard procedures and without communicating with the Associate Director of the program.

Any attempt to circumvent the system by making covert arrangements with agencies or by other means shall be considered unprofessional conduct and subject to review by the GPC.

*Remember that you are interviewing the site and potential supervisor as much as they are interviewing you.* Be prepared with questions that will help you when it comes to making a decision!

## REVIEW OF INTERNSHIP PLACEMENT PROCEDURES:

1. Students must meet all eligibility requirements prior to the start of Internship (see section A).
2. Students must attend the first Internship Planning Workshop in October or November OR if unable to attend the workshop, students must schedule an appointment with the Associate Director by **December 1**.
3. Students should select and apply to sites (using electronic notebooks, preferred site lists, online searches, etc.)
4. Students should complete the Internship Site Application List and return it, along with their updated resume (PY570-Professional Issues), to the Associate Director by **Monday, January 24, 2022**.
5. Students should interview at a number of agencies or schools and send *thank you* notes /emails after interviews.
6. Students should select one site that has accepted them and tell the other sites, *no thank you*.
7. Once the student has secured an Internship site, the following must be completed, collected, and submitted to the Associate Director on or before **May 1, 2022**:
  - Supervisor's resume or CV
  - Placement Agreement (see Appendix)
  - Emergency Contact Information Sheet (see Appendix)
  - Site Information Sheet (see Appendix)
  - COVID-19 Student Acknowledgement Form
  - COVID-19 Training Site Information Form
  - Proof of 6 completed Therapeutic Counseling Sessions

## STUDENTS' RESPONSIBILITY TO THEIR SITES

The purpose of Internship field training is to engage in all activities of a regular staff member in a counseling setting and further develop one's professional counseling skills. Therefore, Internship constitutes a professional experience that should be listed on the student's resume and provide the student with a positive professional reference. Because Internship is especially time intensive, the student should evaluate demands made by courses, personal life, work, and family to assess their readiness for it.

During Internship, students are expected to have regular and punctual attendance. In the unlikely event that an absence should occur, prompt notice to the placement must be given. If necessary, hours will be made up to meet the minimum requirement for the student's particular program.

The Internship experience should be considered a regularly scheduled class and as such has the same priority as other classes, work, assistantships, etc. Other commitments must not be permitted to interfere with being present at your site when you are scheduled to be there. Irregular attendance at the Internship site will be considered unprofessional behavior.

It should be noted that significant daily or weekly over-time service at the Internship placement site is not recommended since this may detract significantly from quality performance in other academic areas and in one's own personal life. Further, such over-time does not shorten the number of weeks' students are expected to attend their Internship.

The student and supervisor have the responsibility of ensuring quality client care while devising and executing an appropriate learning experience. In this process, students should consult with their Internship site supervisor and Internship Seminar Instructor for additional readings that may be helpful to them as they interact with their specific client population.

Finally, the student shall adhere to the ethical guidelines for professional behavior, depending on the setting (e.g., ACA, APA, ASCA). In all cases, students shall maintain site and client confidentiality, as required by law and ethics.

## CHANGE IN INTERNSHIP SITE

### A. General Policy Statement

It is the official position of the GPC that once a student has made a commitment to an Internship site, later changing sites is prohibited, except under extreme circumstances (see section B below). Each situation will be addressed using the following guidelines:

1. Arcadia University endorses the notion that changes in students' field placement sites (e.g., Internship), are best resolved on an individual basis within the placement site, except in unusual circumstances, matters of conflict, and individual differences. Unilateral placement changes are seen as disruptive of the ongoing relationship between the program and the site and may negatively impact the clients served by the site. They are therefore strongly discouraged.
2. All potential conflicts and individual differences between the student and the administrators of the Internship site should be addressed first with a conversation between the student and the site supervisor.
3. Changes in placement, between the time when the placement site is accepted and before the Internship begins, requires a written request to the Associate Director, who will review the request. See section B below for examples of appropriate reasons for changing sites. In these written request, students should submit a detailed explanation of how the site is not meeting their professional needs, along with other relevant considerations. If approved, the student will begin working immediately with the Associate Director to determine a new suitable placement. Note that this change could delay completing an Internship until the following academic year.
4. After Internship has begun, requests for change of Internship site will be made to the Internship Seminar Instructor, who will first consult with the site supervisor. If necessary, the Seminar Instructor will meet with the site supervisor and the student together. If a resolution is not achieved, the student must then provide a written request for a site change to the Seminar Instructor who will then review it in consultation with the GPC Committee (core counseling faculty). If the request is granted, the student will then work with the Associate Director to secure another placement. Note that this change could delay completing an Internship until the following academic year.

