

**WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION**

**DEPARTMENT OF
SPECIAL EDUCATION AND COUNSELING**

**CLINICAL MENTAL HEALTH
COUNSELING CONCENTRATION**

**SITE SUPERVISOR
INTERNSHIP HANDBOOK**

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**WILLIAM PATERSON UNIVERSITY
CLINICAL MENTAL HEALTH
SITE SUPERVISOR INTERNSHIP
HANDBOOK**

Introduction

Welcome to the internship component of field experience in the Clinical Mental Health Counseling Concentration of the Professional Counseling Master's program at William Paterson University. This experience is the counselor intern's opportunity to continue to put his/her formal training into practice after Practicum. This handbook is designed to provide information that will assist you in helping your counselor intern complete all requirements of this course.

Definitions

Before beginning, there are a several terms that need to be defined in order for you to have a clear understanding of the counselor intern's internship experience.

Counseling intern – The counseling intern is a student, under supervision, who has begun his/her internship experience and has been placed in a field setting.

Internship Placement Site – The site where the internship experience takes place. The site must meet WPU training program standards and provide the counseling intern with the opportunity to perform all activities, under supervision, that a regular staff member employed as a clinical mental health counselor would perform. Generally, practicum and internship are done at the same placement site, though the counseling intern is encouraged to find more than one placement site in order to have a broader experience.

Practicum and Internship Coordinator- The coordinator is a designated University faculty member who is responsible for receiving practicum and internship applications. The coordinator will approve all practicum and internship placements before the course begins. The coordinator will also hold a practicum/internship orientation the semester before the placement begins.

Site Supervisor – The site supervisor is a designated professional staff member at the placement site who is directly responsible for the supervision of the counseling intern. Site supervisors must be either a Licensed Professional Counselors (LPC), Licensed Clinical Social Workers (LCSW) or licensed psychologists (school psychologists are not appropriate supervisors). The site supervisor must also hold at least a Master's degree in counseling or a closely related field and have worked as a mental health counselor for at least two (2) years. The duties of the site supervisor are as follows:

1. Make provisions for orientation of the counseling intern to the site, including procedures for assigning clients, emergency procedures, safety procedures, and any site-specific limits to confidentiality.
2. Provide space for the counseling intern to perform his/her counseling responsibilities.
3. Make provisions for the counseling intern to audio and/or video record clients with the client's written consent.
4. Work with the counseling intern to develop internship goals.
5. Maintain bi-weekly communication with University supervisor/Course instructor.
6. Maintain responsibility for counseling intern's continuity on site.
7. Assist in the evaluation of the counseling intern's performance relative to the objectives of the experience.
8. Provide regular supervision for the counseling intern not to be less than 1 hour of face to face supervision per week.

University Supervisor/Course Instructor – The course university supervisor/course instructor is the instructor of the Internship I (CSP 6860) and Internship II (CSP 6870) and provides the interns with weekly supervision. The duties of the University supervisor/course instructor are as follows:

1. Receive status of placement from counseling intern prior to the start of the semester.
2. Provide group supervision of the counseling intern.
3. Provide triadic supervision of the counseling intern.
4. Monitor progress of counseling intern during the internship experience.
5. Maintain bi-weekly communication with site supervisors.
6. Make on-site visits when needed.
7. Initiate resolution of any problem occurring on-site.
8. Review counseling intern's session recordings.
9. Secure evaluations.
10. Assign final grades.

Selecting and Acquiring a Placement Site

The counseling intern must find his/her own placement sites. The Practicum and Internship Coordinator will help in any way, but the ultimate responsibility is the counseling intern's. A counseling intern may be able to use his/her work site for internship, however this is contingent on the counseling intern's work load and must be approved by the Practicum and Internship Coordinator. All sites must be approved by the University. The counseling intern is required to have experience in conducting both individual and group counseling and have one (1) hour of face to face site supervision per week. In addition, the counseling intern **must** audio or video record counseling sessions. These requirements should be taken into

consideration when selecting an internship site.

The counseling intern should contact the appropriate person at the possible placement site and discuss the requirements of the placement with this person. A qualified site supervisor should be identified at the time of this contact. The site supervisor and any other relevant administrators (school principal or school counseling director) must sign the Practicum/Internship Application and Internship contract before a site will be approved by the Practicum and Internship Coordinator (see appendix for application and contract). The Practicum and Internship Coordinator will be available to answer any questions the site supervisor or administrator might have.