5. Internship site changes may not be considered if the student has violated the procedures contained in this or other sections of the manual.

### B. Valid Criteria for Internship Site Change

1. Insufficient training and learning opportunities (e.g., inadequate hours or supervision) and inappropriate training (e.g., ethical violations at site)
2. Serious unresolved interpersonal or professional conflicts with supervisors, staff, or administrators
3. Changes in site personnel (e.g., supervisors or other staff) resulting in loss of adequate supervision or elimination of the Internship position or significant change on the position (e.g., reduction in hours).

### DISMISSAL FROM INTERNSHIP

A student may be refused or discontinued from participation in Internship when, in the judgment of the GPC (administrators or faculty) or Internship site, there is evidence of:

1. Unprofessional behavior
2. Unethical conduct
3. Intractable personal qualities, which prevent clinical competence
4. Severe mental or emotional disturbance that interferes with academic or clinical competence
5. Disregard for Arcadia University's rules and regulations
6. Failure to discharge financial obligations to Arcadia University

Unprofessional behavior includes, but is not limited to: establishing inappropriate relationship boundaries, acting out countertransference, exploiting others for personal needs, not seeing the need for consultation and supervision, having no interest in continued learning, breaching confidentiality, being irresponsible, being inappropriately dressed, or being seriously impaired by mind-altering substances.

Unethical conduct is defined as lack of adherence to the ACA Codes of Ethics and Standards of Practice for Counselors, APA Ethical Principles of Psychologists and Code of Conduct, or ASCA Ethical Standards for School Counselors. Please refer to these codes for more specific information.

Intractable personal qualities may include (but are not limited to): lack of self-knowledge, intolerant or authoritarian attitudes, excessive self-preoccupation or rigidity, poor impulse control, defensiveness, insufficient empathy, dishonesty, poor interpersonal skills, inadequate communication skills, or lack of psychological mindedness. Evidence of such qualities can be demonstrated via various behaviors.

Severe mental or emotional disturbances can significantly impede clinical or academic performance during Internship. Though the presence of such conditions does not automatically warrant cause for concern, if a disturbance significantly impacts client care (or is judged to have the potential to significantly impact client care), students have an ethical responsibility to inform their site supervisor and take appropriate steps to address the disturbance. Appropriate steps could include psychological evaluation, psychotherapy, or other professional services.

Arcadia University also requires the highest standards of professionalism. Students are expected to demonstrate integrity, honesty, trustworthiness, maturity, good judgment, discretion, and respect for the confidentiality of clients and other students. Students are also expected to engage in respectful interactions with colleagues. Ethical behavior is expected in all personal and professional aspects of life, including online life (e.g., social media). Students are expected to be accountable for their actions and to be committed to the acquisition and maintenance of high standards of competence.

If a student's effectiveness is compromised by personal problems, illness, or severe mental or emotional disturbance, the student is expected to work with their site supervisor, Internship Seminar instructor, and the GPC administrators (as needed) and/or seek competent professional assistance to determine how to best proceed. It might be determined that the student requires additional support or that the student should be dismissed, suspended (i.e., take a leave of absence), or limited in the scope of their professional studies/training in the GPC at Arcadia University.

***Being dismissed from an Internship site or failing to remediate significantly problematic behaviors during Internship will likely automatically result in the failing of Internship Seminar (PY630 or PY631), regardless of performance in other course requirements.***

## **Internship Checklist**

Please complete the following:

- Attend Internship Planning Workshop (mandatory) *OR*
- Scheduled Appointment with the Associate Director by **December 1, 2021**