Liability Insurance

The counseling intern is required to purchase liability insurance through the American Counseling Association (ACA) while he/she is taking internship. The counseling intern needs to have their own policy, even if they are covered at the placement site. ACA offers low cost liability insurance for practicum/internship students, however you must be a member of ACA to take advantage of these low rates. Applications for membership in ACA can be obtained from counseling faculty, from the ACA website at www.counseling.org, or by calling ACA at 1-800-347-6647.

Placement Hour Requirements

For the Internship I (CSP 6860) requirement, the counseling intern must have a total of 300 clock hours. These hours include a minimum of 120 hours of direct service with clients, with the at least half of those hours in individual counseling. The counseling intern may also have up to half of the direct service hours in group counseling hours. The counseling intern is required to have a minimum of four (4) clients for individual counseling. The remaining 180 hours of the placement includes: individual site supervision (at least 1 hour per 20 hours of direct client service), group supervision, case write ups, peer consultation, and required paperwork, as well as other experiences that familiarize the counseling intern with the culture and procedures of their setting. The hour requirements for Internship I (CSP 6860) and Internship II (CSP 6870) are the same.

Recording Requirements

The counseling intern are **required** to provide audio and/or video recordings of individual counseling sessions. These recordings will be reviewed and evaluated by the course instructor. The counseling intern is required to provide at least three (3) recordings for the Internship I (CSP 6860) and at least three (3) recordings for Internship II (CSP 6870).

Consent for Recording forms must be signed by client and/or minor clients' parent or guardian. Minor clients must also sign their assent. The client must be made aware that recordings will be listened to by the University supervisor/course instructor and may be reviewed in class for instruction purposes only. The client should be told that the recordings will be confidential and anonymous. They should also be informed that the recordings will be destroyed after they are reviewed. Some placement sites will have their own recording consent forms. The Consent for Recording form is included in this handbook.

If the counselor trainee is not allowed to tape at the site, they must utilize one of the following methods to meet the requirement of two tapes:

- Live supervision of student's interactions with student/client at practicum site
- Video recording in WPU clinical lab with peer

Counseling Procedures

The counseling intern is required (as all counselors are) to make sure his/her client gives informed consent for counseling. Some sites will have their own Permission to Counsel Form. A University form is included in this handbook. It is required that the counseling intern has a University permission form filled out and signed by each client and/or client's parent or guardian along with any forms your site may require. Minor clients must also sign their assent. The counseling intern must inform each client that he/she is a counseling intern fulfilling a requirement for a Master's degree in counseling. The client must be informed that the counseling intern is under supervision. When informing the client of confidentiality and the limits of confidentiality, the counseling intern must inform the client that his/her case will be discussed with supervisors, who are under the same obligations of confidentiality as the counseling intern.

Competencies

It is essential that the counseling intern acquires certain competencies during the practicum/internship experience. The following lists some of these competencies.

1. Counseling skills: The counseling intern will
 - a. Demonstrate the ability to obtain a psychosocial history.

- b. Demonstrate the ability to use interviewing skills such as observing and active listening.
 - c. Demonstrate the ability to ascertain present mental status.
 - d. Demonstrate the ability to advocate for the client.
2. Evaluation skills: The counseling intern will
- a. Demonstrate the ability to conceptualize client issues based on intake information and information obtained in counseling sessions.
 - b. Demonstrate the ability to understand ramifications of DSM 5 diagnosis.
 - c. Demonstrate the ability to read and understand client records in terms of medications used and identified problems.
3. Treatment skills including:
- a. Demonstrate the ability to provide appropriate theory based counseling sessions.
 - b. Demonstrate the ability to write and implement treatment plans.
 - c. Demonstrate an awareness of how client's cultural and/or ethnic background can impact case conceptualization, test interpretation, and diagnosis.
 - d. Demonstrate ability to work with other professionals in a joint treatment effort.
4. Knowledge of Agency Administration: The counseling intern will
- a. Demonstrate knowledge of the administrative and operative structure of the agency.
 - b. Demonstrate knowledge of the philosophy of the agency in regard to counseling.
 - c. Demonstrate an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources.
 - d. Demonstrate knowledge and understanding of activities the agency requires of regularly employed staff in the position that the counseling intern holds.
 - e. Demonstrate knowledge of the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit.
 - f. Demonstrate the ability to manage or assist in the management of individual cases including service coordinating and referral services.
 - g. Demonstrate the ability to keep appropriate records and case reports.
5. Professional Behavior including:
- a. Demonstrate knowledge of and adherence to the professional ethics and standards as outlined in the Standards and Practices and Ethical Codes of the American Counseling Association.
 - b. Demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with the standards of local, state and national government.
 - c. Demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements.

- d. Demonstrate knowledge of and adherence to the agency's professional standards and quality assurance policies, including policies on client-counselor relationship, record keeping, referral policies, and peer review process.

Grading Procedures

Internship I (CSP 6860) and Internship II (CSP 6870) are pass/fail courses. If the course instructor or the site supervisor has any concerns about the counseling intern's progress, the course instructor will meet with the counseling intern and the site supervisor to discuss these concerns and to determine the appropriate course of action. All requirements of the course must be met before a pass grade will be given.

INTERNSHIP HANDBOOK

SAMPLE FORMS

**WILLIAM PATERSON UNIVERSITY
APPLICATION FOR MENTAL HEALTH COUNSELING CONCENTRATION
INTERNSHIP**

Date placement begins _____

Name _____

Address _____

City _____ ZIP _____

Home Phone _____ Cell Phone _____

Email _____ Social Security # _____

Important!

Experience has shown that the more course work a student has completed, the better he or she will do in a field placement. It is therefore recommended that you have most, if not all your coursework completed before beginning practicum and internship. If this is not possible, you must have completed the course listed below before beginning your field placement.

Record the grade you have received in each of the following courses. If you have not completed a requirement, please indicate the semester in which you plan to do so. Full-time students must have completed a minimum of 24 credit hours before beginning Practicum. Part-time students must have completed a minimum of 36 hours before beginning Practicum.

A. Courses required for all students to have taken before or concurrently with Practicum:

____ CSP 6010

____ CSP 6030

____ CSP 6040

____ CSP 6050

____ CSP 6060

____ CSP 6080

____ CSP 6090

____ CSP 6160

____ CSP 6210

____ CSP 6220

____ CSP 6510

B. Other courses taken:

List electives taken: _____

Student signature

Date

Practicum and Internship
Coordinator signature

Date

**William Paterson University
Professional Counseling Program
Department of Special Education and Counseling
1600 Valley Road, Wayne, NJ 07474**

Internship Contract for the Clinical Mental Health Concentration

Date placement begins _____

Counseling Intern Name _____

The above named student will be completing his/her internship at

_____. The fieldwork will be
(Name of Agency)
completed during the 20__-20__ academic year. The counseling intern will be
supervised at the site by _____.

The site supervisor is directly responsible for supervision of the counseling intern. This professional must have at least two (2) years' experience as a mental health counselor and must be a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Psychologist, or Psychiatrist. **A resume and copy of professional license must be provided with this contract.**

Please be advised that the site supervisor is responsible for:

- Orienting the counseling intern to the site, including procedures for assigning clients, emergency procedures, district policies and any site-specific limits to confidentiality
- Providing the counseling intern with the space necessary to complete requirements and responsibilities such as individual counseling, audio taping clients with the client's written consent, running groups, etc.

- Providing regular supervision for the counseling intern not to be less than one (1) hour of face to face supervision for every week that the counseling intern is on site.
- Maintaining responsibility for the counseling intern's continuity on site and assisting in the evaluation of the counseling intern's performance

The requirements of the counseling intern include an Internship requirement of 600 hours. The Internship hours include a minimum of 240 hours of direct service. The direct service hours consist of individual counseling, group counseling, family counseling, consultation, prevention, and crisis intervention. At least half of these hours should consist of individual counseling. The indirect hours consist of all other activities associated with the placement and the class. Please be aware that the counseling intern is required to do six (6) audio taped sessions while at the site.

Written consent forms are provided for counseling as well as taping of sessions.

If you have any further questions, please contact the Practicum/Internship Coordinator at deckerk1@wpunj.edu or 973-720-3442. Thank you for your time and participation.

By signing below, the site supervisor and the agency acknowledge that they are aware of the requirements stated above and agree to have the counseling intern at their site for their Practicum/Internship experience.

Site Supervisor

Agency Director

Counseling Intern



Professional Counseling Program
Internship Site Supervisor Data Sheet

Student Name: _____

Name: _____

Site Name: _____

Email: _____ Phone: _____

Credentials: _____

License: _____

Have you worked in the area of your specialty (school counseling or mental health counseling) for a minimum of two (2) years? (Please circle response)

YES NO

Do you have knowledge and understanding of WPU Professional Counseling Program Practicum/Internship requirements, policies, and procedures? (Please circle response)

YES NO

Have you attended training for supervision in counseling? (Please circle response)

YES NO

If yes, can you please select the training that you have received?