### **Due to Associate Director on or before January 24, 2022**

- Your updated Resume
- Internship Site Application List

### **Between NOW and April 1, 2022**

- Apply directly to Sites
- Site Interviews and Visits

### **Due to Associate Director on or before May 1, 2022**

- Internship Placement Agreement Form
- Emergency Contact Information Sheet– the information for your Instructor, the Director and the Associate Director should be left blank
- Site Information Sheet
- Supervisor's resume/CV
- COVID-19 Student Acknowledgement Form
- COVID-19 Training Site Information Form
- Proof of 6 completed Therapeutic Counseling Sessions (mailed)

**\*\*\*Documents *must* be emailed to the Associate Director (with the exception of proof of 6 sessions).**

## **Required Performance Evaluations**

- \* All evaluations will be sent by Arcadia University to the Internship site supervisor prior to the deadline.
- \* Students should meet with their supervisor to discuss and review the evaluation forms before they are returned to Arcadia University.

### *Mental Health Counselors*

Fall Semester:

- ~Site Visit Checklist
- ~End of Semester Evaluation

Spring Semester:

- ~End of Semester/Year Evaluation

### *School Counselors*

Fall Semester:

- ~Site Visit Checklist
- ~End of Semester Evaluation

Spring Semester:

- ~ Site Visit Checklist
- ~End of Semester Evaluation



## Internship Site Application List

Name \_\_\_\_\_

Please list 10 sites you have contacted concerning a potential Internship for next year. This form is due back to the Associate Director by **Monday, January 24, 2022**.

	<b>Site</b>	<b>Site cont acted but stude nt not inter ested</b>	<b>Site conta cted but is not offeri ng intern ships</b>	<b>Site conta cted but never called /email ed stude nt back</b>	<b>Material sent at site's request/ applicati on successf ully submitte d</b>	<b>I n t e r v i e w e d</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Our hope is that out of the 10 sites you contact, perhaps 4-5 will ask for more information (have you send a resume, fill out an application, etc.) and that you might interview at 2 sites.

ARCADIA UNIVERSITY GRADUATE PROGRAM IN COUNSELING  
INTERNSHIP PLACEMENT AGREEMENT

*THIS FORM IS REQUIRED FOR FINAL INTERNSHIP APPROVAL- Due no later than May 1, 2022*

This form verifies that \_\_\_\_\_ has been approved to be placed at:

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Supervisor Email Address: \_\_\_\_\_

**The site must provide an on-site licensed or certified supervisor:**

1)The mental health counseling intern will be supervised by: \_\_\_\_\_

(Specify degree: i.e. PhD, PsyD, MA, MSW...): \_\_\_\_\_

License Number: \_\_\_\_\_

**Circle one:** LPC, LSW, LCSW, Psychologist, other \_\_\_\_\_

***OR***

2)The school intern will be supervised by: \_\_\_\_\_

PDE Certified in the following area(s): \_\_\_\_\_

**Hours:** The intern will complete a total of 150 / 300 / 210 / 600 hours (please circle), at \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks. **40% of the total hours must involve direct service to clients. Please be sure the site can provide sufficient opportunities for the student to fulfill the required hours of direct service in the given time frame.**

**Schedule:** The intern will start their placement on \_\_\_\_/\_\_\_\_/\_\_\_\_. The intern may not begin accumulating direct hours before the first week of classes. The intern will be at the agency on: (please circle days of the week: M, T, W, Th., F, Sat.).

THE PARTIES BELOW HAVE AGREED TO THE ABOVE INTERNSHIP PLACEMENT:

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Student Signature

Date

---

Supervisor Signature

Date

---

Associate Director Signature

Date

**Emergency Contact Information Sheet**

Site: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code

Supervisor: \_\_\_\_\_

*Emergency Phone Number(s):* \_\_\_\_\_

Student: \_\_\_\_\_

*Emergency Phone Number(s):* \_\_\_\_\_

Internship Instructor: \_\_\_\_\_  
Name and Phone Number

Michael Morrow: \_\_\_\_\_  
Director, Graduate Program in Counseling, Arcadia University

Lauren Cain-Baxter: \_\_\_\_\_  
Associate Director, Graduate Program in Counseling, Arcadia University

1. The internship site has provided the Arcadia University intern with emergency procedures and protocols upon beginning internship.
2. If any emergency or unusual circumstances arise concerning the intern, the internship site will contact the following individuals:
  - a. Internship Instructor – if not immediately available, please contact
  - b. Lauren Cain-Baxter– if not immediately available, please contact
  - c. Michael Morrow
3. If the intern is involved in such an incident, the site will follow up with the student via a phone call or a meeting within 24 hours of the incident, and will establish rules for returning to the site in collaboration with an administrator of the Graduate Program in Counseling at Arcadia University.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director, Arcadia University