____ Supervision Class

____ Supervision Training

____ Supervision Workshop

____ Training by Faculty at WPU for Site Supervisors

____ Other (please indicate) _____

Parental Consent Form

Child's Name _____

Parent's Name _____

Phone # _____

I agree that a counseling intern in the Clinical Mental Health Counseling Concentration at William Paterson University may counsel my child. I understand that the counseling intern has completed Master's course work in counseling. The counseling intern will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential according to the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or imminent danger to the child or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Parent/Guardian Signature

Date

Child's Signature

Date

Counseling intern Signature

Date

William Paterson University
Department of Special Education and Counseling
Permission to Record

I understand that the counseling sessions that _____(counseling intern) will have with my child _____ will be audio recorded for evaluation of the counseling intern. I further understand that confidentiality will be maintained and only the counseling intern and the counseling intern's supervisor will have access to these recordings. I understand that these recordings might be reviewed by other counselors in training for the training purposes.

Understood and agreed to by the undersigned:

_____	_____
Parent/Guardian signature	Date
_____	_____
Child's signature	Date
_____	_____
Counseling intern signature	Date

Counseling Consent Form

Client Name _____

Phone # _____

I agree that a counseling intern in the Clinical Mental Health Counseling Concentration at William Paterson University will counsel me. I understand that the counseling intern has completed Master's course work in counseling. The counseling intern will be supervised by _____, a faculty member at William Paterson University and by _____, a site supervisor. Information gathered in the counseling will be held strictly confidential according to the American Counseling Association Code of Ethics. Exceptions to this confidentiality occur when there is suspected child abuse or imminent danger to the client or to others.

If for any reason you have questions about the counseling or are dissatisfied, you have the right to meet with the counseling intern and/or the supervisors named above.

I have read the above and understand the nature of the supervisory procedures. All my questions have been answered to my satisfaction.

Client Signature

Date

Counseling intern Signature

Date

**William Paterson University
Clinical Mental Health Counseling Internship
Weekly Log**

Counseling intern _____ Week #: ____ Dates: _____ to _____

Activity	Number of Hours		Activity	Number of Hours	
1. Individual Counseling			14. Site group supervision		
2. Group Counseling			15. University group supervision		
3. Family/Marriage Counseling			16. Individual University supervision		
4. Consultation			17. Individual site supervision		
5. Prevention					
6. Crisis intervention					
7. Record Keeping (& Report Writing)					
8. Recording review					
9. Professional Development (in-service)					
10. Clinical meetings or other agency meetings			Total hours:		
11. Contact with interested parties			Direct service hours (1-6)		
12. Other (explain below)			Non-direct service hours (7-12)		
13. Peer supervision			Supervision hours (13-17)		

Site Supervisor _____ **Date** _____

**William Paterson University
Clinical Mental Health Internship Hours Semester Summary Form**

Counseling intern _____ Semester _____
Site _____
Site Supervisor _____
University Supervisor _____

Total of weekly hours for:

Individual Counseling	_____	Consultation	_____
Group Counseling	_____	Prevention	_____
Family/Marriage	_____	Crisis intervention	_____
TOTAL DIRECT SERVICE HOURS FOR SEMESTER _____			

Total of weekly hours for:

Record Keeping (Report Writing)	_____	Clinical meetings	_____
Recording review	_____	Contact with interested parties	_____
Professional development	_____		
Other	_____		
TOTAL NON-DIRECT SERVICE HOURS FOR SEMESTER _____			

Total of weekly hours for:

Peer supervision	_____		
Site group supervision	_____	Individual university supervision	_____
University group supervision	_____	Individual site supervision	_____
TOTAL SUPERVISION HOURS FOR SEMESTER _____			

Counseling intern signature _____

Date _____

SESSION CRITIQUE

A. Date and length of time for the session (include how many times you have seen this client):

B. Background information about client:

C. Presenting problem:

D. Observation about client:

E. Observations about self:

F. Hindsight observations (what you liked, what you would have done differently):

What you would like assistance on:

Clinical Mental Health Internship Site Supervisor Evaluation

Name _____ Date _____ Semester/year _____ Supervisor Name _____

Below is a list of behavioral objectives pertinent to the counseling profession. Using the four (4) point scale provided, please tell us how competent you feel this counselor trainee is in each of these areas. Target is defined as going past what would be expected for a counselor trainee in practicum or internship. Please use a pencil or pen and completely fill in one circle for each objective.