\_\_\_\_\_  
Date

ARCADIA UNIVERSITY GRADUATE PROGRAM IN COUNSELING

INTERNSHIP SITE INFORMATION SHEET

**(Due no later than May 1, 2022)**

Student: \_\_\_\_\_

Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisor: \_\_\_\_\_

Contact Number for Site: \_\_\_\_\_

Student's Cell Phone Number: \_\_\_\_\_

Distance from Arcadia University: \_\_\_\_\_ miles.

### Arcadia Internship Site Visit Checklist

1. What days and times is the intern on site?
  
2. The intern's current caseload:
  - a. Number of individual clients:
  
  - b. Number of assigned groups:
  
3. What does a typical full case load look like for interns at your site?
  
4. Frequency and format of supervision:
  
5. Is there a secondary supervisor? If so, what is the responsibilities of the secondary supervisor?
  
6. Has the intern received any training on the procedures for emergency (e.g., fire, active shooting, etc.) or client crisis?
  
7. What other trainings or orientation has the intern received?
  
8. Does the intern have physical access to at least one licensed staff while he/she is on site seeing clients?
  
9. Who is responsible for screening and assigning cases for the intern?
  
10. What are the intern's goals for this year?

Intern: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ARCADIA UNIVERSITY  
INTERNSHIP – EVALUATION FORM**

The following evaluation will be used to assess a student’s progress in the Graduate Program in Counseling. Please complete this form and include **specific behaviors or concrete examples** to illustrate your scoring. This information will be used to facilitate the student’s professional development. Internship supervisors are expected to review the evaluation with their student.

**Student’s Name** \_\_\_\_\_ **Semester & Year** \_\_\_\_\_

**Supervisor’s Name and Title** \_\_\_\_\_ **Telephone number** \_\_\_\_\_

**Internship Site Name** \_\_\_\_\_ **Date of Report** \_\_\_\_\_

**Context of Evaluation (check all that apply):**

Supervision \_\_\_\_ Audiotape \_\_\_\_ Videotape \_\_\_\_ Live Observation \_\_\_\_ Written Work \_\_\_\_  
Co-therapy \_\_\_\_ Role play \_\_\_\_ Other (please specify) \_\_\_\_\_

**STUDENT PERFORMANCE EVALUATION**

Please evaluate the student’s performance by indicating their degree of competency on the following professional behaviors according to the scale below. Circle the number corresponding to your evaluation. Please **give specific examples** to support your evaluation in the space provided.

- 1= Problematic:** unacceptable performance, several major problems were identified and the student showed little or no potential to develop in this area.
- 2= Marginal:** minimally acceptable work and either a major problem or a number of minor problems was/were identified, but student showed potential to develop in this area.
- 3= Adequate:** fulfilled requirements with no problems.
- 4= Very good:** solidly competent, clearly above average.
- 5= Exceptional:** stood far above their peers

NA	Problematic	Marginal	Adequate	Very Good	Exceptional
0	1	2	3	4	5

1. Demonstrates respect for the emotional experiences of others.

Please explain any rating below or above 3 (MANDATORY) \_\_\_\_\_

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2. Recognizes internal experiences (thoughts and feelings) and demonstrates skills in communicating these experiences with

0	1	2	3	4	5
---	---	---	---	---	---

others.

Please explain any rating below or above 3 (MANDATORY)

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NA	Problematic	Marginal	Adequate	Very Good	Exceptional
0	1	2	3	4	5

3. Demonstrates the ability to critique one's own performance in a constructive and adaptive manner.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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4. Demonstrates an awareness of one's impact on others.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
---	---	---	---	---	---

5. Completes tasks and assignments in a timely manner.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
---	---	---	---	---	---

6. Demonstrates appropriate standards of punctuality and attendance.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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7. Takes responsibility for personal limitations and takes the necessary steps to address them.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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8. Demonstrates the ability to receive and apply constructive feedback about one's ideas and performance.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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9. Demonstrates thoughtful consideration of relevant socio-cultural and disability issues when interacting with others.