1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1	Demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	○	○	○	○
2	Demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	○	○	○	○
3	Demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	○	○	○	○
4	Demonstrates effective use of individual counseling strategies	○	○	○	○
5	Demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	○	○	○	○
6	Demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	○	○	○	○
7	Demonstrates development of appropriate counseling strategies when working with clients with addiction and co- occurring disorders	○	○	○	○
8	Demonstrates the development of the ability to work with other professionals in a joint treatment effort	○	○	○	○
9	Demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	○	○	○	○
10	Demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	○	○	○	○
11	Demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	○	○	○	○
12	Demonstrates knowledge of and adherence to agency programs, policies, and procedures	○	○	○	○
13	Demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	○	○	○	○
14	Demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state, and national law	○	○	○	○
15	Demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	○	○	○	○

Please give a statement of your judgment of the counselor trainee as a prospective clinical mental health counselor. You may wish to note specific strengths or weaknesses that may not be sufficiently explained in the preceding items. Please feel free to add an additional page if you feel it is necessary.

Signature of Counselor Intern

Date

Site Supervisor

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Internship Site Supervisor Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	Does not, or minimally, demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Competently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting course expectations	Consistently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, exceeding course expectations
2	Does not, or minimally, demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	Beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	Competently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, meeting course expectations	Consistently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, exceeding course expectations
3	Does not, or minimally, demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Competently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting course expectations	Consistently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding course expectations
4	Does not, or minimally, demonstrates effective use of individual counseling strategies	Beginning to demonstrate effective use of individual counseling strategies	Competently demonstrates effective use of individual counseling strategies, meeting course expectations	Consistently demonstrates effective use of individual counseling strategies, exceeding course expectations
5	Does not, or minimally demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Competently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting course expectations	Consistently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding course expectations
6	Does not, or minimally, demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Beginning to demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Competently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, meeting course expectations	Consistently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding course expectations
7	Does not, or minimally demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Competently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, meeting course expectations	Consistently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, exceeding course expectations
8	Does not, or minimally, demonstrates the development of the ability to work with other professionals in a joint treatment effort	Beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort	Competently demonstrates the development of the ability to work with other professionals in a joint treatment effort, meeting course expectations	Consistently demonstrates the development of the ability to work with other professionals in a joint treatment effort, exceeding course expectations

9	Does not, or minimally, demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Beginning to demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Competently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, meeting course expectations	Consistently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, exceeding course expectations
10	Does not, or minimally, demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Beginning to demonstrate the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Competently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, meeting course expectations	Consistently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, exceeding course expectations
11	Does not, or minimally, demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	Beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling	Competently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, meeting course expectations	Consistently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, exceeding course expectations
12	Does not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures	Beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures	Competently demonstrates knowledge of and adherence to agency programs, policies, and procedures, meeting course expectations	Consistently demonstrates knowledge of and adherence to agency programs, policies, and procedures, exceeding course expectations
13	Does not, or minimally, demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Competently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding course expectations
14	Does not, or minimally, demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	Beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	Competently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, exceeding course expectations
15	Does not, or minimally, demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	Beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	Competently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, meeting course expectations	Consistently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding course expectations

Clinical Mental Health Internship Site Evaluation

Name _____ Date _____ Semester/Year _____ Site _____

Below is a list of behavioral objectives pertinent to mental health counseling practicum/internship placement sites. Using the 4 point scale provided, please tell us how well your site fulfilled each area.

1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1.	This site provided me with the appropriate amount of on-site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	The site provided me with quality and useful site supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This site provided me with appropriate exposure to and communication of agency procedures and goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This site provided me with information about community resources available in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This site provided me with ample opportunities and instruction for report writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This site provided me with ample opportunities to observe and participate in staff presentations and case consultations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This site provided me with appropriate opportunities to conduct individual counseling with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	This site provided me with appropriate opportunities to run group counseling sessions with clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I would recommend this site to another student/counseling intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	My overall evaluation of this site is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature of Counseling Intern

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Internship Student Site Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	The site did not, or minimally, provided me with the appropriate amount of on-site supervision	The site began to provide me with the appropriate amount of on-site supervision	The site competently provided me with the appropriate amount of on-site supervision, meeting my understanding of supervision expectations	The site consistently provided me with the appropriate amount of on-site supervision exceeding my understanding of supervision expectations
2	The site did not, or minimally, provided me with quality and useful site supervision	The site began to provide me with quality and useful site supervision	The site competently provided me with quality and useful site supervision, meeting my understanding of supervision expectations	The site consistently provided me with quality and useful site supervision, exceeding my understanding of supervision expectations
3	The site did not, or minimally, provided me with appropriate exposure to and communication of agency procedures and goals	The site began to provide me with appropriate exposure to and communication of agency procedures and goals	The site competently provided me with appropriate exposure to and communication of agency procedures and goals, meeting my understanding of supervision expectations	The site consistently provided me with appropriate exposure to and communication of agency procedures and goals, exceeding my understanding of supervision expectations
4	The site did not, or minimally, provided me with information about community resources available in the community	The site began to provide me with information about community resources available in the community	The site competently provided me with information about community resources available in the community, meeting my understanding of supervision expectations	The site consistently provided me with information about community resources available in the community, exceeding my understanding of supervision expectations
5	The site did not, or minimally, provided me with ample opportunities and instruction for report writing	The site began to provide me with ample opportunities and instruction for report writing	The site competently provided me with ample opportunities and instruction for report writing, meeting my understanding of supervision expectations	The site consistently provided me with ample opportunities and instruction for report writing, exceeding my understanding of supervision expectations
6	The site did not, or minimally, provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site began to provide me with ample opportunities to observe and participate in staff presentations and case consultations	The site competently provided me with ample opportunities to observe and participate in staff presentations and case consultations	The site consistently provided me with ample opportunities to observe and participate in staff presentations and case consultations
7	The site did not, or minimally, provided me with appropriate opportunities to conduct individual counseling with clients	The site began to provide me with appropriate opportunities to conduct individual counseling with clients	The site competently provided me with appropriate opportunities to conduct individual counseling with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to conduct individual counseling with clients, exceeding my understanding of supervision expectations
8	The site did not, or minimally, provided me with appropriate opportunities to run group counseling sessions with clients	The site began to provide me with appropriate opportunities to run group counseling sessions with clients	The site competently provided me with appropriate opportunities to run group counseling sessions with clients, meeting my understanding of supervision expectations	The site consistently provided me with appropriate opportunities to run group counseling sessions with clients, exceeding my understanding of supervision expectations
9	I would not recommend this site to another student/counseling intern	I would provisionally recommend this site to another student/counseling intern	I would recommend this site to another student/counseling intern, based on my understanding of placement expectations	I would strongly recommend this site to another student/counseling intern, based on my understanding of placement expectations
10	My overall rating of this site is poor	My overall rating of this site is fair	My overall rating of this site is good	My overall rating of this site is excellent

Clinical Mental Health Internship Student Evaluation of Site Supervisor Form

Intern Name _____ Date ____ Semester/year ____ Supervisor Name _____

Below is a list of behavioral objectives pertinent to clinical supervision. Using the 4 point scale provided, please tell us how competent you feel this Site Supervisor is in each of these areas. Please use a pencil or pen and completely fill in one circle for each objective.

1 = Needs improvement 2 = Progressing 3 = Competent 4 = Advanced

		1	2	3	4
1.	This supervisor helped me feel at ease with the supervision process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	This supervisor relayed clear expectations of the intern's responsibilities on site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	This supervisor provided me with specific help in areas that I need to improve and provides me with opportunity to adequately discuss the major difficulties I am facing with my clients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	This supervisor addressed issues relevant to my current concerns as a counseling intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	This supervisor helped me focus on how my counseling behavior influences the client	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	This supervisor emphasized the development of my strengths and capabilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	This supervisor enabled and encouraged me to become actively involved in the supervision process and enables me to express opinions, questions, and concerns about my counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I feel this supervisor accepts me and respects me as a person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	This supervisor conveyed competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	This supervisor was able to accept feedback from me	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	This supervisor helps me clarify my counseling objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	This supervisor challenged me to make accurate diagnosis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	This supervisor gave me useful feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	This supervisor allowed and encouraged me to evaluate myself and to understand my underlying motivations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	This supervisor explained the criteria for evaluation clearly and in behavioral terms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature of Counseling Intern