Please explain any rating below or above 3 (MANDATORY)

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NA	Problematic	Marginal	Adequate	Very Good	Exceptional
0	1	2	3	4	5

10. Demonstrates an understanding of the theories and techniques of counseling and behavior change (as they apply to your agency or school).

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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11. Utilizes counseling skills effectively in 1:1 settings.

Please explain any rating below or above 3 (MANDATORY)

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12. Utilizes counseling skills effectively in group

0	1	2	3	4	5
---	---	---	---	---	---

settings.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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13. Demonstrates skill in generating and testing hypotheses about human behavior.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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14. Writes clearly, accurately and in a manner consistent with professional standards.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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15. Demonstrates skill in effectively integrating and applying assessment, diagnostic, consultation and educational strategies.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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16. Demonstrates an understanding of and compliance with the American Psychological Association, the American Counseling Association, or the American School Counselor Association Codes of Ethics.

Please explain any rating below or above 3 (MANDATORY)

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NA	Problematic	Marginal	Adequate	Very Good	Exceptional
0	1	2	3	4	5

17. Demonstrates ability to relate to other students or staff in a positive and effective manner.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
---	---	---	---	---	---

18. Demonstrates effective coping skills and reactions to challenging situations (including interactions with staff and clients).

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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19. IF APPLICABLE: Demonstrates ability to consult with, interact with, collaborate with, and educate parents.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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20. Is able to work independently and takes initiative for their learning and to complete tasks relevant to the Internship setting.

Please explain any rating below or above 3 (MANDATORY)

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0	1	2	3	4	5
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21. Other skills relevant to your setting:

Please list and rate:

Please explain any **rating below or above 3 (MANDATORY)**

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22. Does the student exhibit problematic behaviors that you think need attention to better prepare them for professional work?

No \_\_\_\_\_ Yes \_\_\_\_\_. If yes, please explain:

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23. Student's strengths (**MANDATORY**)

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24. Areas for improvement (**MANDATORY**)

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Additional Comments:

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**STUDENT RESPONSE TO THE EVALUATION:**

The student should fill out this section **prior to** both the student and the supervisor signing the form at the bottom of this page.

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\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**PROCEDURES FOR OBTAINING CLEARANCE CERTIFICATES:**

Students must present **all** updated clearance (most are valid for 1 year from the date issued) to their Practicum or Internship site prior to beginning Practicum or Internship. (Do not submit to the GPC.)

2. Students are encouraged to obtain all clearances; particularly students who take courses in the Education Department that requires any type of fieldwork will need these clearances before class begins.
3. Clearance must be annually renewed and must be current, in order to begin Practicum or Internship. Should you already have obtained clearances, you must make sure to renew them before they expire. Students will be denied entry into schools and many Internship sites if all clearances are not updated.
4. Please retain original clearances in a safe, accessible place and make copies for your internship site(s).
5. The following clearances must be current, as required by the Pennsylvania Department of Education and many Internship sites:

<i>Clearance</i>	<i>Additional Info</i>	<i>Fee</i>
<b>1. PA State Police Request for Criminal Records Check</b>	Usually <b>immediate turnaround</b> , available to be printed out, using online application.  If labeled UNDER REVIEW, response time is 2-3 weeks from the date the request was made.  1-888-783-7972	\$22.00 (Credit Card)
GO TO: <a href="https://epatch.state.pa.us/NewRecordCheckAction.do">https://epatch.state.pa.us/NewRecordCheckAction.do</a>		
<b>2. PA Child Abuse History Clearance</b>	Please select “Volunteer having direct volunteer contact with children” if your experience is unpaid.	Free or \$13.00
GO TO: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>		
<b>3. FBI Criminal History Background Check</b>	You will start the fingerprinting process (if required) once you have committed to a site.	Varies
GO TO: <a href="http://www.identogo.com">www.identogo.com</a>		

<b>4. TB Test</b>	Many sites will also require health screenings such as a TB test. This can be done through your own doctor's office or pharmacy.	Varies
<p>Please remember that if any of these clearances show an offense of any kind, a site <b>might not</b> accept you for an internship.</p>		

**Criteria for Using a Student's Place of Employment as their Mental Health Counseling  
Internship Site**

**Practicum:**

Must be supervised by someone with a master's degree in counseling or a closely related field (someone holding a license is ideal but not necessary)

Supervisor must have 5 years experience within the last 10 years

Supervisor **can** be student's direct boss

Student should get experience in areas outside of their regular responsibilities to cover the range of areas in which students are expected to gain experience

Student must be exposed to direct service to clients although this may be done through observation or student's direct participation

Caseload must be separate from caseload for primary position

Must meet all other requirements delineated in practicum/internship manual

**Internship:**

Must be supervised by someone who holds a license as an LPC, LSW, psychologist, etc.