Date

**William Paterson University Professional Counseling Program
Clinical Mental Health Internship Site Supervisor Evaluation Rubric**

Competency #	Needs improvement (1)	Progressing (2)	Competent (3)	Advanced (4)
1	Does not, or minimally, demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Beginning to demonstrate developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management	Competently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, meeting course expectations	Consistently demonstrates developing skills necessary to conduct an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management, exceeding course expectations
2	Does not, or minimally, demonstrates the ability to make tentative impressions and recommendations based upon client intake interview	Beginning to demonstrate the ability to make tentative impressions and recommendations based upon client intake interview	Competently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, meeting course expectations	Consistently demonstrates the ability to make tentative impressions and recommendations based upon client intake interview, exceeding course expectations
3	Does not, or minimally, demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Beginning to demonstrate development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions	Competently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, meeting course expectations	Consistently demonstrates development of skills necessary for conceptualization of client issues based on intake information obtained in counseling sessions, exceeding course expectations
4	Does not, or minimally, demonstrates effective use of individual counseling strategies	Beginning to demonstrate effective use of individual counseling strategies	Competently demonstrates effective use of individual counseling strategies, meeting course expectations	Consistently demonstrates effective use of individual counseling strategies, exceeding course expectations
5	Does not, or minimally demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Beginning to demonstrate development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis	Competently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, meeting course expectations	Consistently demonstrates development of skills and knowledge necessary to understand ramifications of DSM 5 diagnosis, exceeding course expectations
6	Does not, or minimally, demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Beginning to demonstrate an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis	Competently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, meeting course expectations	Consistently demonstrates an understanding of how the student's, as well as a client's cultural and ethnic background affects the counseling process including client conceptualization, counseling strategies, assessment, and differential diagnosis, exceeding course expectations
7	Does not, or minimally demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Beginning to demonstrate development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders	Competently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, meeting course expectations	Consistently demonstrates development of appropriate counseling strategies when working with clients with addiction and co-occurring disorders, exceeding course expectations
8	Does not, or minimally, demonstrates the development of the ability to work with other professionals in a joint treatment effort	Beginning to demonstrate the development of the ability to work with other professionals in a joint treatment effort	Competently demonstrates the development of the ability to work with other professionals in a joint treatment effort, meeting course expectations	Consistently demonstrates the development of the ability to work with other professionals in a joint treatment effort, exceeding course expectations

9	Does not, or minimally, demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Beginning to demonstrate the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources	Competently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, meeting course expectations	Consistently demonstrates the development of an understanding of and the ability to use agency resources such as records, psychological or psychiatric consultations, psychological or educational testing, and other information sources, exceeding course expectations
10	Does not, or minimally, demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Beginning to demonstrate the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy	Competently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, meeting course expectations	Consistently demonstrates the ability to familiarize him/herself with the goals, purpose and functioning of each agency department and how they may be utilized for the client's benefit and client advocacy, exceeding course expectations
11	Does not, or minimally, demonstrates development of skills for current record-keeping standards related to clinical mental health counseling	Beginning to demonstrate development of skills for current record-keeping standards related to clinical mental health counseling	Competently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, meeting course expectations	Consistently demonstrates development of skills for current record-keeping standards related to clinical mental health counseling, exceeding course expectations
12	Does not, or minimally, demonstrates knowledge of and adherence to agency programs, policies, and procedures	Beginning to demonstrate knowledge of and adherence to agency programs, policies, and procedures	Competently demonstrates knowledge of and adherence to agency programs, policies, and procedures, meeting course expectations	Consistently demonstrates knowledge of and adherence to agency programs, policies, and procedures, exceeding course expectations
13	Does not, or minimally, demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Beginning to demonstrate knowledge of and adherence to the professional ethics and standards of the American Counseling Association	Competently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional ethics and standards of the American Counseling Association, exceeding course expectations
14	Does not, or minimally, demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	Beginning to demonstrate knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law	Competently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, meeting course expectations	Consistently demonstrates knowledge of and adherence to the professional legal responsibilities in accordance with local, state and national law, exceeding course expectations
15	Does not, or minimally, demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements	Beginning to demonstrate knowledge of counselor preparation standards and state licensure and national certification requirements	Competently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, meeting course expectations	Consistently demonstrates knowledge of counselor preparation standards and state licensure and national certification requirements, exceeding course expectations