Supervisor must have 5 years experience within the last 10 years

Supervisor **may not** be student's direct boss

Student must get experience in areas outside of their regular responsibilities

Student must have 40% of their hours for internship be direct service to clients

Caseload must be separate from caseload for primary position

Must meet all other requirements delineated in practicum/internship manual

Intern Name: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_  
 Week of (Mon through Sun): \_\_\_\_\_

**Internship Hour Log<sup>1</sup>**

**A minimum of 600 internship hours is a requirement of the licensing board. It is not negotiable.**

Direct Services (Audio and video interactions are permitted but are expected to be at least 15 minutes in length)

Service Provided	Supervisor's Comments		Hours
Assessment (e.g., intake, testing)			
Counseling (e.g., career/vocational, life coaching, advising)			
Individual psychotherapy			
Family and Couples Therapy			
Group Therapy			
Other therapeutic interventions (e.g., psychoeducation, clinical trials)			
<b>Total Hours</b>	<b>Weekly Total: _____ hrs</b>	<b>Year to Date Total: _____ hrs</b> <i>(at least 120 or 240 at the end of the internship, depending on your program)</i>	

Indirect Services

Service Provided	Supervisor's Comments		Hours
Supervision <sup>2</sup>			
Educational activities attended (e.g., seminars, conferences, in-service trainings, orientations – <i>during</i> internship hours)			
Reports/note writing			
Staff meetings			
Consultation (e.g., case conferences, consultations with colleagues about specific clients, case management)			
Research/preparatory activities (e.g., readings, research, review of case files)			
<b>Total Hours</b>	<b>Weekly Total: _____ hrs</b>	<b>Year to Date Total: _____ hrs</b> <i>(no more than 180 or 360 at the end of the internship, depending on your program)</i>	

<sup>1</sup>For licensure, 3,000 hrs of supervised clinical work must be collected after the 48 credit mark, including 150hrs of supervision. Half of the supervision hours (75hrs) must be under an LPC. Also, half of the supervision hours (75hrs) must be in individual supervision. During Internship, it is expected that 600-hour students will spend at least 20hrs/wk (and never more than 24hrs/wk) performing **both direct and indirect service activities for their sites**.

<sup>2</sup>A minimum on 1 hour of individual supervision per week is required for internship. Additional supervision may be individual or group.

Supervisor Signature \_\_\_\_\_

## **COVID-19 Student Acknowledgement Form**

While completing your education in the Graduate Program in Counseling (GPC) for the current Academic Year, it is your voluntary decision to attend any in-person or other onsite activities at Practicum or Internship training sites on and off campus.

This form is aimed to communicate the GPC's expectations for you in order to protect our community members, the clients that you serve, and the individuals you work with through your Practicum and Internship (e.g., support staff, clinical staff, supervisors, fellow trainees, etc.).

You are expected to follow any and all guidelines established by the Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>); the local, state, or federal governments; Arcadia University; and your off-campus training sites.

At this time, general guidelines include (but are not limited to):

- Limiting travel, especially internationally or to other “hotspots”
- Maintaining physical distancing of 6 feet and avoiding large group gatherings
- Using appropriate personal protective equipment (PPE), including face coverings
- Rigorous handwashing and cleaning of high-touch surfaces
- Monitoring your own health for signs or symptoms of illness
- Self-isolating, for a minimum of 14 days or longer if recommended by your physician, if any signs or symptoms of illness are present
- Notifying your instructors and site supervisors immediately if you experience signs or symptoms of illness
- Notifying your instructors and site supervisors immediately if you feel that you are experiencing an unacceptable risk for yourself or family
- Directing questions about these guidelines or your health and safety while completing your clinical training to your instructors and site supervisors

Throughout the current Academic Year, Arcadia University reserves the right to implement new procedures to ensure the health and safety of students, faculty, and staff. The GPC also reserves the right to modify program requirements and procedures. Students should also follow any new procedures required by their Practicum and Internship training sites.

By signing below, you indicate that you understand and agree to follow the guidelines included in this form. You also understand and agree that there are inherent risks (including, but not limited to, pandemic-related illness, injury, or even death) associated with participation in any in-person educational activities on and off campus. You also understand that the decision to participate in any in-person or other onsite activities at Practicum or Internship training sites for the Academic Year 2020-21 is entirely voluntary.

Student name (printed): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please know that the GPC will work with you as needed to mitigate barriers to your training on Practicum and Internship (e.g., helping you identify alternate training sites) in a manner that prevents delay of graduation as much as possible. With that said, you are expected to communicate your needs regarding program completion to the Counseling faculty so that the program is able to support you in a timely manner.



## COVID-19 Training Site Information

A student from Arcadia University's Graduate Program in Counseling (GPC) intends to complete a clinical education experience (Practicum or Internship) at your site for the upcoming semester. In light of the COVID-19 pandemic, this form is aimed to document your current training expectations for our student, as well as your site's current policies and procedures for mitigating risk from coronavirus. Please answer the following:

1) Please briefly describe the patient/client population (e.g., age range, primary presenting concerns, any common medical conditions, etc.) that you serve at your site.

2) Will the student be expected to complete any in-person or other onsite activities at your site for the current semester? Yes No Possibly

*If you answered No above, this indicates that the student will only be expected to perform telehealth services remotely (not physically at your site) and will not be expected to perform any in-person or other onsite activities for the full duration of the current semester.*

*If you answered Yes or Possibly above, please answer the remaining questions.*

3) Is personal protective equipment (PPE) necessary for student participation? Yes No

A) If PPE is necessary, what specific equipment is needed?

B) If PPE is necessary, will your site provide students with the needed PPE? Yes No

C) If your site does not require PPE of any kind (e.g., cloth masks or face shields), will you allow students to wear PPE at your site if they choose to do so? Yes No

4) Please describe any other safety protocols (e.g., cleaning practices) that your site has enacted to reduce exposure to coronavirus AND who is responsible for carrying out these protocols.

5) If the student experiences signs or symptoms of illness or feels their work at your site creates unacceptable risk for themselves or their family, will the student be allowed to complete their clinical experience via telehealth remotely? Yes No

**If you have not done so already, please discuss with our student all safety protocols to reduce risk of coronavirus AND who is responsible for carrying them out.**

**Also, please be sure to communicate with our student any changes made to your expectations for in-person/onsite activities, as well as changes in your safety protocols.**

\_\_\_\_\_  
Site representative (print name)

\_\_\_\_\_  
Site Name & Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Thank you for your time!*

## Authorization for Audio or Video Taping Treatment Sessions

Name of Client: \_\_\_\_\_

Parent/Guardian of taped minor children: \_\_\_\_\_

Client's Date of Birth:

\_\_\_\_\_

I, \_\_\_\_\_, authorize \_\_\_\_\_, to  
record

(name)

(organization)

and use audio tapes or video tapes of myself and/or my child for the purposes of: (please circle)

1. Treatment assignments that I take home.
2. Clinical supervision between counseling staff and interns.
3. Clinical supervision and training of counseling staff and interns.
4. Clinical training and/or review in an internship seminar at the counseling intern's graduate program at \_\_\_\_\_  
(name of university)

I understand that all tapes of my counseling sessions are available for review with my Counselor and that the tapes will be destroyed within one year of completion of my treatment. Additionally, I understand that I can revoke this authorization at any time by giving written and/or verbal notice (which my Counselor will document on my behalf) to my Counselor and his/her supervisor. The revocation of authorization will apply to all treatment sessions after the date of my revocation.

*By signing, you are acknowledging awareness of the following:*

- *My participation in taped sessions is voluntary*
- *I can refuse to participate in recording at any time without penalty*
- *Taped sessions will be kept securely locked*

\_\_\_\_\_  
Signature of Client (must be at least 14 years old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

---

Signature of Counselor

---

Date